



SPICE THINGS UP IN MIAMI

2022 ASTA ANNUAL MEETING & EXHIBITS

APRIL 10-12 • MIAMI, FL



2022 Exhibitor Planning Guide

PRE-SHOW EXHIBITOR CHECKLIST

Use this checklist to help you prepare for the 2022 ASTA Annual Meeting & Exhibits.

- Submit Tabletop Exhibit Contract and payment
- Register all exhibitors for the ASTA Annual Meeting & Exhibits (this is *in addition* to your exhibit contract)
- Consider sponsorship opportunities (available only to ASTA members)
- Submit your company description and logo to be used for the mobile app – **due by March 4, 2022**
- Make hotel reservations – The ASTA rate is available until **March 15, 2022**, based on availability
- Review Exhibitor FAQs to assist in exhibit preparation
- Book airline tickets and/or arrange transportation to Miami
- Review the logistics email (sent closer to event) and place orders for electricity, etc.
- Download the event mobile app before the event (you will receive an email when it's available)

Use these spaces to add your own to-do items and make notes:

Notes: _____

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FREQUENTLY ASKED QUESTIONS

What are the dates for the 2022 ASTA Annual Meeting & Exhibits?

April 10-12, 2022.

Where is the 2022 ASTA Annual Meeting & Exhibits being held?

The 2022 ASTA Annual Meeting & Exhibits will be held at the InterContinental Miami hotel. All event activities will take place at the hotel.

When is setup and breakdown?

| | | |
|------------------|-------------------|------------------|
| Setup Hours: | Sunday, April 10 | 12:00pm – 4:30pm |
| Breakdown Hours: | Tuesday, April 12 | 4:00pm – 6:00pm |

All exhibit setup must be complete by 4:30pm on Sunday, April 10.

Exhibitors are not permitted to be in the exhibit hall outside of the setup and breakdown hours, other than when the trade show is open. This will be strictly enforced for security purposes.

What are the exhibit hours?

Exhibits are open during meal functions and breaks during the event. Exhibits should be open and staffed during all scheduled exhibit hours* as follows:

| | |
|--------------------------|---|
| <i>Sunday, April 10</i> | 12:00pm – 4:30pm (Setup only) 6:00pm – 7:30pm |
| <i>Monday, April 11</i> | 8:00am – 9:00am 9:45am - 10:30am 2:45pm – 3:15pm 6:00pm - 7:00pm |
| <i>Tuesday, April 12</i> | 8:00am – 9:00am 10:00am - 10:45pm 3:15pm – 4:00pm 4:00pm - 6:00pm (Teardown) |

**Exhibit hours are subject to change based on final event schedule.*

What is included with my tabletop exhibit?

Each tabletop exhibit includes one 6' x 30" skirted table and two chairs.

Are badges included with my tabletop exhibit fee?

Badges are **not** included in the tabletop exhibit fee. Everyone, including personnel at the tabletop exhibits, must register for the Fall ASTA Meeting & Exhibits and wear their event badge while in attendance. Registration fees are **in addition** to the exhibit fee that is paid.

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FREQUENTLY ASKED QUESTIONS (cont.)

When are my logo and company description due and where do I send it?

Your company logo and description will be included in the mobile app and must be submitted no later than **March 4, 2022**. The logo format should be an eps or other high resolution format and the company description should be 45 words or less. Please submit to lindsay.wilson@vertosolutions.net.

Where do I find information about shipping, electricity, and other items for my exhibit?

Exhibitors will receive an email in with instructions on shipping and ancillary services.

What sponsorship opportunities are available?

Sponsorship opportunities are available exclusively to ASTA Members. Visit the sponsor page at www.astaspice.org for current opportunities.

How do I obtain an attendee list?

The attendee list featuring attendee names and companies will be available on the ASTA website once registration opens and is updated weekly. The attendee list with contact information will be available in the mobile app prior to the event.

How much do hotel rooms cost, and how do I make my room reservation?

The ASTA room rate is \$279.00 plus tax per night for single/double occupancy. **ASTA requests that room reservations be made only by registered attendees and reserves the right to cancel reservations made by anyone who is not registered to attend the meeting.** The ASTA room rate is available through **March 15, 2022**, based on availability.

Reservations may be made beginning in early January. Reservation information is available at www.astaspice.org.

Who should I contact with additional exhibit questions?

Lindsay Wilson, Director of Meetings, 202-331-2335 or lindsay.wilson@vertosolutions.net.