

ASTA Annual Meeting and Exhibits

April 23-26, 2017

Austin, TX

TABLETOP EXHIBIT & PROMOTIONAL OPPORTUNITIES CONTRACT

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

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 to: *American Spice Trade Association 1101 17th Street N.W., 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 and Promotional Opportunities Contract for the ASTA 2017 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:

Questions? ASTA Exhibit Management
Phone: (202) 331-2337
E-mail: info@astaspice.org



TABLETOP FEES: Please make your selection

\$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 3, 2017.
- \$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.

Total Exhibit & Promotional Fees: \$ _____

* A company's brochure cannot exceed 8.5X 11 (US) or A2 (International) and must be collated. **All promotional items must be approved by ASTA.** You must send a photo image of your item, along with its dimensions to ASTA for approval. **Any item not sent or approved by ASTA will not be placed in the bags.** 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.

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 all applicable fees in full 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 23, 2017.
- Exhibits must stay up until 7:00pm on April 24, 2017 and be removed by 10:00am on April 25, 2017.
- 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.

Exhibit Hours

Sunday, April 23, 2017	6:30pm - 8:00pm
Monday, April 24, 2017	8:00am -9:00am 10:15am - 10:45am 6:00pm -7:00pm