

**APPLICATION AND CONTRACT FOR EXHIBITOR HEADQUARTERS**

**ANESTHESIOLOGY® 2019**

Meeting Dates: October 19-23, 2019

Exhibit Dates: October 19-21, 2019

Orange County Convention Center ~ Orlando, Florida

**ANESTHESIOLOGY® 2019**

OCTOBER 19-23 | ORLANDO

[Click Here to Submit Via Email](#)

**Contact Information**

Exhibiting Company .....

Contact..... Title.....

Tel..... Fax.....

Email..... Web Site .....

Address.....

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

**Exhibitor Headquarters** - Private meeting space in the exhibit hall dedicated to your company for the three-day event. The headquarters room is hard-walled and carpeted and includes 1 conference table, 6 chairs (10 chairs for 20'x20'), 2 wastebaskets, electrical (1 powered outlet) and signage outside the entrance. Reserved on a first-come, first-served basis.

10'x20' – \$7,150       20'x20' – \$10,200      Preferences: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

<p><b>Payment Information</b></p> <table border="1" style="width: 100%;"> <tr> <th style="width: 15%;">Initials</th> <th>Deposit and Payment Schedule</th> </tr> <tr> <td></td> <td>December 14, 2018...50% due for applications submitted prior to December 14, 2018</td> </tr> <tr> <td></td> <td>December 14, 2018 – June 24, 2019...50% due with application</td> </tr> <tr> <td></td> <td>After June 24, 2019...100% due with application</td> </tr> </table> <p><b>ASA requires payment in full no later than June 25, 2019. Failure to make payments does not release the contracted or financial obligation of Exhibitor.</b></p> <p><b>Submit application to:</b> Email: <a href="mailto:exhibitcontracts@spargo.com">exhibitcontracts@spargo.com</a></p> <p><b>Need Help? Contact:</b> <a href="mailto:asaexhibits@spargo.com">asaexhibits@spargo.com</a> (703) 631-6200   (800) 564-4220</p>	Initials	Deposit and Payment Schedule		December 14, 2018...50% due for applications submitted prior to December 14, 2018		December 14, 2018 – June 24, 2019...50% due with application		After June 24, 2019...100% due with application	<p><b>Cancellation Penalties</b></p> <table border="1" style="width: 100%;"> <tr> <th style="width: 80%;">Cancellation Penalties</th> <th style="width: 20%;">Initials</th> </tr> <tr> <td>Through December 13, 2018...0%</td> <td></td> </tr> <tr> <td>December 14, 2018 – June 24, 2019...50%</td> <td></td> </tr> <tr> <td>After June 24, 2019...100%</td> <td></td> </tr> </table> <p><b>Make checks payable to:</b> American Society of Anesthesiologists®</p> <p><b>Mail check payment to:</b> ASA® Exposition Management c/o SPARGO, Inc. 11208 Waples Mill Road, Suite 112 ♦ Fairfax, VA 22030</p> <p><b>Credit Card Payments:</b> An invoice will be sent within one business day with instructions to submit credit card payment online.</p>	Cancellation Penalties	Initials	Through December 13, 2018...0%		December 14, 2018 – June 24, 2019...50%		After June 24, 2019...100%	
Initials	Deposit and Payment Schedule																
	December 14, 2018...50% due for applications submitted prior to December 14, 2018																
	December 14, 2018 – June 24, 2019...50% due with application																
	After June 24, 2019...100% due with application																
Cancellation Penalties	Initials																
Through December 13, 2018...0%																	
December 14, 2018 – June 24, 2019...50%																	
After June 24, 2019...100%																	

I acknowledge that as an authorized representative of the above stated Exhibitor, I have received, reviewed, and agree that Exhibitor will comply with the *Rules and Regulations*. Exhibitor agrees to receive all written and electronic correspondence from ASA, SPARGO, Inc., and official event contractors in reference to the ANESTHESIOLOGY annual meeting and all future ASA events. This Exhibitor Headquarters application will become a contract upon Exhibitor's authorized signature and ASA's acceptance and approval.

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

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

**Show Management Use**

Authorized ASA Signature..... Date.....

Account Number..... Assigned Number..... Size.....

## EXHIBITOR HEADQUARTERS RULES & REGULATIONS

### 1. DEFINED TERMS

THE TERMS "ASA" "ASA EXPOSITION MANAGEMENT" AND "CONVENTION CENTER" AS USED HEREIN SHALL MEAN THE AMERICAN SOCIETY OF ANESTHESIOLOGISTS, SPARGO, INC. AND THE MOSCONE CENTER RESPECTIVELY.

### **2. Applicability, Interpretation and Governing Law**

The Exhibitor Headquarters Rules and Regulations ("Rules") are part of the Exhibitor Headquarters Application between the exhibitor and ASA. ASA shall have authority to interpret and enforce these Rules. All matters not covered by these Rules are subject to decision of ASA. All decisions so made shall be as binding on all parties as the original Rules. The exhibitor or its designated representative is responsible for familiarizing themselves with all Rules and Regulations. If an exhibitor or their representative fails to observe these conditions or the terms of the Exhibitor Headquarters Application, they may be excluded from the contracted Exhibitor Headquarters without refund.

### **3. Amendments**

These Rules may be amended at any time by ASA and all amendments so made shall be binding on exhibitors equally with the original Rules and Regulations.

### **4. Eligibility**

Exhibitor Headquarters may be secured only by contracted ANESTHESIOLOGY 2019 annual meeting exhibitors. If the exhibitor cancels or defaults on exhibit space, the contracted Exhibitor Headquarter space will be revoked and cancellation fees will apply as outlined in these Rules and Regulations.

### **5. Payment Schedule**

Payment for Exhibitor Headquarters space is required upon submission of application as outlined on the application.

### **6. Payment Failure**

If payment is not received by specified date as noted on application, ASA and ASA Exposition Management reserves the right to re-sell or reassign the exhibitor space without any liability on its part. This clause shall not be construed as affecting the obligation of the exhibitor to pay full amount specified in its Exhibitor Headquarters application.

### **7. Exhibitor Refund and Cancellation Policy**

All cancellations must be submitted in writing. Cancellation penalties will apply as outlined on the application. If an exhibitor cancels exhibit space, their Exhibitor Headquarter space will be cancelled automatically.

### **8. Exposition Cancellation by American Society of Anesthesiologists**

It is mutually agreed that in the event of cancellation of the ANESTHESIOLOGY 2019 annual meeting due to fire, strikes, government regulations, acts of war, acts of terrorism or other causes which would prevent its scheduled openings or continuance, then the thereupon this agreement will be terminated and ASA shall determine an equitable basis for the refund of such exhibit fees. ASA and ASA Exposition Management will not be held liable for any other costs incurred by the exhibitor, other than the cost of exhibit rental space.

### **9. Exhibitor Headquarters Use Guidelines**

The exhibitor agrees to utilize Exhibitor Headquarter space only for face-to-face client meetings, exhibitor personnel meetings or hospitality functions during the ANESTHESIOLOGY 2019 annual meeting. Exhibitors are not permitted to present focus groups, educational symposia, sessions or activities from the Exhibitor Headquarter space. Food and beverage are permitted and must be ordered through the convention center's catering department. Details and order forms are available in the exhibitor service manual.

### **10. Installation, Hours of Operation and Dismantling**

Dates and times for installation, hours of operation and dismantling of the headquarter space will follow the ANESTHESIOLOGY 2019 annual meeting exhibitor schedule. ASA Exposition Management reserves the right to alter the ANESTHESIOLOGY 2019 annual meeting hours in any manner whatsoever if, in its sole discretion, such alteration is in the best interest of the ASA.

### **11. Dismantling, Security and Unmoved Items**

Exhibitor personnel must remain in their contracted Exhibitor Headquarter space until their materials are secured. All products being shipped from the Convention Center should be securely packed before leaving the Exhibitor Headquarters area. ASA, ASA Exposition Management, Freeman, the Moscone Center and all official contractors assume no responsibility for material left unattended in the Exhibitor Headquarter space during the dismantling period. Any products left after 10 a.m., Wednesday, October 23, 2019, may be removed by ASA and the exhibitor shall be liable for and agrees to pay all costs for dismantling, storage and/or shipment. ASA and ASA Exposition Management shall not be liable for any damage to any materials due to removal or storage.

### **12. Permitted Admission**

Admission to Exhibitor Headquarter space will be by official badge obtained upon registration, entitling wearer to unlimited attendance in accordance with the ASA policy. The badge is not transferable. ASA shall have sole authority over admission policies at all times. Non-registered people will not be allowed in the Exhibitor Headquarter space. Attendees will have access to the Exhibitor Headquarters only during the hours which the exhibit hall is open.

### **13. No Smoking Policy**

ASA and the laws of Orange County, FL strictly prohibits the use of tobacco products in the Exhibitor Headquarter space and all areas of the Convention Center (to also include the time and days designated for installation and dismantling of Exhibitor Headquarters). Exhibitors are responsible for ensuring that all individuals associated with the exhibiting company and their guests comply with the laws Orange County, FL.

### **14. Relocation of Exhibitor Headquarters**

ASA reserves the right to alter locations of Exhibitor Headquarters as shown on the official floor plan, if deemed, in the sole discretion of ASA, to be advisable or in the best interest of the ANESTHESIOLOGY 2019 annual meeting.