



ASTRO 61ST ANNUAL MEETING
September 15-18, 2019
 McCormick Place | Chicago, Illinois

ASTRO SHOWCASE REGISTRATION BAG

The ASTRO Showcase Registration Bag will reach approximately 5,000 attendees during registration and badge pick-up. This is an excellent opportunity to put your message in front of your customers and prospects as they begin their Annual Meeting experience in Chicago. If you are showcasing a new product or service, hosting an Industry-Expert Theater or simply want to highlight your booth, the ASTRO Showcase Registration Bag is a great way to bring attention to your company's presence at the meeting.

DEADLINES

August 16, 2019 Application and Contract/Payment/Insert Proof
August 30, 2019 Inserts due to advance warehouse

RATE (PER INSERT)

\$5,000

QUANTITY

5,000

INSERT SPECIFICATIONS

Maximum Dimension: 8 1/2" x 11" | **Maximum Weight:** 4 ounces
Maximum Number of Pages: 10

ASTRO SHOWCASE REGISTRATION BAG SPONSORSHIP – EXCLUSIVE OPPORTUNITY

Secure this prime opportunity to place your company logo on the outside of the registration bag. This opportunity includes a complimentary insert to be placed inside the bag.

DEADLINE (Logo artwork due)

August 16, 2019

RATE

\$15,000

ADVERTISING SPECIFICATIONS

- Logo not to exceed 9" x 6"
- A maximum of three colors for graphics submitted, including black.

TO RESERVE YOUR ASTRO SHOWCASE REGISTRATION BAG OR FOR QUESTIONS CONTACT:

John Barrett | john.barrett@spargo.com | 703-654-6490

ASTRO EXPOSITION MANAGEMENT

c/o SPARGO Inc.

Email: astroexhibits@spargo.com
Phone: 1-800-564-4220 / 703-631-6200
 11208 Waples Mill Road, Suite 112
 Fairfax, VA 22030

ASTRO SHOWCASE REGISTRATION BAG RULES

RESERVE AN INSERT IN THE REGISTRATION BAG

1. To reserve your place in the registration bag, submit your Application and Contract for Showcase Registration Bag, payment as per terms and insert proof by **August 16, 2019**.
2. All inserts must be submitted to SPARGO Inc. for final approval by ASTRO. A copy of the insert must be approved by ASTRO regardless of whether your promotional materials were previously submitted for review and approved. Submit insert proof to astroexhibits@spargo.com. SPARGO Inc. will notify you of approval. If changes are necessary, the corrected insert must be resubmitted for final approval. Participant is responsible for costs associated with production of insert.
3. All inserts must be shipped to arrive at the advance warehouse by **August 30, 2019**. SPARGO Inc. will supply an address label to be completed and placed on the outside of each box that is shipped, along with your official carrier's shipping label.

TERMS AND CONDITIONS

1. Full payment is due upon receipt of Application and Contract for Registration Bag.
2. No cancellations are accepted.
3. No agency commission or cash discounts permitted.
4. Inserts are due at the advance warehouse by **August 30, 2019**. If inserts are not received by this deadline, they will not be included in the registration bag.
5. If participant does not send the quantity specified on the rate card, ASTRO and SPARGO Inc. will not be held liable for bags that are missing that insert.
6. A minimum number of inserts must be reserved for the registration bag to be conducted. ASTRO and SPARGO Inc. reserve the right to cancel the registration bag in the event the minimum number of inserts is not reserved. In this instance, ASTRO and SPARGO Inc. will refund 100 percent of monies paid. ASTRO and SPARGO Inc. are not obligated to offer or replace the registration bag service with any other advertising vehicle.





APPLICATION AND CONTRACT | SHOWCASE REGISTRATION BAG

CONTACT INFORMATION

Company Name _____

Contact _____ Title _____

Phone _____ Fax _____

Email _____ Website _____

Address _____

City _____ State _____ Zip _____ Country _____

ASTRO SHOWCASE REGISTRATION BAG OPPORTUNITIES

Registration Bag Insert – \$5,000 Registration Bag Sponsor – \$15,000 Total Cost of All Items: \$ _____

I acknowledge that as an authorized representative of the above stated Exhibitor, I have received, reviewed and agree to the ASTRO Showcase Registration Bag Rules. Exhibitor agrees to receive all written and electronic correspondence from ASTRO and SPARGO Inc. in reference to the ASTRO 61st Annual Meeting and all future ASTRO events. This application will become a contract upon Exhibitor's authorized signature and ASTRO's acceptance and approval.

Exhibitor Signature _____ Date _____

Printed Name _____ Telephone _____

SHOW MANAGEMENT USE

Authorized Signature _____ Date _____

PAYMENT INFORMATION

INITIALS	DEPOSIT AND PAYMENT SCHEDULE
	Until May 16, 2019: 50% of total fee due for applications received on or before May 16, 2019.
	After May 16, 2019: 100% of total fee due.

ASTRO requires payment in full no later than May 17, 2019. Failure to make payments does not release the applicant from its contractual financial obligation.

CANCELLATION PENALTIES

INITIALS	DEPOSIT AND PAYMENT SCHEDULE
	Until December 20, 2018: No cancellation penalty
	December 21, 2018 - May 16, 2019: 50% of total fee is charged
	After May 16, 2019: 100% of total fee is charged.
	Full refund if registration bag canceled by ASTRO.

PAYMENT INFORMATION

CHECK PAYMENT

If paying by check, please email Application and Contract for Exhibit Space to 703-563-2691. 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:

ASTRO Bank of America Merrill Lynch Lockbox Services
 P.O. Box 417217 Lockbox #417217, MA5-527-02-07
 Boston, MA 02241-7217
 2 Morrissey Blvd.
 Dorchester, MA 02125
 1-800-962-7876

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.