

## New! Passport Tour of Exhibits

To encourage attendees to meet with exhibitors, ASTA is providing a "passport" to be stamped by exhibitors when someone visits a table-top exhibit. Everyone submitting a passport stamped by each exhibitor will be entered into a drawing for an iPad mini!

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

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

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

### EXHIBIT FEE 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 1101 17th Street N.W., Ste. 700 Washington, DC 20036 USA* or fax to **(202) 463-8998** if using credit card with your contract.

Please acknowledge your commitment to participate in the ASTA Annual Meeting as indicated above with appropriate payment and acknowledge your agreement to follow ASTA guidelines as outlined on the left of this page by signing and dating below.

Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Name Printed: \_\_\_\_\_

## 2015 ASTA Annual Meeting & Exhibits

Charleston Place Hotel  
Charleston, SC  
April 12-15

### TABLETOP EXHIBIT & PROMOTIONAL OPPORTUNITIES CONTRACT

Please check each you would like to participate in

#### TABLETOP FEES:

- ☐ \$900 - ASTA Member
- ☐ \$2,550 - Non Member

#### PROMOTIONAL OPPORTUNITIES FOR EXHIBITORS ONLY:

- ☐ **\$100 Company Logo** - Add your company logo to your 35 word description in the on-site program. Logo needs to be in an EPS or other high resolution format. Logo must be received by March 1, 2015.
- ☐ **\$350 Brochure** - Put a brochure in each attendee bag.
- ☐ **\$500 Promotional Item** - Put a promotional item (t-shirt, flash drive, mug, pen) in each attendee bag.

\* Upon approval of your item, shipping instructions will be sent to you. ASTA will require 350 (Approximate) for the registration bags.

#### Guidelines for Exhibit and Advertisements:

- All Exhibitors will be provided with **one 6-foot skirted table and two chairs**.
- All signage, products and literature must fit on the tables. Signage must be made of flame retardant material. **The height of the display should not exceed five feet from the table – this will be strictly enforced.**
- All Tabletop exhibitors must be registered for the meeting and pay the applicable registration fees in order to exhibit.
- Tables will be available for set-up at 12:00pm and must be in place no later than 5:00pm on April 12, 2015.
- Exhibits must stay up until 7:00pm on April 13, 2015 and be removed by 10:00am on April 14, 2015.
- Selection of tabletop space will be made on a first come, first served.
- Samples are encouraged but should be of nominal monetary value.
- ASTA shall have sole control over all admission policies at all times. Any person attending will be required to register and wear an appropriate badge while in attendance.

☐ **Please check that you have read the guidelines for exhibition and advertisements**

#### Exhibit Hours:

Sunday 6:30pm - 8:00pm  
Monday 8:00am - 9:00am  
10:15am - 10:45am  
6:00pm - 7:00pm

Questions? ASTA Exhibit Management  
Phone: (202) 331-331-2337 Fax: (202) 463-8998  
E-mail: [Info@astaspice.org](mailto:Info@astaspice.org)

