2021 ASTR Annual Conference
Exhibitor Policies and Procedures

Confirmation
A registration confirmation will be emailed to your company’s main contact upon receipt. Within 72 hours of registering, an exhibitor kit containing next steps, deadlines, and instructions for registering your complementary company representative will be mailed to your company’s main contact. It is their responsibility to share that information with the pertinent people on your team.

Sponsorship/Advertising Confirmation
Within three business days of registering to confirm a sponsorship through the ASTR website, the ASTR Meetings Manager will send details on fulfillment specifics and deadlines.

Exhibitor/Sponsor/Advertising Kit
Within three business days of registering to exhibit through the ASTR website, the ASTR Meetings Manager will send you an exhibitor information kit outlining additional instructions and deadlines as well as shipping and electrical details for the in-person exhibit option.

Exhibit Space
All demonstrations and exhibits must be confined to the contracted space. Exhibit space must be set-up, remain intact and dismantled per the official times outlined in the exhibitor kit. ASTR is not responsible for any materials left by exhibitor.

Exhibitor shall promptly pay for any and all damages to the exhibiting facility of associated facilities, booth equipment, or the property of others caused by exhibitor.

ASTR shall have the right to prohibit any exhibit or part of an exhibit which in its opinion is not suitable to or in keeping with the character or purpose of the exhibition. Questionable exhibits shall be modified at the request of the ASTR staff. Exhibitors shall reflect their company’s highest standard of professionalism while maintaining their table and/or attending any sessions. No exhibitor shall assign, sublet, or share the whole or any part of their physical space.

Assignment of Space
The present situation (regulations on allowable capacities for indoor venues) does not allow ASTR to provide an exhibit diagram currently. ASTR will be working with the hotel on the placement of all conference events including the placement of exhibit tabletops for maximum exposure. ASTR will assign all booths taking into consideration registration date, conference sponsorship, supporting members and payment. During registration you will have an opportunity to list any competitors that you do not wish to be placed nearby.
Deadlines
Exhibit space, sponsorships, and advertising are available on a first-paid, first-served basis and all registrations must be completed through the online form on the ASTR website. All registrations must be made by September 13, 2021. Once registered, the main contact for company will be provided with an exhibitor kit with all specifics and deadlines.

Registering Your Company Representatives
One complimentary registration will be provided for your exhibit. Should your company wish to add on an in-person exhibit a second complimentary in-person registration will be provided. Registration instructions will be provided in the exhibitor kit. Additional representatives who wish to participate must register and pay the specific rate.

Insurance and Disclaimer
Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify, and save the hotel, its owners, and its operator, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the hotel and its employees and agents. Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the contractual liability set forth in this exhibit agreement, in an amount not less than $2 million combined single limit for personal injury and property damage. The hotel, its owners, and its operator shall be included in such policies as additional named insured’s. In addition, exhibitor acknowledges that neither the hotel, its owners, nor its operator maintain insurance covering exhibitor’s property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance insuring any losses by exhibitor.

Security
Security shall be provided for the in-person exhibit for any hours when the exhibit area is closed. The furnishing of security shall not increase the liability of ASTR. ASTR, the official service contractors, the exhibit facility, representatives and/or employees thereof will be responsible for injury, loss of damage that may occur to the exhibitor, or the exhibitor’s employees or property, from any cause whatsoever, prior, during or subsequent to the period covered by the application/contract.

Promotion of Sponsorship or Exhibit
Use of the ASTR logo in any promotions of the conference is subject to approval by ASTR. Please submit any proposed ads that use the ASTR logo to the ASTR Executive Director Aimee Zygmanski at aimee@ASTR.org.
Photo Consent
As part of our mission to provide education, best practices, and other information from leaders in their fields, speakers, panelists, and audience members should be aware that we may record all or part of the events we organize, including comments from speakers, panelists, and audience members. The resulting raw and edited materials, including still photographs, video and audio recordings, and associated verbatim transcripts, may be used by ASTR without restriction, in press releases, white papers, conference collateral, websites, and other publications. By attending our events, you acknowledge that you are in a public place and that attendees (including ASTR volunteers) may capture your image in photos and videos. Nevertheless, ASTR encourages event attendees to exercise common sense and good judgment and respect the wishes of other attendees who do not wish to be photographed at events. ASTR uses photos and videos taken at its event for a variety of purposes, including publication on the ASTR website. If you see any photos of yourself or any personal information about yourself on ASTR.org that you would like removed, please contact info@ASTR.org

Cancellation
If the exhibitor desires to cancel this agreement, they must do so before September 13, 2021. All cancellation of space, including space reduction, or cancellation of advertising space must be submitted online to devon@astr.org to receive a 50% refund. There will be no credits provided after September 14, 2021.

For all exhibitor changes, including revisions to attendees and cancellations, please contact Devon@ASTR.org.