

# APPLICATION AND CONTRACT FOR MEETING ROOM

## ASRM 2023 Annual Scientific Congress & Expo

Meeting Dates: October 14-18, 2023

Exhibit Dates: October 16-18, 2023

Ernest N. Morial Convention Center ~ New Orleans, LA



### Contact Information (English Only)

Company Name.....

Contact..... Job Title.....

Tel..... Mobile.....

Email (Direct only)..... Website .....

Address.....

City..... State..... Zip..... Country.....

### Meeting Room Rental Rates

The Meeting Room package includes carpet only. Exhibitors are responsible for ordering furniture, electric, internet, office equipment, catering, etc. through the appropriate contact(s). Please note that group presentations to attendees will not be permitted in this area. **Meeting Rooms will be available for use during published exhibit hall hours on Monday, October 16 - Wednesday, October 18.**

\$9,950 - 10'x20'                       \$15,500 - 20'x20'

# of Meeting Rooms: \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

### Payment Information

Deposit and Payment Schedule
December 6, 2022...50% due for applications submitted prior to December 6, 2022
December 6, 2022 – June 8, 2023...50% due with application
After June 8, 2023...100% due

**ASRM requires payment in full no later than June 8, 2023. Failure to make payments does not release the contracted or financial obligation of Exhibitor.**

Submit completed contract to:  
[exhibitcontracts@spargoinc.com](mailto:exhibitcontracts@spargoinc.com)

Need Help? Contact:  
[asrmexhibits@spargoinc.com](mailto:asrmexhibits@spargoinc.com)

### Cancellation Penalties

Cancellation Penalties
Through December 5, 2022...0% Penalty
December 6, 2022 – June 8, 2023...50% Penalty
June 9, 2023 and After...100% Penalty

**Make checks payable to:**  
American Society for Reproductive Medicine

**Mail check payment to:**  
ASRM Exposition Management, c/o SPARGO, Inc.  
11208 Waples Mill Road, Suite 112 ♦ Fairfax, VA 22030

**Credit Card Payments:**  
An invoice will be sent with instructions to submit credit card payment online.

I acknowledge that as an authorized representative and signee of the above stated Exhibitor, I have received, reviewed, and agree that Exhibitor will comply with the [ASRM 2023 Rules, Regulations, and Terms](#). Exhibitor agrees to receive all written and electronic correspondence from ASRM, SPARGO, Inc. and official event contractors in reference to the ASRM annual meeting and all future ASRM events. This exhibit application will become a contract upon Exhibitor's authorized signature and ASRM's acceptance and approval. ASRM reserves the right to approve, decline, or cancel an exhibitor contract at its sole discretion.

Exhibitor Signature..... Date.....

Printed Name..... Telephone.....

### Cancellations, Space Reductions and Refunds Policy

If Exhibitor wishes to cancel this application and agreement, Exhibitor may only do so by sending written notice (email is fine) to [ASRMexhibits@spargoinc.com](mailto:ASRMexhibits@spargoinc.com). The cancellation notice must be acknowledged and confirmed by SPARGO, Inc., before cancellation is considered final. In such event, Exhibitor shall be liable for a cancellation penalty based on total cost and penalty timeline specified above. The date of cancellation shall be the date the notice is received by the ASRM Show Management Company (SPARGO) at the address above. Cancellation or failure to make payment by the payment dates set forth in this Contract does not release Exhibitor from its financial or contractual obligations. Exhibitor is responsible for all outstanding balances and any additional fees, costs, and expenses— including reasonable attorneys' fees, incurred in attempting to collect or in actually collecting the monies due from Exhibitor whether by lawsuit or any other means.