

# Tabletop Exhibit Contract

Company/Organization: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Toll Free: \_\_\_\_\_ Fax: \_\_\_\_\_

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

E-mail: \_\_\_\_\_ (Note: This email will be used for important correspondence regarding your tabletop.)

**BOOTH FEES: (Check the following in which you would like to participate):**

	<b>ASTA Member</b>	<b>Non-ASTA Member</b>
<b>Tabletop Exhibit</b>	<input type="checkbox"/> \$750	<input type="checkbox"/> \$2,550

**PROMOTIONAL OPPORTUNITIES:**

- Packet Promotion \$350** - Put a brochure or flyer in each delegate bag at the Annual Meeting
- Company Logo \$100** - Highlight your company in the program book by adding your company logo to your 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 19, 2010.  
**Packet Promotion** needs to be a 8 1/2" x 11" brochure/flyer (Maximum Size) \*Deadline is March 31, 2010. Upon approval of your promotional item, shipping instructions will be sent to you. ASTA will require 250 copies of your approved promotional item.

**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) 367-2172** if using credit card with your contract.

Please acknowledge your commitment to participate in the ASTA conference as indicated above with appropriate payment and acknowledge your agreement to follow ASTA guidelines as outlined on the next page by signing and dating below.

**Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Name Printed:** \_\_\_\_\_

**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 (5) feet.
2. All Tabletop participants **must be registered** for the conference in order to exhibit.
3. Tables will be available for set-up at 12:00 noon and must be in place no later than 5:00 pm on April 25, 2010.
4. Exhibits must be completely removed by 5:00pm on April 26, 2010.
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 Naples Grand Resort. 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

2025 M Street, NW, Suite 800, Washington DC 20036

Phone: (202) 367-1172 \* Fax: (202) 367-2172 \* E-mail: exhibits@astaspice.org