



# EXHIBITS

## 2022 ASTA Annual Meeting & Exhibits Tabletop Exhibit Contract

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

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

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

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

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

Onsite Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

*(If different than contact person, important correspondence regarding your exhibit will also be copied to this individual.)*

Onsite Contact E-mail: \_\_\_\_\_

*This form should only be used if paying by check or wire payments. Credit card payments must be made online.*

### TABLETOP EXHIBIT RESERVATION (PLEASE SEE MAP FOR TABLETOP LOCATIONS)

**Selection of tabletops is on a first-come, first-serve basis. Staff will notify you if we are unable to accommodate your preferences and will work with you to select an alternative.**

\_\_\_\_\_ **FIRST PREFERENCE**

\_\_\_\_\_ **SECOND PREFERENCE**

\_\_\_\_\_ **THIRD PREFERENCE**

*All exhibitors must register, and registration fees are **in addition** to the exhibit fees below.*

**\$1,195 - ASTA Member**

**\$2,775 – Non-Member**

**Check** – **Check must accompany this form.** Make check payable to American Spice Trade Association and mail your payment to: American Spice Trade Association 1101 17th Street NW, Ste. 700 Washington, DC 20036 USA

**Wire** – **Wire remittance must accompany this form.**

The American Spice Trade Association (ASTA) Guidelines for Exhibits and Advertisement have been expressly incorporated into the Tabletop Exhibit Contract. Any additions and/or amendments by ASTA are in the interest of the Meeting and will be communicated in writing to the Contact Person. Upon acceptance of this contract by ASTA, the Exhibitor agrees to abide by the terms and any revisions or amendments made by ASTA. Exhibitors who fail to comply with rules, whether having actual knowledge of them or not, shall be subject to the actions taken by ASTA.

**Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# 2022 ASTA Annual Meeting & Exhibits

## Guidelines for Exhibits and Advertisement

### Exhibitor Responsibilities

All exhibitors are responsible for compliance with the applicable laws, statutes, and regulations, including but not limited to those set forth in the Guidelines for Exhibits and Advertisement.

### Exhibit and Event Registration (Badges)

Badges are not included in the tabletop exhibit fee. All persons attending must register for the event and wear their event badge while in attendance. Registration fees are **in addition** to the exhibit fee that is paid. Admission to the exhibit area will be strictly controlled during the setup and teardown periods.

### Tabletop Assignment

Selection of table tops is on a first-come, first-serve basis. The floorplan is subject to change and ASTA reserves the right to relocate table tops. Staff will notify you if we are unable to accommodate your preferences or need to change your tabletop assignment and will work with you to select an alternative based on the final floorplan.

### Use of Space

ASTA reserves the right to decline and/or remove any exhibit or exhibitor at the sole discretion of ASTA.

### Exhibit Description

Each tabletop exhibit comes with one 6' x 30" skirted table and two chairs. All exhibitor company logos will be featured in the mobile app. Logo should be in an eps or other high resolution format (240 x 240 pxl) and submitted no later than **Friday, March 4, 2022**.

### Exhibit Displays

All signage, products and literature must fit on the exhibit table. Any displays must be placed on or behind the exhibitor's table and cannot be placed next to the table or in the aisle. The height of the display should not exceed five feet from the top of the table.

### Shipping and Services

Exhibitors will receive the Exhibitor Planning Guide and other resources which will outline shipping instructions and special services (electricity, audio visual, etc.) needed by individual exhibitors.

### Exhibit Hours *(Exhibit hours are subject to change based on final event schedule)*

Exhibits should be open and staffed during all scheduled exhibit hours as follows:

#### **Sunday, April 10**

12:00pm – 4:30pm (Setup only)  
6:00pm – 7:30pm

#### **Monday, April 11**

8:00am – 9:00am  
9:45am - 10:30am  
2:45pm – 3:15pm  
6:00pm - 7:00pm

#### **Tuesday, April 12**

8:00am – 9:00am  
10:00am - 10:45pm  
3:15pm – 4:00pm  
4:00pm - 6:00pm (Teardown)

### Liability

ASTA shall not be responsible for any loss, damage, injury or theft that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by the tabletop exhibit contract. The exhibitor, on signing the contract, expressly releases ASTA and the exhibit facility as noted in the contract form and agrees to indemnify same against any and all claims for such loss, damage, or injury. The exhibitor agrees and acknowledges that its only remedy is a refund of deposit under the conditions set forth above.

### Cancellation

**No refunds** will be issued for any exhibit cancellations.

