

# Application and Contract for Exhibit Space • Page 1

October 24 - 27, 2021 • McCormick Place West • Chicago

## SECTION 1: CONTACT INFORMATION

The Booth Sales 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. Contact information for your exhibitor listing in ASTRO materials can be provided online after your application has been approved.

COMPANY NAME ON CONTRACT \_\_\_\_\_  
(This company name will also be used for the Exhibitor Directory and MyASTROApp – the official Annual Meeting app – booth signage, website and other show related materials.)

CONTACT \_\_\_\_\_ TITLE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_ ZIP \_\_\_\_\_

HOW DID YOU HEAR ABOUT THE ANNUAL MEETING? \_\_\_\_\_

## SECTION 2: BOOTH LOGISTIC/OPERATIONS CONTACT

This contact will serve as the designated person to handle all booth logistics/operations, including registration, and will also receive all exhibit related materials and communications.

☐ Check here if contact will be the same for logistics/operations.

CONTACT \_\_\_\_\_ TITLE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_ ZIP \_\_\_\_\_

## SECTION 3: PRODUCTS/SERVICES TO BE FEATURED

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## SECTION 4: EXHIBIT SPACE RENTAL RATES\*

☐ Corporate Member Booth Space Fee: \$36 per square foot

☐ Non-corporate Member Booth Space Fee: \$38 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 also 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: 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? \_\_\_\_\_

# Application and Contract for Exhibit Space • Page 2

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## SECTION 5 – PRODUCT SHOWCASE

Looking for a way for your company to gain more exposure at ASTRO 2021? The Product Showcase provides a unique platform to promote and maximize sales interest in your company's products and generate more traffic to your booth.

☐ Check here if you would like to learn more about the Product Showcase. A member of the ASTRO Corporate Relations team will contact you.

## SECTION 6: PAYMENT INFORMATION

Check payments to be in U.S. funds drawn on a U.S. bank must be provided by January 20, 2021 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 June 28, 2021. Failure to make payment does not release the contracted or financial obligation of exhibitor.**

### PAYMENT SCHEDULE

**By January 20, 2021:** 50% of total booth fee due for applications submitted on or before January 20, 2021.

**January 21, 2021 - June 27, 2021:** 50% of total booth fee due for applications submitted after January 20, 2021

**By June 28, 2021:** 100% of total booth fee due.

## SECTION 7: CANCELLATION POLICY

- Exhibitor may cancel without penalty provided written notification is received on or before January 19, 2021. 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 booth space selected.
- 50 percent of the total exhibit space rental will be charged for cancellations received between January 20, 2021-June 27, 2021.
- 100 percent of the total exhibit space rental will be charged for cancellations received on or after June 28, 2021.
- Failure to make payments does not release the exhibitor from its contractual financial obligation.
- All cancellations or requests for a reduction in exhibit space must be made in writing and sent via email to [astroexhibits@spargoinc.com](mailto:astroexhibits@spargoinc.com).

### CANCELLATION POLICY

**On or before January 19, 2021:** No cancellation penalty

**January 20, 2021 - June 27, 2021:** 50% of total booth fee is charged

**On or after June 28, 2021:** 100% of total booth fee is charged

Exhibitor understands that by entering into this binding contract with ASTRO that Exhibitor must procure valid insurance in accordance with the term, limits and specifications as set forth in the 2021 ASTRO Exhibitor Rules, Regulations and Policies available online at [www.astro.org/exhibits21](http://www.astro.org/exhibits21).

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

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

## SECTION 9: ACKNOWLEDGEMENT

As an authorized representative of the above stated Exhibitor, I have received and reviewed the 2021 Exhibitor Prospectus and the 2021 ASTRO Exhibitor Rules, Regulations and Policies available online at [www.astro.org](http://www.astro.org), hereinafter referred to as "2021 Exhibitor Prospectus and Rules." Exhibitor agrees to comply with the 2021 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 2021 Exhibitor Prospectus and Rules, the most up-to-date versions, available online at [www.astro.org](http://www.astro.org), will be controlling.

I agree and understand that the contact information provided on this Application and Contract for Exhibit Space 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 and SPARGO, Inc. in reference to the 2021 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, together with the 2021 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: \_\_\_\_\_ Telephone: \_\_\_\_\_

### 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

### CREDIT CARD PAYMENTS

Credit card payment can only be accepted via fax, phone or online. You will receive instructions upon invoicing with a log in to your account to pay online.



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