



2020 Tabletop Exhibit Contract

Select your tabletop in real-time! Tabletop exhibits may be contracted online with a credit card at www.astaspice.org
Questions? ASTA Exhibit Management * Phone: (202) 331-2337 * E-mail: info@astaspice.org

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: _____

TABLETOP EXHIBIT OPTIONS – selection of tabletops is on a first come, first served basis. All exhibitors must register, and registration fees are **in addition** to the exhibit fees below. *(Exhibit fee must be paid in full with contract)*

- \$915 - ASTA Member
- \$2,565 – Non-Member

PROMOTIONAL OPPORTUNITIES FOR EXHIBITORS ONLY

\$350 Advertisement – Include a six-month advertisement in *FYI ASTA* or *ASTA Advocate*.

\$500 promotional item - Put a promotional item (t-shirt, flash drive, mug, pen) in each attendee bag. No liquids, glass, or sharp metal items of any kind will be accepted. Items cannot require any assembly, no gift bags, and must be pre-packaged.

*You must send a photo image of your promotional item, along with exact dimensions including packaging for approval by **Monday, March 2, 2020**. Any item **not** received on-time or approved by ASTA will **not** be placed in the bags.*

\$ _____ **TOTAL EXHIBIT & PROMOTIONAL FEES DUE WITH CONTRACT**

PAYMENT METHOD: *Credit Card payments can only be made online.*

- Check** - 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

The American Spice Trade Association (ASTA) Guidelines for Exhibits and Advertisement have been expressly incorporated into the Tabletop Exhibit Contract for the ASTA 2020 Annual Meeting & Exhibits. 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:** _____

2020 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 ASTA Annual Meeting and Exhibits 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.

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 exhibitor list page. Logo must be in an eps or other high resolution format (240 x 240 pxl) and submitted no later than **Monday, March 2, 2020**.

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 19, 2020 12:00pm – 5:00pm (Setup only)
6:30pm - 8:00pm

Monday, April 20, 2020 8:00am - 9:00am
10:15am -11:00am
6:00pm - 7:00pm

Tuesday, April 21, 2020 8:00am - 9:00am
10:15am -11:00am
11:00am – 1:00pm (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.