

APPLICATION AND CONTRACT FOR EXHIBIT SPACE

ASHP 2023 Summer Meetings & Exhibition

Meeting Dates: June 10-14, 2023

Exhibit Dates: June 11-13, 2023

Baltimore Convention Center ~ Baltimore, MD



Contact Information

Company Name.....
Contact..... Job Title.....
Tel..... Mobile.....
Email..... Web Site.....
Address.....
City..... State..... Zip..... Country.....

Exhibitor Opportunities

- Space Rate – \$37.00 per sq. ft.
 - Size: (min. 10'x10') Booth Cost: \$_____ Preferences: 1st_____ 2nd_____ 3rd_____
 - Regular Enhanced Listing – \$525
 - Regular Premium Listing – \$1,000
 - Executive Suite - \$6,500
- Total Cost of All Items: \$_____**

Payment Information

Deposit and Payment Schedule
Through August 10, 2022, 0% Due with Application
August 11, 2022 – January 11, 2023, 50% due with application, Balance due January 12, 2023
On or after January 12, 2023, 100% due with contract

If the Exhibitor fails to pay 100% of the total contracted exhibit space rental fee by January 12, 2023, ASHP may cancel Exhibitor's participation and is free to assign the released space to other companies. No refund will be made for a cancellation or reduction received after January 11, 2023, and full payment of any unpaid balance is required. Failure to make payments or cancellation of participation does not release the contractual or financial obligations of the Exhibitor.

Cancellation Penalties

Cancellation Penalties
Through August 10, 2022, 0% penalty
August 11, 2022 – January 11, 2023, 50% of contracted amount
On or after January 12, 2023, 100% of contracted amount

If Exhibitor desires to cancel all or part of the exhibit space, it must do so in writing by certified mail to SPARGO, Inc. and will be charged a cancellation penalty. Notices must be sent to ASHP Exhibits c/o SPARGO, Inc., 11208 Waples Mill Road, Suite 112, Fairfax, VA 22030, ashpexhibits@spargoinc.com.

Mail Lockbox Address

American Society of Health-System Pharmacists
PO BOX 38065
Baltimore, MD 21297-8065

Overnight Lockbox Address

American Society of Health-System Pharmacists
Attn. Lockbox 38065
1307 Walt Whitman Drive
Melville, NY 11747

Credit Card Payments:

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

Submit application to:
Email: exhibitcontracts@spargoinc.com

Need Help? Contact:
aspexhibits@spargoinc.com
703-631-6200 | 800-564-4220

Make checks payable to:
American Society of Health-System Pharmacists

I acknowledge that as an authorized representative of the above stated Exhibitor, I have received, reviewed, and agree that Exhibitor will comply with the [ASHP Rules and Regulations Governing Exhibits](#), [Meeting Terms and Conditions](#) and any other applicable policies, waivers, or guidelines, including any vaccination requirements, as applicable. Exhibitor agrees to receive all written and electronic correspondence from ASHP, SPARGO, Inc. and official event contractors in reference to the ASHP 2023 Summer Meetings & Exhibition and all future ASHP events. This exhibit space application will become a contract upon the signature of Exhibitor's authorized representative and ASHP's acceptance and approval by written confirmation to Exhibitor.

Exhibitor Signature..... Date.....
Printed Name..... Telephone.....