



**September 29 – October 2, 2024**

Walter E. Washington Convention Center  
Washington, DC

**Application and Contract for Exhibit Space/Expo Suite/Product Showcase**

Page 1

### SECTION 1: CONTACT INFORMATION

The contact listed in this section will be designated as the official contact to handle the booth financials and to receive all exhibit related materials and communications.

Company Name on Contract

*(This company name will also be used for the Exhibitor Directory, Annual Meeting Portal, Annual Meeting app, booth signage, website and other show related materials.)*

Contact	Title	Telephone
Email	Website	
Address		
City	State	Country
		Zip

### SECTION 2: PRODUCTS/SERVICES TO BE FEATURED

### SECTION 3: EXHIBIT SPACE RENTAL RATES\*

- Corporate Member Booth Space Fee: \$43 per square foot
- Non-corporate Member Booth Space Fee: \$45 per square foot
- Second Level Fee: \$21.50 per square foot
- Corner Booth Fee: Additional \$500 per corner
- Island Booth Fee: Additional \$2,000 per island

Corporate Member ID: \_\_\_\_\_

Booth Size (min. 10' x 10'): \_\_\_\_\_

Second Level Size: \_\_\_\_\_

Booth Preferences: 1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

3rd Choice: \_\_\_\_\_

**TOTAL BOOTH FEE: \$** \_\_\_\_\_

*\*Registration for exhibitor booth personnel is required. The space rate includes four complimentary exhibitor registrations for each 100 square feet of exhibit space. Additional exhibitor registrations are available for purchase.*

### SECTION 4: ADDITIONAL OPPORTUNITIES

Looking for ways for your company to gain more exposure at ASTRO 2024? Indicate your preference below for additional promotional opportunities.

**Product Showcase: \$3,500**

Enhance your visibility to attendees by being part of the Product Showcase. By adding the Product Showcase, you agree to the Product Showcase Terms and Cancellation Policy available online at [www.astro.org/products](http://www.astro.org/products).

**TOTAL PRODUCT SHOWCASE FEE:** \_\_\_\_\_

**Private Meeting Rooms**

Expand your capacity for dedicated space by securing a Private Meeting Room with extended access beyond the Exhibit Hall hours. Check this box if you would like to learn more about Private Meeting Room opportunities.

### SECTION 5: PREVIOUS PARTICIPATION

Has your company exhibited in the past?  Yes  No

Please provide the previous exhibiting name if different than current exhibiting name: \_\_\_\_\_

Has your company merged with, been purchased by or purchased another company that has exhibited in the past?  Yes  No

If yes, what was the company name? \_\_\_\_\_

**SECTION 6: TERMS AND CONDITIONS**

**DEPOSIT AND PAYMENT SCHEDULE**

Check payments to be in U.S. funds drawn on a U.S. bank must be provided by **December 5, 2023**, or upon application, whichever comes first. All credit cards are processed in U.S. dollars. The exhibitor is responsible to the general service contractor, or any other show related vendors or companies, for additional related expenses. All funds must be in U.S. dollars.

ASTRO requires payment in full no later than May 7, 2024. Failure to make payment does not release the exhibitor from any contractual or financial obligation.

If payments are not received per the payment schedule, ASTRO reserves the right to cancel the contracted Exhibit Space/Expo Suite/Private Meeting Room and release and resell the space to another Exhibitor.

All outstanding payments for cancellations/downsizing from prior ASTRO events must be paid in full in order to be eligible to apply and contract for space at the 2024 Annual Meeting or future ASTRO events.

**PAYMENT SCHEDULE**

**By December 5, 2023:** 50% of total booth fee due for applications submitted on or before December 5, 2023.

**December 6, 2023 - May 6, 2024:** 50% of total booth fee due for applications submitted after December 5, 2023.

**By May 7, 2024:** 100% of total booth fee due.

**CANCELLATION POLICY**

- Exhibitor may cancel without penalty provided written notification is received on or before **December 5, 2023**. If notification is not received via email at [astroexhibits@spargoinc.com](mailto:astroexhibits@spargoinc.com) by this date, exhibitor will be financially responsible for the exhibit space/expo suite/product showcase selected.
- 50% of the total exhibit space rental will be charged for cancellations received between **December 6, 2023**, and **May 6, 2024**.
- 100% of the total exhibit space rental will be charged for cancellations received on or after **May 7, 2024**.
- Failure to make payments does not release the exhibitor from its contractual and financial obligations.
- All cancellations or requests for a reduction in space must be made in writing and sent via email to [astroexhibits@spargoinc.com](mailto:astroexhibits@spargoinc.com).

**CANCELLATION POLICY**

**On or before December 5, 2023:**  
No cancellation fee

**December 6, 2023 - May 6, 2024:**  
50% of total fee is charged

**On or after May 7, 2024:** 100% of total fee is charged

Exhibitor understands that by entering into this binding contract with ASTRO, the Exhibitor must procure valid insurance in accordance with the term, limits and specifications as set forth in the 2024 ASTRO Exhibitor Rules, Regulations and Policies available online at [www.astro.org/exhibits24](http://www.astro.org/exhibits24).

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGEMENT**

As an authorized representative of the above stated Exhibitor, I have received and reviewed the 2024 Exhibitor Prospectus and the 2024 ASTRO Exhibitor Rules, Regulations and Policies available online at [www.astro.org/exhibits24](http://www.astro.org/exhibits24), hereinafter referred to as "2024 Exhibitor Prospectus and Rules". Exhibitor agrees to comply with the 2024 Exhibitor Prospectus and Rules which are incorporated herein by reference and made part of this contract (as existing on the date hereof and as the same may be amended or changed). In the event of any change in the 2024 Exhibitor Prospectus and Rules, the most up-to-date versions, available online at [www.astro.org/exhibits24](http://www.astro.org/exhibits24), will be controlling.

I agree and understand that the contact information provided on this Application and Contract for Exhibit Space /Expo Suite/Product Showcase will be shared with other organizations assisting with the Annual Meeting and other ASTRO initiatives. Exhibitor agrees to receive all written and electronic correspondence from ASTRO, SPARGO, Inc. and other official show providers in reference to the 2024 ASTRO Annual Meeting and all future ASTRO events.

The parties hereto agree that upon Exhibitor's authorized signature and ASTRO's acceptance and approval, this Application and Contract for Exhibit Space /Expo Suite/Product Showcase, together with the 2024 Exhibitor Prospectus and Rules, will constitute a legal and binding contract between Exhibitor and ASTRO enforceable in accordance with its terms.

Exhibitor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

**CREDIT CARD PAYMENTS**

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](mailto: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

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