



# ASTRO REGISTRATION BAG APPLICATION AND CONTRACT

The ASTRO Registration Bag will reach approximately 4,500 attendees during registration and badge pickup. This is an excellent opportunity to put your message in front of your customers and prospects as they begin their Annual Meeting experience in San Francisco. If you are showcasing a new product or service, hosting an Industry-Expert Theater, Industry Satellite Symposium or simply want to highlight your booth, an insert in the ASTRO Registration Bag is a great way to bring attention to your company's presence at the meeting.

## DEADLINES

<b>September 8, 2025</b>	Application and Contract/Insert Proof
<b>September 10, 2025</b>	Inserts due to advance warehouse

## RATE (PER INSERT)

\$5,000

## QUANTITY

4,500

## INSERT SPECIFICATIONS

**Maximum Dimension:** 8 ½" x 11" | **Maximum Weight:** 4 ounces  
**Maximum Number of Pages:** 10

## ASTRO REGISTRATION BAG SPONSORSHIP – EXCLUSIVE OPPORTUNITY

Secure this prime opportunity to place your company logo on the outside of the registration bag. This opportunity includes a complimentary insert to be placed inside the bag.

### DEADLINE (Logo artwork due)

**March 31, 2025**

### RATE

\$20,000

### ADVERTISING SPECIFICATIONS

- Logo not to exceed 9" x 6"
- Logo will be black and white
- Logo artwork must be Adobe Illustrator CC or lower (.eps). All fonts must be converted to outlines. No placed images.

## ASTRO REGISTRATION BAG RULES

### RESERVE AN INSERT IN THE REGISTRATION BAG

1. To reserve your place in the registration bag, submit your ASTRO Registration Bag Application and Contract, payment as per terms and insert proof by **September 8, 2025**.
2. All inserts must be submitted to SPARGO, Inc. for final approval by ASTRO. A copy of the insert must be approved by ASTRO regardless of whether your promotional materials were previously submitted for review and approved. Submit insert proof to [astroexhibits@spargoinc.com](mailto:astroexhibits@spargoinc.com). SPARGO, Inc. will notify you of approval. If changes are necessary, the corrected insert must be resubmitted for final approval. Participant is responsible for costs associated with production of insert.
3. All inserts must be shipped to arrive at the advance warehouse by **September 10, 2025**. SPARGO, Inc. will supply an address label to be completed and placed on the outside of each box that is shipped, along with your official carrier's shipping label.

### TERMS AND CONDITIONS

1. Full payment is due upon receipt of ASTRO Registration Bag Application and Contract.
2. No cancellations are accepted.
3. No agency commission or cash discounts permitted.
4. Inserts are due at the advance warehouse by **September 10, 2025**. If inserts are not received by this deadline, they will not be included in the registration bag and Exhibitor will not be entitled to a refund.
5. If participant does not send the quantity specified on the rate card, ASTRO and SPARGO, Inc. will not be held liable for bags that are missing that insert.
6. A minimum number of inserts must be reserved for the registration bag to be conducted. ASTRO and SPARGO, Inc. reserve the right to cancel the registration bag in the event the minimum number of inserts is not reserved. In this instance, ASTRO and SPARGO, Inc. will refund 100% of monies paid. ASTRO and SPARGO, Inc. are not obligated to offer or replace the registration bag service with any other advertising vehicle.

## TO RESERVE YOUR ASTRO REGISTRATION BAG INSERT OR FOR QUESTIONS CONTACT:

**John Barrett** | [john.barrett@spargoinc.com](mailto:john.barrett@spargoinc.com) | 703-654-6490

### ASTRO EXPOSITION MANAGEMENT

c/o SPARGO, Inc.

**Email:** [astroexhibits@spargoinc.com](mailto:astroexhibits@spargoinc.com)

**Phone:** 1-800-564-4220 / 703-631-6200

11208 Waples Mill Road, Suite 112

Fairfax, VA 22030



# ASTRO REGISTRATION BAG APPLICATION AND CONTRACT

## CONTACT INFORMATION

Company Name \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

### ASTRO REGISTRATION BAG OPPORTUNITIES

☐ Registration Bag Insert – \$5,000   
 ☐ Registration Bag Sponsor – \$20,000   
 Total Cost of All Items: \$ \_\_\_\_\_

I acknowledge that as an authorized representative of the above stated Exhibitor, I have received, reviewed and agree to the ASTRO Registration Bag Rules. Exhibitor agrees to receive all written and electronic correspondence from ASTRO and SPARGO, Inc. in reference to the 2025 ASTRO Annual Meeting and all future ASTRO events. This application and contract will become a binding contract upon Exhibitor's authorized signature and ASTRO's acceptance and approval.

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Telephone \_\_\_\_\_

### SHOW MANAGEMENT USE

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

## PAYMENT INFORMATION

INITIALS	DEPOSIT AND PAYMENT SCHEDULE
	Until May 5, 2025: 50% of total fee due for applications submitted on or before May 5, 2025.
	After May 5, 2025: 100% of total fee due.

## CANCELLATION PENALTIES

INITIALS	DEPOSIT AND PAYMENT SCHEDULE
	On or before December 4, 2024: No cancellation fee
	December 5, 2024 - May 5, 2025: 50% of total fee is charged
	On or after May 6, 2025: 100% of total fee is charged.
	Full refund if registration bag canceled by ASTRO.

**ASTRO requires  
payment in full by  
May 5, 2025.**  
Failure to make  
payments does not  
release the applicant  
from its contractual  
financial obligation.

## PAYMENT INFORMATION

### CREDIT CARD PAYMENT

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 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