



**RESERVE YOUR ASTRO EXECUTIVE SUITE**

<input checked="" type="checkbox"/>	ITEM	QUANTITY	COST	TOTAL
	Premium Designer ASTRO Executive Suite		\$12,000	
	Large ASTRO Executive Suite		\$8,000	
	Medium ASTRO Executive Suite		\$5,000	
	Small ASTRO Executive Suite		\$3,000	
	<b>GRAND TOTAL</b>			<b>\$</b>

**PAYMENT INFORMATION**

Check payments must be in U.S. funds drawn on a U.S. bank and provided by January 19, 2022 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, 2022**. Failure to make payments does not release the contractor or financial obligation of exhibitor.

**PAYMENT SCHEDULE**

**By January 19, 2022:** 50% of total suite fee due for applications submitted on or before January 19, 2022.

**January 20, 2022 - June 27, 2022:** 50% of total suite fee due for applications submitted after January 19, 2022.

**By June 28, 2022:** 100% of total suite fee due.

**CANCELLATION POLICY**

Exhibitor may cancel without penalty provided written notification is received on or before **January 18, 2022**. 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% of the total executive suite space rental will be charged for cancellations received between **January 19, 2022** and **June 27, 2022**.
- 100% of the total executive suite space rental will be charged for cancellations received on or after **June 28, 2022**.
- Failure to make payments does not release the exhibitor from its contractual financial obligation.
- All cancellations or requests for a reduction in executive suite space rental must be made in writing and sent via email to [astroexhibits@spargoinc.com](mailto:astroexhibits@spargoinc.com).

Exhibitor understands that by entering into this binding contract with ASTRO, the Exhibitor must procure valid insurance in accordance with the term, limits and specifications as set forth in the 2022 ASTRO Exhibitor Rules, Regulations and Policies available online at [www.astro.org/exhibits22](http://www.astro.org/exhibits22).

INITIAL HERE

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DATE

**ASTRO EXECUTIVE SUITE POLICIES**

**Access to ASTRO Executive Suite**

ASTRO Executive Suites may not be used to replace an exhibit booth and may not be subleased to another company. All activity must be confined to the Executive Suite and is limited to the following Exhibit Hall hours:

- Sunday, October 23, 2022: 10:00 a.m. – 5:00 p.m.
- Monday, October 24, 2022: 10:00 a.m. – 5:00 p.m.
- Tuesday, October 25, 2022: 10:00 a.m. – 5:00 p.m.

Company personnel of the contracted Executive Suite who have a valid exhibitor or exhibitor full conference badge for the event may access your ASTRO Executive Suite beginning at 7:00 a.m. on Sunday, October 23, 8:00 a.m. on Monday, October 24, and 8:00 a.m. on Tuesday, October 25, herein after referred to as “Early Access”.

All guests who are invited to your Executive Suite must be registered attendees of the Annual Meeting and have a valid ASTRO badge. Only individuals who have a valid exhibitor or exhibitor full conference badge will be granted Early Access to your Executive Suite.

Children under the age of 18 will not be permitted in Executive Suites at any time.



**ASTRO 2022** October 23 - 26

Henry B. Gonzalez Convention Center, San Antonio, Texas

## **ASTRO EXECUTIVE SUITE APPLICATION AND CONTRACT**

### **Logistics**

Companies shall be solely responsible for the management of their Executive Suite and for any additional services beyond those that are included in each Executive Suite package. Such costs include but are not limited to additional furniture, audio visual equipment, food and beverage, internet, phone, security, etc. All additional services must be approved in advance by ASTRO. Please contact ASTRO for more information. ASTRO does not provide logistical support for your Executive Suite apart from those services included as part of your Executive Suite package.

### **Food Service in ASTRO Executive Suites**

ASTRO Executive Suites will not include Bistro lunch tickets. Exhibitors who would like food and beverage delivered to their suite should order at their own expense directly through the official caterer at the Henry B. Gonzalez Convention Center. All food and beverage must be approved in advance by ASTRO.

If you choose to purchase Bistro lunch tickets for guests of your ASTRO Executive Suite, your guests will have access to the Express Lunch Lane in the Bistro. Only individuals with a Bistro Express Lunch Lane ticket may gain access to this area.

### **Maintenance of ASTRO Executive Meeting Space**

Sponsor is responsible for maintaining their assigned Executive Suite. Trash produced from food and beverage, company materials, etc. should be discarded in the trash cans located outside of your Executive Suite. For suites packages that include table(s) with linen(s), ASTRO will replace the white table linen(s) on Monday and Tuesday mornings during the event. Any additional cleaning that may be required must be procured through ASTRO's general service contractor, GES, at the company's expense.

### **Security and Insurance**

Executive Suites will not be secured. ASTRO shall not be liable for damage or loss to Company's property, nor shall ASTRO be liable for any injury that may occur in the company's Executive Suite.

The exhibitor shall, at its sole cost and expense, procure and maintain through the term of the ASTRO event, comprehensive general liability insurance against claims for bodily injury or death and property damage and loss occurring in or upon, or resulting from, arising out of or related to the premises leased by ASTRO. Such insurance shall comply with the requirements set forth in the 2022 Annual Meeting Exhibitor Rules, Regulations and Policies, available online at [www.astro.org/exhibits22](http://www.astro.org/exhibits22).

### **Signage**

No signage may be affixed to or placed outside any Executive Suites. ASTRO will provide one company sign outside each Executive Suite. Companies with an ASTRO Executive Suite are permitted, at their own expense, to provide one sign within the interior of their suite of a size not to exceed 28 inches by 44 inches.

### **Photography, Videotaping and Recording**

All photography, filming, taping, recording, reproducing, imaging, or capturing in any medium now known or hereafter devised, including via the use of a tripod-based equipment or mobile devices, hereafter referred to as "Capturing," of your Executive Suite, content, material, presentation, attendees or exhibitors, including any display or equipment must be approved in advance by ASTRO. Only the Official ASTRO Photographer may perform Capturing in your Executive Suite and Exhibit Hall unless approval is granted by ASTRO. Exhibitor agrees to comply with all photography/videography requirements set forth in the 2022 Annual Meeting Exhibitor Rules, Regulations and Policies, available online at [www.astro.org/exhibits22](http://www.astro.org/exhibits22).

ASTRO has secured an official photographer to document and capture events at the ASTRO Annual Meeting. You understand that your Executive Suite may be captured in photographs taken during the meeting and grants ASTRO unrestricted permission to use and publish photographs or video images of the Company's Executive Suite for any purpose authorized by ASTRO, including but not limited to website use, publications, promotional marketing and advertising use, etc.

### **Use of ASTRO Name and Logos**

The name American Society for Radiation Oncology, the acronym ASTRO and the ASTRO logo are registered trademarks of the American Society for Radiation Oncology. Use of the aforementioned in conjunction with promotional materials, advertisements, email marketing, company websites, endorsements, statements, contests and/or awards is strictly prohibited. In addition, Company is not permitted to use the name American Society for Radiation Oncology or the acronym ASTRO in a company website address, email signature/tag line, etc.

Companies may be able to use the ASTRO Annual Meeting show logo provided that advance written permission is received from ASTRO. If you would like to use the ASTRO Annual Meeting Show logo or have questions regarding ASTRO's logo usage policy, please contact [permissions@astro.org](mailto:permissions@astro.org).

### **Distribution of Printed Materials**

Advertising, marketing, promotional activities, signage and the distribution of product promotion material, product specific advertisement and other types of collateral is strictly limited to within the Company's booth in the Exhibit Hall and inside the Executive Suites during the Company's assigned time slot. Advertising, marketing, signage, promotional activities and/or materials may not be displayed or distributed within a 15 mile radius of the Henry B. Gonzalez Convention Center, including but not limited to meeting rooms and public areas at the Henry B. Gonzalez Convention Center (excluding advertising and promotional support opportunities secured and approved directly via ASTRO), in or around the vicinity of the Henry B. Gonzalez Convention Center, at the airport, in or around the vicinity of any official ASTRO hotels and along any path where attendees may walk or ASTRO shuttles may pass on their way to the Henry B. Gonzalez Convention Center.



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## ASTRO EXECUTIVE SUITE APPLICATION AND CONTRACT

### Compliance with Federal, State and Local Regulations

All materials furnished by the Executive Suite Company to be used in your Executive Suite must be in accordance with the San Antonio Fire Department's fire code and regulations. All electrical wiring must conform to local codes and regulations.

The company is responsible for compliance with the ADA within their Executive Suites. Failure to comply with the ADA is a serious matter and may involve litigation or fines.

### Non-compliance

Violation of any terms of this Contract may result in Exhibitor being ineligible for a "preferred" booth space or an Executive Suite for the following meeting, expulsion from the Exhibit Hall and/or Executive Suites, loss of all priority points earned in 2022 and forfeiture of Executive Suite fee and liability for other fines and damages.

### Amendment

ASTRO reserves the right to amend or change any of ASTRO Executive Suite Policies at any time. In the event of any change to the ASTRO Executive Suite Policies, the most up-to-date versions, available online at [www.astro.org/exhibits22](http://www.astro.org/exhibits22), will be controlling.

## COMPANY INFORMATION

COMPANY NAME

BOOTH NUMBER

CONTACT NAME

PHONE NUMBER

CONTACT EMAIL

ADDRESS

CITY

STATE

ZIP

COUNTRY

## ACKNOWLEDGMENT

As an authorized representative of the above stated Company, I have reviewed and agree to the ASTRO Executive Suite Space Policies and the 2022 ASTRO Exhibitor Rules, Regulations and Policies available online at [www.astro.org/exhibits22](http://www.astro.org/exhibits22), hereinafter collectively referred to as "Rules." Company agrees to comply with the 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 Rules, the most up-to-date versions, available online at [www.astro.org/exhibits22](http://www.astro.org/exhibits22), will be controlling.

I agree and understand that the contact information provided on the ASTRO Executive Suite Application and Contract will be shared with other organizations assisting with the Annual Meeting and other ASTRO initiatives. Company agrees to receive all written and electronic correspondence from ASTRO and SPARGO Inc. in reference to the 2022 ASTRO Annual Meeting and all future ASTRO events.

The parties hereto agree, that upon Company's authorized signature and ASTRO's acceptance and approval, that the 2022 ASTRO Executive Suite Application and Contract, together with the Rules, will constitute a legal and binding contract between exhibitor and ASTRO enforceable in accordance with its terms.

COMPANY SIGNATURE

DATE

PRINTED NAME

TITLE

EMAIL

PHONE