



## 2017 Sponsor Agreement

Select one of the following to participate:

- \_\_\_\_\_ \$500 Bronze Sponsor
- \_\_\_\_\_ \$1,000 Silver Sponsor
- \_\_\_\_\_ \$1,500 Gold Sponsor
- \_\_\_\_\_ \$2,500 Platinum Sponsor

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

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

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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

### SPONSORSHIP MUST BE PAID IN FULL WITH FORM:

For your protection, ASTA will no longer accept credit card payments by mail. If paying by credit card, please go online to [www.astaspice.org](http://www.astaspice.org) to use ASTA's secure online payment.

For check payment, please make check payable to **American Spice Trade Association** and mail your payment along with this form to: **American Spice Trade Association 1101 17th Street N.W., Ste. 700 Washington, DC 20036 USA**

The American Spice Trade Association (ASTA) guidelines for sponsorship have been expressly incorporated into the sponsorship agreement for the ASTA 2017 Annual Meeting & Exhibits. Your signature below acknowledges that you have read the guidelines for sponsorship and you acknowledge ASTA will have final approval to this agreement. ASTA agrees to notify Representative Signature in advance of any revisions or amendments made to this agreement. All sponsor payments are final.

\_\_\_\_\_  
**Representative Signature**

\_\_\_\_\_  
**Date**

## 2017 Sponsorship Guidelines

### Sponsorship Levels:

**\$500 Bronze Sponsor** - Recognition in program during Annual Meeting, FYI ASTA and Web site. You can also request to receive a certificate for display in your company's headquarters.

**\$1,000 Silver Sponsor** - All the Bronze Sponsor Benefits, PLUS your company's literature/brochure inserted in registration bag. Any insert must comply with ASTA Bag Insert Guidelines.

**\$1,500 Gold Sponsor** - All the Silver Sponsor Benefits, PLUS the option to include your company literature/brochure with a promotional item (t-shirt, sample size product, flash drive, etc.) in the registration bag. All promotional items must be pre-approved by ASTA and comply with ASTA Bag Insert Guidelines.

**\$2,500 Platinum Sponsor** - All the Gold Sponsor Benefits, PLUS one (1) complimentary table-top at the Exhibits and company logo featured next to your company name in the on-site program, the sponsor banner and recognition slides at the meeting.

### Guidelines for Bag Inserts

Please submit 375 of each item you wish inserted into the bag to ensure a sufficient supply for all attendees. Printed material such as company literature and brochures cannot exceed 8.5" X 11" (US) or A2 (International) and must be collated if there is more than one page. Platinum and Gold sponsors are limited to one promotional item and **all promotional items must be approved by ASTA prior to shipment. You must send a photo image of your item, along with its dimensions to ASTA for approval.** Due to the size limitations and capacity of the conference bag, **all promotional items will be considered on first come, first serve basis.** Items cannot require any assembly on-site and must be pre-packaged before shipping. To ensure attendees are able to travel with promotional items in carry-on bags, items must meet with TSA requirements. This means liquids greater than 3 oz., or sharp metal items of any kind will not be accepted. Any items leftover after bag stuffing will be disposed of, but if you would like them returned to your company, please notify staff in advance and provide a return shipping label.

### Shipping Instructions

Please send your shipment directly to the hotel using the following shipping information.

Hilton Austin

ATTN: ASTA Sponsor/Bag Stuffing/Company Name

500 E 4th St, Austin, TX 78701

Your shipment should be scheduled to arrive at the hotel no earlier than **Tuesday, April 18<sup>th</sup>**, and **no later than Thursday, April 20<sup>th</sup>**. You are required to provide ASTA staff with a tracking number and a description of contents in each box to ensure your shipment is delivered to the appropriate staff office. ASTA cannot guarantee that items delivered after Thursday, April 20<sup>th</sup> will be included in the bags and the company contact provided will be notified of any issues. Should the items need to be shipped back to your company, ASTA will not be responsible for shipping fees. **If your item arrives at the hotel prior to Tuesday, April 18<sup>th</sup>, storage and handling charges may be billed to the sponsoring company.**

If you ship your boxes directly to the ASTA office, they must arrive no later than Thursday, April 6, 2017, to be included in the ASTA shipment. An additional shipping and handling charge of \$100 will apply. We will do everything possible to receive all sponsor shipments, but **ASTA cannot guarantee late shipments will be included in the bags, so please follow these deadlines to ensure your items reach us on time.**

