

# Application and Contract for Virtual Exhibit Space

October 25 – 28, 2020

## SECTION 1: CONTACT INFORMATION

The contact listed in this section will be designated as the official contact 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 Conference Planner and MyASTROApp - the official meeting app - the 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: PRODUCTS/SERVICES TO BE FEATURED

\_\_\_\_\_  
 \_\_\_\_\_

## SECTION 3: BOOTH PACKAGES\*

- Level One Fee: \$5,000
- Level Two Fee: \$10,000
- Level Three Fee: \$20,000
- Level Four Fee: \$35,000
- Level Five Fee: \$50,000
- Level Six Fee: \$100,000
- Custom Level: Call for Pricing

**TOTAL BOOTH FEE: \$** \_\_\_\_\_

\* Each booth package level receives a specific number of complimentary full conference registrations. Additional registrations are available for purchase. See Exhibitor Prospectus for details.

## 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? \_\_\_\_\_

## SECTION 5: PRODUCT SHOWCASE

Looking for a way for your company to gain more exposure at ASTRO 2020? The Product Showcase provides a unique way 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

Full payment in U.S. funds drawn on a U.S. bank must be provided by June 25, 2020. All credit cards are processed in U.S. dollars.

### PAYMENT SCHEDULE

**Upon Receipt of Application:** 50% of total booth fee due.

**By June 25, 2020:** 100% of total booth fee due.

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## SECTION 7: CANCELLATION POLICY

- For cancellations received by June 25, 2020, refunds will be issued within sixty (60) days of date of cancellation. For cancellations received between June 26, 2020 and July 31, 2020, refunds will be issued thirty (30) days after the conclusion of the meeting.
- All cancellations or changes to the exhibitor's virtual booth must be made in writing and sent via email to [astroexhibits@spargoinc.com](mailto:astroexhibits@spargoinc.com).
- Failure to make payments does not release the exhibitor from its contractual financial obligation.

### CANCELLATION POLICY

**By July 31, 2020: 50% of total booth fee is charged**

**After July 31, 2020: 100% of total booth fee is charged**

**ASTRO requires payment in full no later than June 25, 2020.**

## SECTION 8: INSURANCE

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 2020 ASTRO Exhibitor Rules, Regulations and Policies: Virtual Event available online at [www.astro.org/exhibithall](http://www.astro.org/exhibithall).

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

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

## SECTION 9: ACKNOWLEDGEMENT

As an authorized representative of the above stated Exhibitor, I have received and reviewed the 2020 Exhibitor Prospectus and the 2020 ASTRO Exhibitor Rules, Regulations and Policies: Virtual Event available online at [www.astro.org/exhibithall](http://www.astro.org/exhibithall), hereinafter referred to as "2020 Exhibitor Prospectus and Rules." Exhibitor agrees to comply with the 2020 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 2020 Exhibitor Prospectus and Rules, the most up-to-date versions, available online at [www.astro.org/exhibithall](http://www.astro.org/exhibithall), will be controlling.

I agree and understand that the contact information provided on this Application and Contract for Virtual 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 2020 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 Virtual Exhibit Space, together with the 2020 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

If paying by check, please email Application and Contract for Virtual 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 phone at 703-631-6200 or 1-800-564-4220 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)