



September 27 – October 1, 2025  
 Moscone Center • San Francisco

## ASTRO PRIVATE MEETING ROOM APPLICATION AND CONTRACT

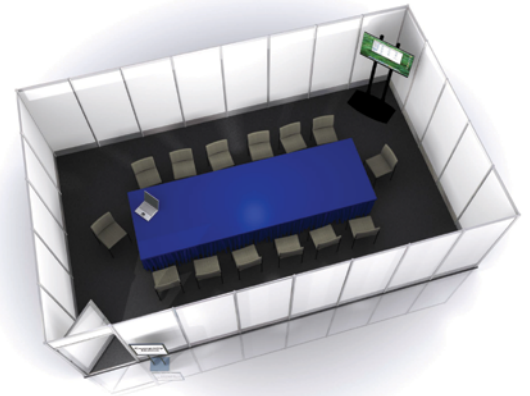
*Please note: the deadline to receive the 2025 ASTRO Private Meeting Room Application and Contract is August 22, 2025.*

Expand your capacity for dedicated space by securing a Private Meeting Room with extended access beyond the Exhibit Hall hours. Available from Saturday, September 27 - Tuesday, September 30, 7:00 a.m. - 6:00 p.m., this additional space is conveniently located within the convention center and provides a great opportunity to meet with clients or simply provide a place for your staff to grab lunch. We are pleased to offer a variety of options in Hall F of the Moscone Center. Select the private room of your choice from the options listed on this application.

### Furnished Premium Private Meeting Room: \$14,000

#### Private Meeting Room includes:

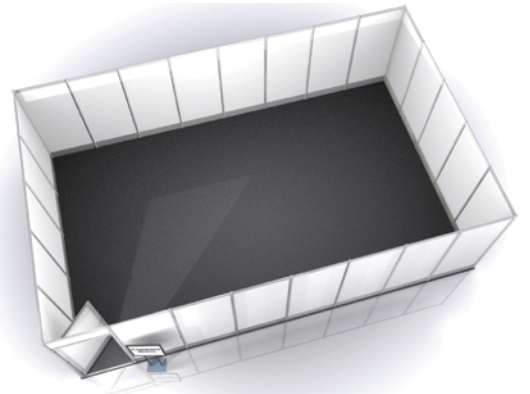
- 26 ft. x 16 ft. hard wall enclosed space
- One (1) board table with seating for 14 people
- Two (2) 5 amp electrical outlets
- One (1) 49" monitor on stand
- One (1) company sign outside of suite
- One (1) small trash can
- Standard carpet
- Access to room Saturday, September 27 – Tuesday, September 30, 7:00 a.m. - 6:00 p.m.
- Maximum capacity: 14 people



### Unfurnished Premium Private Meeting Room: \$12,000

#### Private Meeting Room includes:

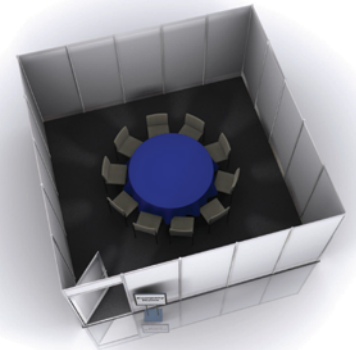
- 26 ft. x 16 ft. hard wall enclosed space
- Two (2) 5 amp electrical outlets
- One (1) company sign outside of suite
- One (1) small trash can
- Standard carpet
- Access to room Saturday, September 27 – Tuesday, September 30, 7:00 a.m. - 6:00 p.m.
- Maximum capacity: 14 people



### Furnished Small Private Meeting Room: \$8,000

#### Private Meeting Room includes:

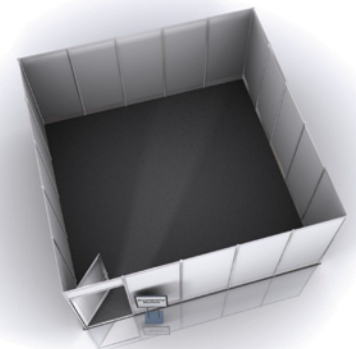
- 16 ft. x 16 ft. hard wall enclosed space
- One (1) table with seating for 10 people
- Two (2) 5 amp electrical outlets
- One (1) company sign outside of suite
- One (1) small trash can
- Standard carpet
- Access to room Saturday, September 27 – Tuesday, September 30, 7:00 a.m. - 6:00 p.m.
- Maximum capacity: 10 people



### Unfurnished Small Private Meeting Room: \$6,000

#### Private Meeting Room includes:

- 16 ft. x 16 ft. hard wall enclosed space
- One (1) 5 amp electrical outlet
- One (1) company sign outside of suite
- One (1) small trash can
- Standard carpet
- Access to room Saturday, September 27 – Tuesday, September 30, 7:00 a.m. - 6:00 p.m.
- Maximum capacity: 10 people




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# ASTRO PRIVATE MEETING ROOM APPLICATION AND CONTRACT

**Please note: the deadline to receive the 2025 ASTRO Private Meeting Room Application and Contract is August 22, 2025.**

## RESERVE YOUR ASTRO PRIVATE MEETING ROOM

<input checked="" type="checkbox"/>	ITEM	QUANTITY	COST	TOTAL
<input type="checkbox"/>	Furnished Premium Private Meeting Room		\$14,000	
<input type="checkbox"/>	Unfurnished Premium Private Meeting Room		\$12,000	
<input type="checkbox"/>	Furnished Small Private Meeting Room		\$8,000	
<input type="checkbox"/>	Unfurnished Small Private Meeting Room		\$6,000	
	<b>GRAND TOTAL</b>			<b>\$</b>

## PAYMENT INFORMATION

Check payments must be in U.S. funds drawn on a U.S. bank. Deposit payments must be provided by December 4, 2024, or upon 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 6, 2025**. Failure to make payments does not release the exhibitor from its contractual or financial obligations.

If payments are not received per the payment schedule, ASTRO reserves the right to cancel the contracted private meeting room and release and resell the space to another Exhibitor and collect the amounts owed per the cancellation policy below. **A five percent (5%) late fee will be assessed on amounts past due by over 30 days.**

### 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

## CANCELLATION POLICY

All cancellations of private meeting room space will be subject to the cancellation policy listed below.

- 50% of the total Private Meeting Room fee plus any assessed late fees will be charged for cancellations received between **December 5, 2024** and **May 5, 2025**.
- 100% of the total Private Meeting Room fee plus any assessed late fees will be charged for cancellations received on or after **May 6, 2025**.
- Failure to make payments does not release Exhibitor from its contractual or financial obligations.
- All cancellations or requests for a reduction in meeting room space 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 2025 ASTRO Exhibitor Rules, Regulations and Policies available online at [www.astro.org/rules](http://www.astro.org/rules).

INITIAL HERE

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 DATE


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## ASTRO PRIVATE MEETING ROOM POLICIES

*Please note: the deadline to receive the 2025 ASTRO Private Meeting Room Application and Contract is August 22, 2025.*

### ASTRO PRIVATE MEETING ROOM POLICIES

#### Eligibility

Private Meeting Rooms are available to rent at the 2025 ASTRO Annual Meeting. ASTRO Private Meeting Rooms may not be used to replace an exhibit booth, an Industry-Expert Theater session, an Industry Satellite Symposium session or any education-related activity that would compete with the 2025 ASTRO Annual Meeting program and may not be subleased to another company.

ASTRO reserves the right to cancel an Exhibitor's Private Meeting Room for failure to make meeting room and/or exhibit payments as per the payment schedule on the ASTRO Private Meeting Room Application and Contract and the Application and Contract for Exhibit Space/Expo Suite/Private Meeting Room/Product Showcase or if the Exhibitor cancels their exhibit space. All such cancellation of Private Meeting Room space will be subject to the cancellation policy for ASTRO Private Meeting Rooms. Failure to make payments does not release the Exhibitor from its contractual or financial obligations.

#### Access to Private Meeting Rooms

All activity must be confined to the Private Meeting Room and is limited to the following hours:

##### Saturday, September 27, 2025

7:00 a.m. - 6:00 p.m.

##### Sunday, September 28, 2025

7:00 a.m. - 6:00 p.m.

##### Monday, September 29, 2025

7:00 a.m. - 6:00 p.m.

##### Tuesday, September 30, 2025

7:00 a.m. - 6:00 p.m.

All guests who are invited to your Private Meeting Room must be registered attendees of the Annual Meeting and have a valid ASTRO badge. The maximum capacity of Private Meeting Rooms must not exceed 10 people for a Small Private Meeting Room and 14 people for a Premium Private Meeting Room.

#### Logistics

Exhibitor shall be solely responsible for the management of their Private Meeting Room and for any additional services beyond those that are included in each Private Meeting Room 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 and ordered through ASTRO's official service providers through the Exhibitor Resource Center. Please contact ASTRO for more information. ASTRO does not provide logistical support for your Private Meeting Room apart from those services included as part of your Private Meeting Room package.

#### Food Service in Private Meeting Rooms

Exhibitors who would like food and beverage delivered to their Private Meeting Room should order at their own expense directly through the official caterer, SAVOR, at the Moscone Center. All food and beverage must be approved in advance by ASTRO.

#### Maintenance of Private Meeting Room

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

#### Security and Insurance

Private Meeting Rooms 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 Private Meeting Room.

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 2025 Annual Meeting Exhibitor Rules, Regulations and Policies, available online at [www.astro.org/rules](http://www.astro.org/rules).

#### Signage

No signage may be affixed to or placed outside any Private Meeting Room. ASTRO will provide one company sign outside each Private Meeting Room. Companies with a Private Meeting Room are permitted, at their own expense, to provide one sign within the interior of their meeting room of a size not to exceed 28 inches by 44 inches.

September 27 – October 1, 2025  
Moscone Center • San Francisco**ASTRO PRIVATE MEETING ROOM POLICIES***Please note: the deadline to receive the 2025 ASTRO Private Meeting Room Application and Contract is August 22, 2025.***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 Private Meeting Room, 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 Private Meeting Room and Exhibit Hall unless approval is granted by ASTRO. Exhibitor agrees to comply with all photography/videography requirements set forth in the 2025 Annual Meeting Exhibitor Rules, Regulations and Policies, available online at [www.astro.org/rules](http://www.astro.org/rules).

ASTRO has secured an official photographer and/or videographer to document and capture events at the ASTRO Annual Meeting. You understand that your Private Meeting Room may be captured in photographs or video taken during the meeting and grant ASTRO unrestricted permission to use and publish photographs or video footage of the Exhibitor's Private Meeting Room 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 and any other mark owned by ASTRO 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, the acronym ASTRO, or any other registered trademark in a company name, website address, email signature/tag line, or in any other manner.

Exhibitors 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 Exhibitor's booth in the Exhibit Hall and inside the Exhibitor's Private Meeting Room(s). Advertising, marketing, signage, promotional activities and/or materials may not be displayed or distributed within a 15 mile radius of the Moscone Center, including but not limited to meeting rooms and public areas at the Moscone Center (excluding advertising and promotional support opportunities secured and approved directly via ASTRO), in or around the vicinity of the Moscone 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 Moscone Center.

**Compliance with Federal, State and Local Regulations**

All materials furnished by the Exhibitor to be used and all activities taking place in your Private Meeting Room must be in accordance with all applicable laws and regulations, including the policies of the Moscone Center, the 2025 ASTRO Annual Meeting Exhibitor Rules, Regulations and Policies and the San Francisco Fire Department's fire code and regulations. All electrical wiring must conform to local codes and regulations.

Exhibitor is responsible for compliance with the ADA within their Private Meeting Rooms. Failure to comply with the ADA is a serious matter and may involve litigation or fines.

**Compliance with Exhibitor Policies**

Exhibitor acknowledges that this space and rental are subject to and agrees to comply with the 2025 Annual Meeting Exhibitor Rules, Regulations and Policies that are available online at [www.astro.org/rules](http://www.astro.org/rules) and incorporated by reference.

**Non-compliance**

Violation of any terms of this Contract may result in Exhibitor being ineligible for a "preferred" booth space or Private Meeting Room for the following meeting, expulsion from the Exhibit Hall and/or Private Meeting Room(s), loss of all priority points earned in 2025 and forfeiture of Private Meeting Room fee and liability for other fines and damages, along with any other applicable referrals or penalties.

**Amendment**

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


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## ASTRO PRIVATE MEETING ROOM POLICIES

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### EXHIBITOR 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 Exhibitor, I have reviewed and agree to the ASTRO Private Meeting Room Policies and the 2025 ASTRO Exhibitor Rules, Regulations and Policies available online at [www.astro.org/rules](http://www.astro.org/rules), hereinafter collectively referred to as "Rules". Exhibitor 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/rules](http://www.astro.org/rules), will be controlling.

I agree and understand that the contact information provided on the ASTRO Private Meeting Room 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, SPARGO, Inc. and other companies involved in the planning of the 2025 ASTRO Annual Meeting and all future ASTRO events.

The parties hereto agree, that upon Exhibitor's authorized signature and ASTRO's acceptance and approval, that the 2025 ASTRO Private Meeting Room 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