

## ASTRO PRIVATE MEETING ROOM POLICIES

### Eligibility

Private Meeting Rooms are available to confirmed companies (“Exhibitor”) who are exhibiting at the 2024 ASTRO Annual Meeting. ASTRO Private Meeting Rooms may not be used to replace an exhibit booth, an Industry-Expert Theater session, an Industry Satellite Symposium session or any education-related activity that would compete with the 2024 ASTRO Annual Meeting program and may not be subleased to another company.

ASTRO reserves the right to cancel an Exhibitor’s Private Meeting Room for failure to make meeting room and/or exhibit payments as per the payment schedule on the ASTRO Private Meeting Room Application and Contract and the Application and Contract for Exhibit Space or if the Exhibitor cancels their exhibit space. All such cancellation of Private Meeting Room space will be subject to the cancellation policy for ASTRO Private Meeting Rooms. Failure to make payments does not release the Exhibitor from its contractual or financial obligations. .

### Access to Private Meeting Rooms

All activity must be confined to the Private Meeting Room and is limited to the following hours:

**Saturday, September 28, 2024**

7:00 a.m. - 6:00 p.m.

**Sunday, September 29, 2024**

7:00 a.m. - 6:00 p.m.

**Monday, September 30, 2024**

7:00 a.m. - 6:00 p.m.

**Tuesday, October 1, 2024**

7:00 a.m. - 6:00 p.m.

All guests who are invited to your Private Meeting Room must be registered attendees of the Annual Meeting and have a valid ASTRO badge. The maximum capacity of Private Meeting Rooms must not exceed 10 people for a Small Private Meeting Room and 14 people for a Premium Private Meeting Room.

### Logistics

Exhibitor shall be solely responsible for the management of their Private Meeting Room and for any additional services beyond those that are included in each Private Meeting Room package. Such costs include but are not limited to additional furniture, audio visual equipment, food and beverage, internet, phone, security, etc. All additional services must be approved in advance by ASTRO and ordered through ASTRO’s official service providers through the Exhibitor Resource Center. Please contact ASTRO for more information. ASTRO does not provide logistical support for your Private Meeting Room apart from those services included as part of your Private Meeting Room package.

### Food Service in Private Meeting Rooms

Exhibitors who would like food and beverage delivered to their Private Meeting Room should order at their own expense directly through the official caterer, Aramark, at the Walter E. Washington Convention Center. All food and beverage must be approved in advance by ASTRO.

### Maintenance of Private Meeting Room

Exhibitor is responsible for maintaining their assigned Private Meeting Room. Trash produced from food and beverage, company materials, etc., should be discarded in the trash cans located inside of your Private Meeting Room. For room packages that include table(s) with linen(s), ASTRO will replace the table linen(s) on Monday and Tuesday mornings during the event. Any additional cleaning that may be required must be procured through ASTRO’s general service contractor, GES, at the Exhibitor’s expense.

### Security and Insurance

Private Meeting Rooms will not be secured. ASTRO shall not be liable for damage or loss to Company’s property, nor shall ASTRO be liable for any injury that may occur in the company’s Private Meeting Room.

The Exhibitor shall, at its sole cost and expense, procure and maintain through the term of the ASTRO event, comprehensive general liability insurance against claims for bodily injury or death and property damage and loss occurring in or upon, or resulting from, arising out of or related to the premises leased by ASTRO. Such insurance shall comply with the requirements set forth in the 2024 Annual Meeting Exhibitor Rules, Regulations and Policies, available online at [www.astro.org/rules](http://www.astro.org/rules).

### Signage

No signage may be affixed to or placed outside any Private Meeting Room. ASTRO will provide one company sign outside each Private Meeting Room. Companies with a Private Meeting Room are permitted, at their own expense, to provide one sign within the interior of their meeting room of a size not to exceed 28 inches by 44 inches.

## **ASTRO PRIVATE MEETING ROOM POLICIES**

### **Photography, Videotaping and Recording**

All photography, filming, taping, recording, reproducing, imaging or capturing in any medium now known or hereafter devised, including via the use of a tripod-based equipment or mobile devices, hereafter referred to as “Capturing,” of your Private Meeting Room, content, material, presentation, attendees or exhibitors, including any display or equipment, must be approved in advance by ASTRO. Only the Official ASTRO Photographer may perform Capturing in your Private Meeting Room and Exhibit Hall unless approval is granted by ASTRO. Exhibitor agrees to comply with all photography/videography requirements set forth in the 2024 Annual Meeting Exhibitor Rules, Regulations and Policies, available online at [www.astro.org/rules](http://www.astro.org/rules).

ASTRO has secured an official photographer to document and capture events at the ASTRO Annual Meeting. You understand that your Private Meeting Room may be captured in photographs taken during the meeting and grant ASTRO unrestricted permission to use and publish photographs or video images of the Exhibitor’s Private Meeting Room for any purpose authorized by ASTRO, including but not limited to website use, publications, promotional marketing and advertising use, etc.

### **Use of ASTRO Name and Logos**

The name American Society for Radiation Oncology, the acronym ASTRO and the ASTRO logo are registered trademarks of the American Society for Radiation Oncology. Use of the aforementioned and any other mark owned by ASTRO in conjunction with promotional materials, advertisements, email marketing, company websites, endorsements, statements, contests and/or awards is strictly prohibited. In addition, Company is not permitted to use the name American Society for Radiation Oncology, the acronym ASTRO, or any other registered trademark in a company name, website address, email signature/tag line, or in any other manner.

Exhibitors may be able to use the ASTRO Annual Meeting show logo provided that advance written permission is received from ASTRO. If you would like to use the ASTRO Annual Meeting Show logo or have questions regarding ASTRO’s logo usage policy, please contact [permissions@astro.org](mailto:permissions@astro.org).

### **Distribution of Printed Materials**

Advertising, marketing, promotional activities, signage and the distribution of product promotion material, product specific advertisement and other types of collateral is strictly limited to within the Exhibitor’s booth in the Exhibit Hall and inside the Exhibitor’s Private Meeting Room(s). Advertising, marketing, signage, promotional activities and/or materials may not be displayed or distributed within a 15 mile radius of the Walter E. Washington Convention Center, including but not limited to meeting rooms and public areas at the Walter E. Washington Convention Center (excluding advertising and promotional support opportunities secured and approved directly via ASTRO), in or around the vicinity of the Walter E. Washington Convention Center, at the airport, in or around the vicinity of any official ASTRO hotels and along any path where attendees may walk or ASTRO shuttles may pass on their way to the Walter E. Washington Convention Center.

### **Compliance with Federal, State and Local Regulations**

All materials furnished by the Exhibitor to be used and all activities taking place in your Private Meeting Room must be in accordance with all applicable laws and regulations, including the policies of the Convention Center, the 2024 ASTRO Annual Meeting Exhibitor Rules, Regulations and Policies and the Washington, DC Fire Department’s fire code and regulations. All electrical wiring must conform to local codes and regulations.

Exhibitor is responsible for compliance with the ADA within their Private Meeting Rooms. Failure to comply with the ADA is a serious matter and may involve litigation or fines.

### **Compliance with Exhibitor Policies**

Exhibitor acknowledges that this space and rental are subject to and agrees to comply with the 2024 Annual Meeting Exhibitor Rules, Regulations and Policies that are available online at [www.astro.org/rules](http://www.astro.org/rules) and incorporated by reference.

### **Non-compliance**

Violation of any terms of this Contract may result in Exhibitor being ineligible for a “preferred” booth space or Private Meeting Room for the following meeting, expulsion from the Exhibit Hall and/or Private Meeting Room(s), loss of all priority points earned in 2024 and forfeiture of Private Meeting Room fee and liability for other fines and damages, along with any other applicable referrals or penalties.

### **Amendment**

ASTRO reserves the right to amend or change any of ASTRO Private Meeting Room Policies at any time. In the event of any change to the ASTRO Private Meeting Room Policies, the most up-to-date versions, available online at [www.astro.org/rules](http://www.astro.org/rules), will be controlling.