

2018 Sponsor Agreement

Select one of the following to participate:

☐ \$500 Bronze Sponsor

☐ \$1,500 Gold Sponsor

☐ \$1,000 Silver 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** 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 2018 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. **Questions? Call (202)331-2460 or email mpassero@astaspice.org**

Representative Signature

Date



2018 Sponsorship Guidelines

Sponsorship Levels:

\$500 Bronze Sponsor - Recognition on ASTA's meeting app sponsor page, including a 25 word company description, along with recognition at the Annual Meeting, FYI ASTA and website.

\$1,000 Silver Sponsor - All Bronze benefits, PLUS your company's literature/brochure inserted in registration bag.

\$1,500 Gold Sponsor - All Silver 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.

\$2,500 Platinum Sponsor - All Gold benefits, PLUS one (1) complimentary table-top at the Exhibits and company logo (600 x 110 px) featured on the scrolling banner at the bottom of the meeting app menu page.

Guidelines for conference bag promotional materials

All promotional items must be pre-approved by ASTA and comply with the following guidelines.

Please submit 400 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. If you would like extra's returned to your company, please notify staff in advance and provide a return shipping label along with the name of your onsite contact (attendee).

Shipping Instructions

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

**Ritz-Carlton Golf Resort
2600 Tiburon Drive,
Naples, Florida 34109**

Your shipment should be scheduled to arrive at the hotel no earlier than Tuesday, April 10th, and no later than Thursday, April 12th. 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. If more than one type of item is shipped in the same box, please clearly mark outside of the box with description. ASTA cannot guarantee that items delivered after Thursday, April 12th 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 12th, storage and handling charges may be billed to the sponsoring company. ASTA cannot guarantee late shipments will be included in the bags, so please follow these deadlines to ensure your items reach us on time.