



ASTRO 2022

October 23 - 26

Henry B. Gonzalez Convention Center, San Antonio, Texas

Application and Contract for Exhibit Space • Page 1

SECTION 1: CONTACT INFORMATION

The Booth Sales Contact listed in this section will be designated as the official contact to handle the booth financials and 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 Exhibitor Directory, Conference Planner, Annual Meeting app, booth signage, 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: BOOTH LOGISTICS/OPERATIONS CONTACT

This contact will serve as the designated person to handle all booth logistics/operations, including registration, and will also receive all exhibit related materials and communications.

☐ Check here if contact will be the same for logistics/operations.

CONTACT _____ TITLE _____ TELEPHONE _____

EMAIL _____ WEBSITE _____

ADDRESS _____

CITY _____ STATE _____ COUNTRY _____ ZIP _____

SECTION 3: PRODUCTS/SERVICES TO BE FEATURED

SECTION 4: EXHIBIT SPACE RENTAL RATES*

☐ Corporate Member Booth Space Fee: \$36 per square foot

☐ Non-corporate Member Booth Space Fee: \$38 per square foot

☐ Second Level Fee: \$21.50 per square foot

☐ Corner Booth Fee: Additional \$500 per corner

☐ Island Booth Fee: Additional \$2,000 per island

Corporate Member ID: _____

Booth Size (min. 10' x 10'): _____

Second Level Size: _____

Booth Preferences: 1st Choice: _____

2nd Choice: _____

3rd Choice: _____

TOTAL BOOTH FEE: \$ _____

*Registration for exhibitor booth personnel is also required. The space rate includes four complimentary exhibitor registrations for each 100 square feet of exhibit space. Additional exhibitor registrations are available for purchase.

SECTION 5: ADDITIONAL OPPORTUNITIES

Looking for ways for your company to gain more exposure at ASTRO 2022? Indicate your preference below for additional promotional opportunities.

☐ Product Showcase: \$3,000

☐ Premium Executive Suite: \$12,000

☐ Large ASTRO Executive Suite: \$8,000

☐ Medium ASTRO Executive Suite: \$5,000

☐ Small ASTRO Executive Suite: \$3,000

TOTAL AMOUNT: _____



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SECTION 6: 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 7: PAYMENT INFORMATION

Check payments to be in U.S. funds drawn on a U.S. bank must be 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 payment does not release the contracted or financial obligation of exhibitor.

PAYMENT SCHEDULE

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

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

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

SECTION 8: 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 by this date, exhibitor will be financially responsible for the booth space selected.
- 50% of the total exhibit space rental will be charged for cancellations received between January 19, 2022 and June 27, 2022.
- 100% of the total exhibit 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 exhibit space must be made in writing and sent via email to astroexhibits@spargoinc.com.

CANCELLATION POLICY

On or before January 18, 2022: No cancellation penalty

January 19, 2022 - June 27, 2022: 50% of total booth fee is charged

On or after June 28, 2022: 100% of total booth fee is charged

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.

Initial: _____

Date: _____

SECTION 9: ACKNOWLEDGEMENT

As an authorized representative of the above stated Exhibitor, I have received and reviewed the 2022 Exhibitor Prospectus and the 2022 ASTRO Exhibitor Rules, Regulations and Policies available online at www.astro.org/exhibits22, hereinafter referred to as "2022 Exhibitor Prospectus and Rules". Exhibitor agrees to comply with the 2022 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 2022 Exhibitor Prospectus and Rules, the most up-to-date versions, available online at www.astro.org/exhibits22, will be controlling.

I agree and understand that the contact information provided on this Application and Contract for 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, SPARGO, Inc., and other official show providers in reference to the 2022 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 Exhibit Space, together with the 2022 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 (U.S. dollars drawn on U.S. bank.)

If paying by check, please email Application and Contract for Exhibit Space to 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 fax, phone or online. You will receive instructions upon invoicing with a log in to your account to pay online.

Submit application to exhibitcontracts@spargoinc.com