



**2018 ASTRO ANNUAL MEETING  
EXHIBITOR BOOTH PERSONNEL REGISTRATION POLICIES AND PROCEDURES**

The American Society for Radiation Oncology, hereinafter referred to as “ASTRO,” has established the following *2018 Annual Meeting Exhibitor Booth Personnel Registration Policies and Procedures*, hereinafter referred to as “Exhibitor Registration Rules.” “ASTRO Show Management” as used herein, shall refer to all officers, employees and contractors acting with authority from ASTRO. It is the responsibility of the official exhibitor representative as indicated on the Application and Contract for Exhibit Space, hereinafter referred to as “Exhibitor,” to ensure that all booth personnel and contractors working on behalf of the Exhibitor abide by the forgoing Exhibitor Registration Rules as well as regulations, requirements and specifications provided in the [2018 Annual Meeting Exhibitor Rules, Regulations and Policies](#); [Exhibitor Prospectus](#); [Exhibitor Service Manual](#) (collectively referred to as “Exhibitor Rules”) and any amendments and additional rules that may be put forth into effect by ASTRO.

**Exhibitor Badge Credentials**

1. Exhibitor’s booth personnel who will be staffing the Exhibitor’s booth during move in, show hours and/or move out must be registered and identified with a visible valid show badge, hereinafter referred to as “Exhibitor Badge,” to gain admittance to ASTRO’s Exhibit Hall. Exhibitor booth personnel is herein defined as any full-time permanent employee of the Exhibitor engaged in the actual display operation, demonstration or promotion of the Exhibitor’s products or services within the Exhibitor’s booth, hereinafter defined as “Booth Personnel.” Booth Personnel shall wear the official Exhibitor Badge furnished by ASTRO at all times while Booth Personnel are in the Exhibit Hall.
2. If Exhibitor would like to register a physician or health care professional who is not a full-time employee of the Exhibitor’s company, Exhibitor must use one of the Exhibitor’s complimentary Exhibit Hall passes or register the individual as a full conference or one day conference attendee.
3. All Exhibitor “temporary employees” and/or designated representatives (“designated representatives” to include, but not limited to, agents, members, certain official contractors, EAC contractor personnel, officers and/or Board of Directors) must register at the full conference or one day conference registration rates or as otherwise determined by ASTRO, unless other arrangements have been made with and approved in advance in writing by ASTRO.
4. ASTRO reserves the right to restrict or limit the number of Exhibitor Badges issued and to determine if any “fees” are to be charged.
5. Exhibitor Badges are not transferable. ASTRO reserves the right to confiscate any Exhibitor Badge if it does not match the identification of the person with the badge or if it is not a valid ASTRO event badge.
6. Exhibitor Badges will not be mailed or available for pickup on-site until all financial obligations have been met.
7. An Exhibitor Badge entitles the holder to admittance into the Exhibit Hall. An individual with an Exhibitor Badge may also attend educational sessions (excluding ticketed events that require separate registration) on a space-available basis but

does not receive continuing medical education credit for sessions attended or the registration materials. Exhibitors who would like to receive continuing medical education credits and the registration materials must register at the full conference or one day conference registration rates.

### **Badge Fees**

Each Exhibitor, whose exhibit space is paid in full, receives four complimentary Exhibitor Badges for every 10 foot by 10 foot of purchased booth space. Additional Exhibitor Badges are available for purchase at the below rates. No refunds will be issued for purchased Exhibitor Badges.

Until September 13, 2018: \$175 per badge. After September 13, 2018: \$225 per badge.

### **Badge Changes/Cancellation**

Each Exhibitor must designate a person to act as the badge contact for the Exhibitor's company, hereinafter referred to as "Badge Contact." The Badge Contact is responsible for registering Exhibitor's Booth Personnel and the only person authorized to make changes or substitutions to the Exhibitor Badges.

There is no fee to cancel or replace names to a registration with the Exhibitor's complimentary registration allotment.

For registrations that are over the Exhibitor's allotment, no refund will be issued for Exhibitor's over allotment registrations.

Exhibitor Badge changes may be made online or by submitting changes in writing to the ASTRO Registration Center via fax at 703-574-8332 or email at [astroregistration@spargoinc.com](mailto:astroregistration@spargoinc.com).

### **Badge Mailing/Pickup Options**

Exhibitor badges will not be mailed and will only be available for pickup on-site at Exhibitor Registration. During the registration process you can select to have the Badge Contact pick up badges, individual pick up badge or have Badge Contact pick up all badges by appointment.

**The Badge Contact is the only staff person authorized to pick up another person's badge for the exhibiting company. ALL badge changes or substitutions must be made by the Badge Contact.**

### **Exhibit Hall Passes**

Each Exhibitor receives five complimentary Exhibit Hall passes that can be provided to preferred guests or health care professionals who are not full-time employees of the Exhibitor's company. This pass entitles the holder to complimentary admission to the ASTRO Exhibit Hall during show hours on Sunday, October 21 - Tuesday, October 23, 2018. This pass only allows access to the Exhibit Hall during show hours. Please note that once all Exhibit Hall passes have been redeemed, Exhibitor's guests shall be charged the following Exhibit Hall Only registration fees:

Member (All Categories): \$235 Nonmember (All Categories): \$485

### **Amendment and Addition to Exhibitor Registration Rules**

Any matters not specifically covered by the Exhibitor Registration Rules or Exhibitor Rules, hereinafter referred to collectively as the "Rules," shall be subject solely to the decision of ASTRO. ASTRO may, at any time, amend or add further rules and regulations to these existing Rules, and all amendments and/or additions made shall be binding on all Exhibitors equally along with the foregoing Rules.