



# 2017 Exhibit Space Application and Contract

## Association of Surgical Technologists Annual Meeting

### Exhibiting June 8 and 9

New Orleans Marriott • 555 Canal St • New Orleans, LA

Company name (how it will appear in the handbook and online) \_\_\_\_\_

Contact name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

40 Word description (this will be displayed in the handbook) \_\_\_\_\_

### Exhibit Dates and Times:

*Setup:*

Wednesday, June 7 from 3pm to 7pm and  
Thursday, June 8 from 9am to noon

*Show Hours:*

Thursday, June 8 from 1pm to 4pm and  
Friday, June 9 from 9am to noon

*Move out:*

Friday, June 9 from noon to 6pm

### Booth options:

- 10' x 10'
- Multiple of 10' x 10' (10' x 20', 10' x 30', etc):

\_\_\_\_\_

- Corner (additional \$50 per 10' x 10')

Special instructions/requests:

\_\_\_\_\_

**Booth Location:** Indicate below your preferred space numbers from the floor plan in the prospectus. The preferences given for booth location are for guidance and not guaranteed by AST. Space assignment will be made on the basis of First-come, First-Serve with payment-in-full. You will receive your booth assignment via email as soon as your application is processed.

Go to [www.ast.org](http://www.ast.org) (Ads/Exhibits>Exhibit/Media Kit) for the current floorplan availability.

1st choice: \_\_\_\_\_ 2nd choice: \_\_\_\_\_

3rd choice: \_\_\_\_\_ 4th choice: \_\_\_\_\_

**Application Fees and Deadlines:** The charge for the both space is \$1,533 per 10' x 10' booth, due upon receipt of application. Exhibitors securing space by signing and returning their 2017 Exhibit Space Application and Contract prior to noon on Friday, June 3rd, 2016 can secure space at the 2016 rate. An additional charge of \$50 is added for a corner location. If you cancel or reduce your space before February 1, 2017, your deposit will be refunded, less a 10% administrative fee. AST must receive your written notice of cancellation or reduce space before February 1, 2017. Email application to [exhibits\\_advertising@ast.org](mailto:exhibits_advertising@ast.org).

All provisions in the Exhibitor Prospectus and any written agenda to the rules and regulations apply to this contract. **Each exhibiting company is responsible for ensuring that all its representatives are aware of the provisions.**

The Exhibitor and its employees agree to abide by the Exhibit Rules and Regulations in the Exhibitor Prospectus for the 2017 Association of Surgical Technologist Annual Conference, all of the terms of which are made a part hereof by this reference and fully incorporated herein, receipt of which is hereby acknowledged, and to all the conditions under which exhibit space at the New Orleans Marriott is leased to the Association of Surgical Technologists.

**I have read and agree to all Exhibit Space Contract Rules & Regulations.**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

*(required by exhibiting company)*

Typed or Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Credit Card Charge Preferred:  Visa  MC  Amex

Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Amount to be billed: \_\_\_\_\_