

2020 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 [2020 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 Virtual Exhibit Space, hereinafter referred to as “Exhibitor Representative,” 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 [2020 Annual Meeting Exhibitor Rules, Regulations and Policies: Virtual Event](#), [Exhibitor Prospectus](#), [Exhibitor Resource Center](#) and any amendments and additional rules that may be put forth into effect by ASTRO. Exhibitor personnel are also subject to all policies applicable to attendees of the ASTRO Annual Meeting, found at [“ASTRO Attendee Policies”](#) and [ASTRO’s Privacy Policies](#).

EXHIBITOR BADGE CREDENTIALS

Exhibitor booth personnel eligible to receive login credentials for access to the virtual 2020 ASTRO Annual Meeting (hereinafter referred to as “Event”) must be full-time permanent employees of the “contracted” Exhibitor engaged in the actual virtual booth operation, demonstration, or promotion of the “contracted” Exhibitor’s product or services within the exhibit booth (hereinafter referred to as “Exhibitor Booth Personnel”). Exhibitor Booth Personnel shall, like all participants in the Event, have contact information showing name, title and company that will be visible at all times in all areas on the virtual meeting platform, including, but not limited to in the Exhibit Hall, exhibitor booths, educational sessions and networking lounges. Such contact information may also be recorded in attendance records regarding any or all areas of the virtual meeting platform. All Exhibitor parties who access the Event in any capacity must be registered as Exhibitor Booth Personnel, have their own unique registration and be identified by their own actual name, title and company information. Exhibitor is required to man their booth with Exhibitor Booth Personnel during official show hours.

Exhibitor credentials are not transferable. ASTRO reserves the right to terminate any login credentials if used by a person that does not match the identification of the person to whom the credentials have been issued. Each Exhibitor, whose exhibit space is paid in full, shall receive a specific allotment of Exhibitor full conference registrations based on their booth level package.

Exhibitor full conference registration entitles the holder to admittance into the Exhibit Hall, educational sessions (excluding ticketed events that require separate registration) and the all access networking lounge. Exhibitor registration provides Exhibitor Booth Personnel with the opportunity to receive continuing medical education credits where applicable and such personnel should only claim credit for which they are eligible.

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 register the individual as an attendee at the full conference registration rates.

ASTRO reserves the right to restrict or limit the number of Exhibitor Badges issued and to determine if any “fees” are to be charged.

REGISTRATION FEES

Each Exhibitor, whose exhibit space is paid in full, receives complimentary Exhibitor full conference meeting registrations as outlined below.

Booth Level	Number of Complimentary Full Conference Meeting Registrations
Level 1	4
Level 2	6
Level 3	8
Level 4	12
Level 5	16
Level 6	20
Custom	24

Additional Exhibitor registrations are available for purchase at the below rates. No refunds will be issued for any Exhibitor registrations, whether provided as part of the booth level package or purchased separately.

Until October 1, 2020: \$320 per badge.

After October 1, 2020: \$370 per badge.

BADGE REGISTRATION, CHANGES AND CANCELLATION

Each Exhibitor must designate a person to act as the registration contact for the Exhibitor's company, hereinafter referred to as "Registration Contact." The Registration Contact is responsible for registering Exhibitor's Booth Personnel, informing them of the Rules and applicable policies, and is the only person authorized to make changes or substitutions to the Exhibitor's registrations.

There is no fee to cancel or replace names to a registration within the Exhibitor's complimentary registration allotment. No refunds will be issued for Exhibitor registrations canceled, whether provided as part of the booth level package or purchased separately.

Exhibitor registration 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.

AMENDMENT AND ADDITION TO EXHIBITOR REGISTRATION RULES

Any matters not specifically covered by the Exhibitor Registration Rules or the other Exhibitor Rules, Prospectus and Resource Center specified above, 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.