

# Application and Contract for North and East Building Meeting Rooms

## 2025 ASCO Annual Meeting

Meeting Dates: May 30-June 3, 2025

Exhibit Dates: May 31-June 2, 2025

McCormick Place | Chicago, IL



Submit application to [exhibitcontracts@spargoinc.com](mailto:exhibitcontracts@spargoinc.com) Need Help? [ascoexhibits@spargoinc.com](mailto:ascoexhibits@spargoinc.com) | 703-631-6200 | 800-564-4220

### Step 1: Contact Information

Company Name \_\_\_\_\_

Contact \_\_\_\_\_ Job Title \_\_\_\_\_

Phone (direct only) \_\_\_\_\_ Mobile (required) \_\_\_\_\_

Email (direct only) \_\_\_\_\_ Website \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

I would like to receive communication from ASCO and SPARGO, Inc. regarding exhibiting opportunities at current and future ASCO meetings. To opt out of receiving these messages at any time, contact [compliance.expo@spargoinc.com](mailto:compliance.expo@spargoinc.com).

### Step 2: Meeting Room Rental Rates

#### McCormick Place, East Building Meeting Room

The Meeting Room package includes a lockable door, carpet, standard electric, and a company identification sign with logo. **Meeting Rooms will be available Friday, May 30: 8:00 AM - 7:00 PM and Saturday, May 31 - Monday, June 2: 7:00 AM - 7:00 PM. Tuesday, June 3 is a move out day only, meetings are not permitted.**

400 sq. ft. Meeting Room (unfurnished) - \$39,600

400 sq. ft. Meeting Room (furnished) - \$41,600

600 sq. ft. Meeting Room (unfurnished) - \$59,400

600 sq. ft. Meeting Room (furnished) - \$62,400

1,000 sq. ft. Meeting Room (unfurnished) - \$99,000

Meeting Room # Preferences: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

#### McCormick Place, North Building Meeting Room

The Meeting Room package includes a secured, private room with lockable door, existing carpet, standard electric, and a company identification sign with logo. **Meeting Rooms will be available Thursday, May 29 at 9:00 AM through Tuesday, June 3 at 1:00 PM.**

800 sq. ft. Meeting Room (unfurnished) - \$70,000

1,000 sq. ft. Meeting Room (unfurnished) - \$75,000

1,500 sq. ft. Meeting Room (unfurnished) - \$80,000

Meeting Room # Preferences: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

\*Companies will be limited to purchasing two North building meeting rooms during the first round of space selection and can purchase additional rooms if they are available after space selection.

### Step 3: Payment and Cancellation

#### Deposit and Payment Schedule

Applications Received Through August 28, 2024	
50% of balance due by August 28, 2024	Remaining balance due by January 22, 2025

Applications Received August 29, 2024 Through January 21, 2025	
50% of balance due with application	Remaining balance due by January 22, 2025

Applications Received on January 22, 2025 or After	
100% due with application	

#### Cancellation Terms

By August 27, 2024	100% refund of contracted amount
August 28, 2024-January 21, 2025	50% refund of contracted amount
Beginning January 22, 2025	No refund

ASCO requires 50% payment no later than August 28, 2024 and full payment no later than January 22, 2025. Failure to make payments does not release the contracted or financial obligation of Exhibitor. Full refund if cancelled by ASCO without cause.

#### ASCO's banking and check remittance information has changed as of April 2024.

Make checks payable to ASCO and mail to: **ASCO • PO Box 1029 • Charlotte, NC 28201-1002**

New account number for ACH/Wire payments: **Truist Financial Account ending in 8316** (previously 0669)

For updated instructions please contact [exhibitorservices@spargoinc.com](mailto:exhibitorservices@spargoinc.com).

#### Credit Card Payments

An invoice will be sent with instructions to submit a credit card payment online.

### Step 4: Acknowledgement

As an authorized representative of the above stated Exhibitor, I agree to the payment and cancellation terms included in this agreement. Furthermore, I have received, reviewed, and agree that Exhibitor will comply with the Policies for Exhibitors and Other Organizations at ASCO Meetings available on [asco.org/exhibits](http://asco.org/exhibits) (as may be amended from time to time). I understand that exhibit space must be staffed at all times during the published Exhibit Hall open hours and may not be torn down early. Exhibitor agrees to receive all written and electronic correspondence from ASCO, SPARGO, Inc., and official event contractors related to the 2025 and 2026 ASCO Annual Meeting. This meeting room application will become a contract upon Exhibitor's authorized signature and ASCO's acceptance and approval.

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Telephone \_\_\_\_\_

# Application and Contract for West Building Meeting Rooms

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Room	Sq. Ft.	Cost
<input type="checkbox"/> W190a	5,239	\$95,000
<input type="checkbox"/> W190b	4,139	\$85,000
<input type="checkbox"/> W191	908	\$60,000
<input type="checkbox"/> W192a	2,012	\$70,000
<input type="checkbox"/> W192b	2,935	\$75,000
<input type="checkbox"/> W192c	2,014	\$70,000
<input type="checkbox"/> W193a	1,532	\$65,000
<input type="checkbox"/> W193b	1,481	\$65,000

Room	Sq. Ft.	Cost
<input type="checkbox"/> W194a	1,482	\$65,000
<input type="checkbox"/> W194b	2,754	\$75,000
<input type="checkbox"/> W195	1,712	\$65,000
<input type="checkbox"/> W196a	4,800	\$90,000
<input type="checkbox"/> W196b	4,743	\$90,000
<input type="checkbox"/> W196c	4,799	\$90,000

**Total Cost: \$** \_\_\_\_\_

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