



# Exhibit Space Application and Contract

ASA/NSAA Joint Conference • April 19-20, 2024

Hilton Cincinnati Netherland Plaza

495 Vine St. • Cincinnati • OH • 45202



Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Description of Product/Service: \_\_\_\_\_

### Exhibit Dates and Times:

*Setup:*

Friday, April 19: 1 to 5 pm

Saturday, April 20: 7 am to 5 pm

*Show Hours:*

Friday, April 19: 5 to 8 pm

Saturday, April 20: 8 am to 5 pm

*Move out:*

Saturday, April 20: 5 pm

### Booth Space:

6' Table

2 Chairs

Special instructions/requests:

Please refer to the 2024 ASA/NSAA Conference Exhibitor Information Prospectus for all instructions

### Additional Exhibitor Opportunities:

- Workshop on Friday, April 20 (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 12, 2024, your application fee will be refunded, less a \$10 administrative fee. ASA/NSAA must receive your written notice of cancellation before April 12, 2024. Email this application to [exhibitors@asa-nsaa.org](mailto: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 2024 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 Cincinnati Netherland Plaza 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 \_\_\_\_\_