

SECTION 1: CONTACT INFORMATION

The 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.

Company Name on Contract

(This company name will also be used for the Exhibitor Directory, Annual Meeting Portal, booth signage, website and other show related materials.)

Contact	Title	Telephone
Email	Website	
Address		
City	State	Country
		Zip

SECTION 2: STARTUP KIOSK RENTAL RATE

\$3,500

SECTION 3: CRITERIA

In order to participate as a “Startup” exhibiting company, your organization must qualify with the following criteria:

- ✓ Under 10 Employees
- ✓ One Year or Less Operating as a Business
- ✓ Under \$1,000,000 in Revenue

SECTION 4: SERVICES PROVIDED

The services are included in the cost of the Startup Kiosk:

- Startup Kiosk (8’ tall) to include:
 - Two barstools
 - One 32” x 10” foam core sign to display company name (horizontal only)
 - 38” x 38” x 38” storage within desk
 - Wastebasket
- Electrical to include:
 - 10 Amp Outlet
 - Plugstrip
 - 15’ Extension Cord
- Other services:
 - 40” LCD Monitor
 - Basic Internet for One Device
 - Vacuuming of area
 - Exhibitor Listing in the Exhibitor Directory, the ASTRO website and on the Annual Meeting Portal
 - Two complimentary exhibit booth personnel registrations
 - Five complimentary Exhibit Hall passes





September 29 – October 2, 2024

Walter E. Washington Convention Center
Washington, DC

APPLICATION AND CONTRACT FOR STARTUP KIOSK

SECTION 5: TERMS AND CONDITIONS

DEPOSIT AND PAYMENT SCHEDULE

Check payments to be in U.S. funds drawn on a U.S. bank must be provided upon receipt of application. 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 May 7, 2024. Failure to make payment does not release the exhibitor from any contractual or financial obligation.

If payments are not received per the payment schedule, ASTRO reserves the right to cancel the contracted Startup Kiosk and release and resell the space to another Exhibitor.

All outstanding payments for cancellations/downsizing from prior ASTRO events must be paid in full in order to be eligible to apply and contract for space at the 2024 Annual Meeting or future ASTRO events.

PAYMENT SCHEDULE

Upon receipt of application: 50% of total fee due.

By May 7, 2024: 100% of total fee due.

CANCELLATION POLICY

- 50% of the total Startup Kiosk rental will be charged for cancellations received by **May 6, 2024**.
- 100% of the total Startup Kiosk rental will be charged for cancellations received on or after **May 7, 2024**.
- Failure to make payments does not release the exhibitor from its contractual and financial obligations.
- All cancellations or requests for a reduction in space must be made in writing and sent via email to astroexhibits@spargoinc.com.

CANCELLATION POLICY

Until May 6, 2024: 50% of total fee is charged

On or after May 7, 2024: 100% of total 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 2024 ASTRO Exhibitor Rules, Regulations and Policies available online at www.astro.org/exhibits24.

Initial: _____

Date: _____

ACKNOWLEDGEMENT

As an authorized representative of the above stated Exhibitor, I have received and reviewed the 2024 Exhibitor Prospectus and the 2024 ASTRO Exhibitor Rules, Regulations and Policies available online at www.astro.org/exhibits24, hereinafter referred to as "2024 Exhibitor Prospectus and Rules". Exhibitor agrees to comply with the 2024 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 2024 Exhibitor Prospectus and Rules, the most up-to-date versions, available online at www.astro.org/exhibits24, will be controlling.

I agree and understand that the contact information provided on this Application and Contract for Startup Kiosk 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 2024 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 Startup Kiosk, together with the 2024 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: _____

Job Title: _____

CREDIT CARD PAYMENTS

Credit card payment can only be accepted online. You will receive instructions upon invoicing with a login to your account to pay online.

CHECK PAYMENT (U.S. dollars drawn on U.S. bank.)

If paying by check, please email Application and Contract for Startup Kiosk 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