



ASTRO REGISTRATION BAG APPLICATION AND CONTRACT

The ASTRO Registration Bag will reach approximately 4,500 attendees during registration and badge pickup. This is an excellent opportunity to put your message in front of your customers and prospects as they begin their Annual Meeting experience in San Francisco. If you are showcasing a new product or service, hosting an Industry-Expert Theater, Industry Satellite Symposium or simply want to highlight your booth, an insert in the ASTRO Registration Bag is a great way to bring attention to your company's presence at the meeting.

DEADLINES

September 8, 2025 Application and Contract/Insert Proof
September 10, 2025 Inserts due to advance warehouse

RATE (PER INSERT)

\$5,000

QUANTITY

4,500

INSERT SPECIFICATIONS

Maximum Dimension: 8 ½" x 11" | **Maximum Weight:** 4 ounces
Maximum Number of Pages: 10

ASTRO REGISTRATION BAG SPONSORSHIP – EXCLUSIVE OPPORTUNITY

Secure this prime opportunity to place your company logo on the outside of the registration bag. This opportunity includes a complimentary insert to be placed inside the bag.

DEADLINE (Logo artwork due)

March 31, 2025

RATE

\$20,000

ADVERTISING SPECIFICATIONS

- Logo not to exceed 9" x 6"
- Logo will be black and white
- Logo artwork must be Adobe Illustrator CC or lower (.eps). All fonts must be converted to outlines. No placed images.

ASTRO REGISTRATION BAG RULES

RESERVE AN INSERT IN THE REGISTRATION BAG

1. To reserve your place in the registration bag, submit your ASTRO Registration Bag Application and Contract, payment as per terms and insert proof by **September 8, 2025**.
2. All inserts must be submitted to SPARGO, Inc. for final approval by ASTRO. A copy of the insert must be approved by ASTRO regardless of whether your promotional materials were previously submitted for review and approved. Submit insert proof to astroexhibits@spargoinc.com. SPARGO, Inc. will notify you of approval. If changes are necessary, the corrected insert must be resubmitted for final approval. Participant is responsible for costs associated with production of insert.
3. All inserts must be shipped to arrive at the advance warehouse by **September 10, 2025**. SPARGO, Inc. will supply an address label to be completed and placed on the outside of each box that is shipped, along with your official carrier's shipping label.

TERMS AND CONDITIONS

1. Full payment is due upon receipt of ASTRO Registration Bag Application and Contract.
2. No cancellations are accepted.
3. No agency commission or cash discounts permitted.
4. Inserts are due at the advance warehouse by **September 10, 2025**. If inserts are not received by this deadline, they will not be included in the registration bag and Exhibitor will not be entitled to a refund.
5. If participant does not send the quantity specified on the rate card, ASTRO and SPARGO, Inc. will not be held liable for bags that are missing that insert.
6. A minimum number of inserts must be reserved for the registration bag to be conducted. ASTRO and SPARGO, Inc. reserve the right to cancel the registration bag in the event the minimum number of inserts is not reserved. In this instance, ASTRO and SPARGO, Inc. will refund 100% of monies paid. ASTRO and SPARGO, Inc. are not obligated to offer or replace the registration bag service with any other advertising vehicle.

TO RESERVE YOUR ASTRO REGISTRATION BAG INSERT OR FOR QUESTIONS CONTACT:

John Barrett | john.barrett@spargoinc.com | 703-654-6490

ASTRO EXPOSITION MANAGEMENT

c/o SPARGO, Inc.

Email: astroexhibits@spargoinc.com

Phone: 1-800-564-4220 / 703-631-6200

11208 Waples Mill Road, Suite 112

Fairfax, VA 22030



ASTRO REGISTRATION BAG APPLICATION AND CONTRACT

CONTACT INFORMATION

Company Name _____

Contact _____ Title _____

Phone _____ Fax _____

Email _____ Website _____

Address _____

City _____ State _____ Zip _____ Country _____

ASTRO REGISTRATION BAG OPPORTUNITIES

Registration Bag Insert – \$5,000 Registration Bag Sponsor – \$20,000 Total Cost of All Items: \$ _____

I acknowledge that as an authorized representative of the above stated Exhibitor, I have received, reviewed and agree to the ASTRO Registration Bag Rules. Exhibitor agrees to receive all written and electronic correspondence from ASTRO and SPARGO, Inc. in reference to the 2025 ASTRO Annual Meeting and all future ASTRO events. This application and contract will become a binding contract upon Exhibitor's authorized signature and ASTRO's acceptance and approval.

Exhibitor Signature _____ Date _____

Printed Name _____ Telephone _____

SHOW MANAGEMENT USE

Authorized Signature _____ Date _____

PAYMENT INFORMATION

INITIALS	DEPOSIT AND PAYMENT SCHEDULE
	Until May 5, 2025: 50% of total fee due for applications submitted on or before May 5, 2025.
	After May 5, 2025: 100% of total fee due.

ASTRO requires payment in full by May 5, 2025.
Failure to make payments does not release the applicant from its contractual financial obligation.

CANCELLATION PENALTIES

INITIALS	DEPOSIT AND PAYMENT SCHEDULE
	On or before December 4, 2024: No cancellation fee
	December 5, 2024 - May 5, 2025: 50% of total fee is charged
	On or after May 6, 2025: 100% of total fee is charged.
	Full refund if registration bag canceled by ASTRO.

PAYMENT INFORMATION

CREDIT CARD PAYMENT

Credit card payment can only be accepted online. You will receive instructions upon invoicing with a login to your account to pay online.

CHECK PAYMENT (U.S. dollars drawn on U.S. bank.)

If paying by check, please email Application and Contract for Exhibit Space to exhibitcontracts@spargoinc.com. Please mail original application with check made payable to ASTRO to:

FOR STANDARD MAIL:
ASTRO
P.O. Box 417217
Boston, MA 02241-7217

FOR OVERNIGHT DELIVERY:
Bank of America Merrill Lynch Lockbox Services
Lockbox #417217, MA5-527-02-07
2 Morrissey Blvd., Dorchester, MA 02125