



# 2025 ANNUAL MEETING & EXHIBITS

APRIL 8-10

The Westin Savannah Harbor Golf Resort & Spa  
SAVANNAH, GEORGIA

## 2025 Exhibitor Planning Guide

### PRE-SHOW EXHIBITOR CHECKLIST

Use this checklist to help you prepare for the 2025 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 by **March 14, 2025**
- \_\_\_ Make hotel reservations: The ASTA rate is available until **March 17, 2025**, *based on availability*
- \_\_\_ Review Exhibitor FAQs to assist in exhibit preparation
- \_\_\_ Arrange transportation to Savannah
- \_\_\_ Review the logistics email (this will be sent closer to the 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:

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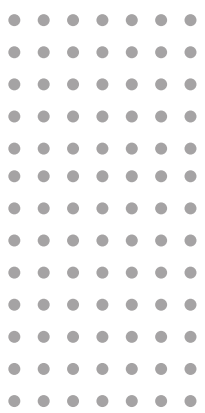
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# FREQUENTLY ASKED QUESTIONS

## **What are the dates for the 2025 ASTA Annual Meeting & Exhibits?**

April 8 – 10, 2025

## **Do I need to register as an attendee for the 2025 ASTA Annual Meeting & Exhibits?**

Yes, all exhibitors must register for the meeting.

## **Where is the 2025 ASTA Annual Meeting & Exhibits being held?**

The 2025 ASTA Annual Meeting & Exhibits will be held at The Westin Savannah Harbor Golf Resort & Spa in Savannah, GA. All event activities will take place at the hotel, with the exception of a guided bus tour of the Port of Savannah as a part of the Symposium, and Savannah's Haunted History – Ghost tour.

## **When is the setup and breakdown?**

Setup Hours: Tuesday, April 8 12:00 pm – 4:00 pm

Breakdown Hours: Thursday, April 10 4:00 pm – 5:00 pm

All exhibit setups must be complete by 4:30pm on Tuesday, April 8

Exhibitors are not permitted to be in the exhibit hall outside of the designated setup and breakdown hours and 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:

Tuesday, April 8 5:00 pm – 6:30 pm

Wednesday, April 9  
8:00 am – 9:00 am  
9:30 am – 10:00 am  
10:45 am – 11:15 am  
Noon – 2:00 pm  
3:00 pm – 3:30 pm  
5:00 pm – 6:00 pm

Thursday, April 10  
8:00 am – 9:00 am  
9:45 am – 10:15 am  
Noon – 1:50 pm

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

## **What is included with my tabletop exhibit?**

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

## **Are there any requirements for 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 (width of 6 feet) 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.



# FREQUENTLY ASKED QUESTIONS CONT.

## ***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 ASTA Meeting & Exhibits and wear their event badge while in attendance. Registration fees are **in addition** to the exhibit fee that is paid.

## ***When are my logo and company description due, and where do I send them?***

Your company logo and description will be included in the mobile app and must be submitted by **March 14, 2025**. 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 [ebrumley@astaspice.org](mailto:ebrumley@astaspice.org). If you exhibited in 2024 and want to use the same logo and company description, notify us at the email address above.

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

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

## ***What sponsorship opportunities are available?***

Sponsorship opportunities are available exclusively to ASTA Members. Visit [www.astaspice.org](http://www.astaspice.org) to learn more about current opportunities.

## ***How do I obtain an attendee list?***

The attendee list featuring companies and representatives names 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 before the event.

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

The ASTA room rate is \$299.00 plus tax per night plus a discounted resort fee of \$25, single/double occupancy per night. **Room reservations can only be made by registered attendees. ASTA reserves the right to cancel reservations made by anyone who is not registered to attend the meeting.** The ASTA room rate is available through **Monday, March 17, 2025**, based on availability.

Reservations may be made beginning on December 11, 2024. Reservation information is available at [www.astaspice.org](http://www.astaspice.org).

## ***What is the cancellation policy for my exhibit?***

No refunds will be issued for exhibit cancellations.

## ***Whom should I contact with additional exhibit questions?***

Elle Brumley, Director of Meetings, 202-331-2335 or [ebrumley@astaspice.org](mailto:ebrumley@astaspice.org).

