

# TABLETOP EXHIBIT & PROMOTIONAL OPPORTUNITIES CONTRACT

Please check each you would like to participate in

## TABLETOP FEES:

ASTA Member    Non Member  
 \$750             \$2,550

## PROMOTIONAL OPPORTUNITIES:

**Packet Promotion \$350** - Put a brochure or flyer in each attendee bag at the Annual Meeting

**Company Logo \$100** - Highlight your company in the program book by adding your company logo to your 35 word description

## All Exhibitors will be provided with:

(1) 6 ft. Skirted Table    (2) Chairs

## Promotional Opportunity Requirements

**Logo** needs to be in an EPS or other high resolution format \*Deadline is February 24, 2012.

**Packet Promotion** needs to be a 8 1/2" x 11" brochure/flyer (Approximate Size) \*Deadline is March 30, 2012. Upon approval of your promotional item, shipping instructions will be sent to you. ASTA will require 325 (Approximate) copies of your approved promotional item.

## Guidelines for Exhibit, Advertisements and Shipping

1. All signage, product and literature must fit on the tables. Signage must be made of flame retardant material. The height of the display should not exceed five feet from the table – this will be strictly enforced.
2. All Tabletop exhibitors **must be registered** for the meeting and pay the applicable registration fees in order to exhibit.
3. Tables will be available for set-up at 12:00pm and must be in place no later than 5:00pm on April 22, 2012.
4. Exhibits must stay up until 11:15am and be removed by 5:00pm on April 23, 2012.
5. Selection of Tabletop space will be made on a first come, first serve basis.
6. Entrance to the Exhibit area will be by ASTA badge only.
7. No alcoholic beverages may be served from your display.
8. Cooking in the exhibit area is prohibited.
9. If you need electrical outlets please contact the Ritz-Carlton, Amelia Island. Additional charges may apply.
10. Samples are encouraged but should be of nominal monetary value.
11. ASTA shall have sole control over all admission policies at all times. Any person visiting the exhibits or attending any function of the meeting will be required to register and wear an appropriate badge while in attendance.

## Questions?

ASTA Exhibit Management  
Phone: (202) 367-1127 Fax: (202) 367-2127  
E-mail: info@astaspice.org

2012 ASTA Annual Meeting and Exhibits  
Ritz-Carlton, Amelia Island  
April 22-25



Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

(Note: This email will be used for important correspondence regarding your tabletop.)

## EXHIBIT PAYMENT MUST BE PAID IN FULL WITH CONTRACT

**Check:** Make check payable to American Spice Trade Association  
**Charge:**  American Express     Master Card     VISA

Credit Card Number \_\_\_\_\_

Exp. Date: \_\_\_\_\_ / \_\_\_\_\_ Amount to Charge: \$ \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Signature of Card holder: \_\_\_\_\_

Send your payment to: *American Spice Trade Association, Inc., Department 3010, Washington, DC 20042-3010* or fax to **(202) 367-2127** if using **credit card with your contract.**

Please acknowledge your commitment to participate in the ASTA Annual Meeting as indicated above with appropriate payment and acknowledge your agreement to follow ASTA guidelines as outlined on the left of this page by signing and dating below.

Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Name Printed: \_\_\_\_\_

