



Exhibit Space Application and Contract

ASA/NSAA Joint Conference • April 21-22, 2023

Hilton Washington DC Capitol Hill

525 New Jersey Ave. • Washington • DC • 20001



Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ E-mail: _____ Website: _____

Description of Product/Service: _____

Exhibit Dates and Times:

Setup:

Friday, April 21: 1 to 5 pm

Saturday, April 22: 7 am to 5 pm

Show Hours:

Friday, April 21: 5 to 8 pm

Saturday, April 22: 8 am to 5 pm

Move out:

Saturday, April 22: 5 pm

Booth Space:

6' Table

2 Chairs

Special instructions/requests:

Please refer to the 2023 ASA/NSAA Conference Exhibitor Information Prospectus for all instructions

Additional Exhibitor Opportunities:

- Workshop on Friday, April 1 (Exhibit booth required)
- Drawings/Giveaways
- Tote bag inserts
- Meal Sponsorships

Application Fees and Deadlines: The charge for the booth space is \$1000 per (1) 6' Table, due upon receipt of application. If you cancel your space before April 7, 2023, your application fee will be refunded, less a \$10 administrative fee. ASA/NSAA must receive your written notice of cancellation before April 7, 2023. Email this application to exhibitors@asa-nsaa.org.

All provisions in the Exhibitor Information Packet 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 Information Packet for the 2023 ASA/NSAA Joint 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 Hilton Washington DC Capitol Hill is leased to the Association of Surgical Assistants and the National Surgical Assistant Association.

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

For Office Use Only

Date Received

Check #/CC Approval

Credit Card Charge Preferred: Visa MC Amex

Number _____ Exp. Date _____

Name as it appears on card: _____

3 Digit CVV _____ 4 Digit CVV _____ (AmEx Only)

Amount to be billed: \$ _____

Authorized Signature _____

Typed or Printed Name _____