



ASTRO 2024
Targeting Provider Wellness
FOR EXCEPTIONAL PATIENT CARE

ASTRO 66TH ANNUAL MEETING

September 29 – October 2, 2024
Walter E. Washington Convention Center
Washington, DC

2024 ASTRO ANNUAL MEETING

EXHIBITOR BOOTH PERSONNEL REGISTRATION POLICIES AND PROCEDURES

The American Society for Radiation Oncology, hereinafter referred to as “ASTRO,” has established the following Exhibitor Booth Personnel Registration Policies and Procedures, hereinafter referred to as “Exhibitor Registration Rules,” for the 2024 ASTRO Annual Meeting, hereinafter referred to as “Event”. “ASTRO Show Management” as used herein, shall refer to all officers, employees and contractors acting with authority from ASTRO. It is the responsibility of the official exhibitor representative as indicated on the Application and Contract for Exhibit Space/Expo Suite/Product Showcase, hereinafter referred to as “Exhibitor Representative,” to ensure that all booth personnel and contractors working on behalf of the Exhibitor abide by the forgoing Exhibitor Registration Rules as well as regulations, requirements and specifications provided in the [2024 Annual Meeting Exhibitor Rules, Regulations and Policies](#), [Exhibitor Prospectus](#), [Application and Contract for Exhibit Space/Expo Suite/Product Showcase](#), [Exhibitor Resource Center](#) and any amendments and additional rules that may be put forth into effect by ASTRO. Further, Exhibitor booth personnel and contractors working on behalf of the Exhibitor are also subject to all policies applicable to attendees and exhibitors of the ASTRO Annual Meeting, available online on the ASTRO website at [ASTRO’s Attendee Policies](#), [ASTRO’s Event Code of Conduct](#), [ASTRO’s Terms of Use](#) and [ASTRO’s Privacy Policy](#).

Exhibitor Badge Credentials

1. “Exhibitor Booth Personnel” are defined as permanent employees of the contracted Exhibitor engaged in the actual display operation, demonstration or promotion of the contracted Exhibitor’s product or services within the Exhibitor’s booth. Exhibitor Booth Personnel shall wear official Exhibitor identification (hereinafter referred to as “Exhibitor Badge”) furnished by ASTRO at all times while they are in the Exhibit Hall and at the Event. All other Exhibitor temporary employees and/or designated representatives (designated representatives to include but not limited to agents, members, certain Official Contractors, EAC contractor personnel, Officers, and/or Board of Directors) must register as Event attendees or as otherwise determined by ASTRO, unless other arrangements have been made with and approved in advance in writing by ASTRO.
2. All Exhibits must have properly badged Exhibitor Booth Personnel present in the Exhibit Booth during the official Exhibit Hall hours from 10:00 a.m. to 5:00 p.m. on Sunday, September 29, 2024, Monday, September 30, 2024, and Tuesday, October 1, 2024.
3. ASTRO reserves the right to restrict or limit the number of Exhibitor Badges issued and to determine if any fees are to be charged.
4. Exhibitor Badges are not transferable. ASTRO reserves the right to confiscate any badge if it does not match the identification of the person with the badge or is not a valid ASTRO Event badge.
5. Each Exhibitor, whose exhibit space is paid in full, shall receive four (4) complimentary Exhibitor Badges for every 10 foot by 10 foot of purchased booth space. Additional Exhibitor Badges are available for purchase. Exhibitor Badges will not be issued until all financial obligations have been met.
6. Registered Exhibitor Booth Personnel may attend educational sessions (excluding ticketed events that require separate registration) on a space-available basis and use the standing areas around the perimeter of session rooms in instances where there is limited seating capacity. Please note that Exhibitor registration does not include continuing medical education credits for sessions attended or the registration materials. If an exhibitor would like to receive continuing medical education credits and the registration materials, they must register as an In-person Full Conference attendee.

Exhibitor registration will include complimentary access to the real-time, livestreaming of ASTRO Educational and Scientific Sessions. There will be no continuing medical credits offered with this complimentary access. If an exhibitor would like to receive continuing medical education credits, they will need to purchase the In-person Full Conference registration package.

**2024 ASTRO ANNUAL MEETING
EXHIBITOR BOOTH PERSONNEL REGISTRATION POLICIES AND PROCEDURES**

Badge Fees

Each Exhibitor, whose exhibit space is paid in full, shall receive four complimentary Exhibitor Badges for every 10 foot by 10 foot of purchased booth space. Additional Exhibitor Badges are available for purchase at the below rates. No refunds will be issued for purchased Exhibitor Badges. Exhibitor Badges will not be issued until all financial obligations for contracted exhibit as well as any expo suite/private meeting room space have been met.

Until August 15, 2024: \$200 per badge
After August 15, 2024: \$250 per badge

Badge Changes/Cancellation

Each Exhibitor must designate a person to act as the badge contact for the Exhibitor's company, hereinafter referred to as "Badge Contact". The Badge Contact is responsible for registering Exhibitor's Booth Personnel and the only person authorized to make changes or substitutions to the Exhibitor's Badges.

There is no fee to cancel or replace names to a registration within the Exhibitor's complimentary registration allotment.

For registrations that are over the Exhibitor's allotment, no refunds will be issued for Exhibitor's over allotment registrations.

Exhibitor Badge changes may be made online or by submitting changes in writing to the ASTRO Registration Center via fax at 703-574-8332 or email at astroregistration@spargoinc.com.

Badge Pickup Options

Exhibitor Badges will only be available for pickup on site at Exhibitor Registration. During the registration process the Badge Contact may elect to have each registered booth personnel pick up their own badge or the Badge Contact may pick up all badges by appointment.

The Badge Contact is the only staff person authorized to pick up another person's badge for the exhibiting company. ALL badge changes or substitutions must be made by the Badge Contact.

Exhibit Hall Passes

Each Exhibitor receives five complimentary Exhibit Hall passes that may be provided to preferred guests or health care professionals who are not full-time employees of the Exhibitor's company. This pass entitles the holder to complimentary admission to the ASTRO Exhibit Hall during show hours from 10:00 a.m. to 5:00 p.m. on Sunday, September 29, 2024, Monday, September 30, 2024, and Tuesday, October 1, 2024. This pass only allows access to the Exhibit Hall during show hours only and does not include access to sessions or provides CME.

Please note that once all Exhibit Hall passes have been redeemed, Exhibitor's guests will be charged the following Exhibit Hall Only registration fees:

Member (All Categories): \$250
Nonmember (All Categories): \$500



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Registering on Behalf of Someone Else

If as the Badge Contact you are registering on behalf of someone else, you acknowledge that you are registering individuals other than yourself and represent that you are authorized to complete their registration and agree to the terms, specifications and/or requirements in these (1) [Exhibitor Registration Rules](#); (2) [the 2024 Annual Meeting Exhibitor Rules, Regulations and Policies](#); (3) [the Exhibitor Prospectus](#) and [Application and Contract for Exhibit Space/Expo Suite/Product Showcase](#); (4) [Exhibitor Resource Center](#); (5) [Attendee Policies](#); (6) [ASTRO's Event Code of Conduct](#), (8) [ASTRO's Terms of Use](#) and (9) [ASTRO's Privacy Policy](#) (collectively hereinafter referred to as "ASTRO Annual Meeting Policies or Policies"), on behalf of each person you register, and that the information you provide is accurate. In advance of registering any Exhibitor's booth personnel for the ASTRO Annual Meeting, the Badge Contact agrees to inform and provide Exhibitor's booth personnel with the ASTRO Annual Meeting Policies and to obtain their written agreement to the terms of these Policies. Further, Exhibitor and Badge Contact will be solely liable for any damages that result from any information you provide, including the use of any Exhibitor's booth personnel contact information. The Badge Contact and Exhibitor agree to indemnify and hold harmless ASTRO, its officers, directors, employees, agents and affiliates from all liability, damages, judgments, and costs (including reasonable attorneys' fees) for any claims brought by or on behalf of any Exhibitor's booth personnel or other third party arising from your conduct, misconduct, or negligence in completing this registration on another's behalf. In the event of any change to the Annual Meeting Policies, the most up-to-date version, available online at www.astro.org/policies, will be controlling.

Exhibitor Conduct

Exhibitor representative is responsible for ensuring that all booth personnel and contractors working on behalf of the Exhibitor are aware of and adhere to the ASTRO Annual Meeting Policies, [the Application and Contract for Exhibit Space/Expo Suite/Product Showcase](#), applicable law, and conduct themselves in a professional manner consistent with these Policies and the [ASTRO Event Code of Conduct](#). All Exhibitors are expected to contribute to an overall professional environment, and Show Management reserves the right to make on-site judgments regarding conduct that detracts from the environment. Exhibitors and their vendors, contractors and agents must conduct themselves and wear attire consistent with the professional decorum of the meeting. Exhibitor personnel may not enter another Exhibitor's booth space without obtaining permission, nor should personnel block access to another booth.

Amendment and Addition to Exhibitor Registration Rules

Any matters not specifically covered by the Exhibitor Registration Rules, 2024 Annual Meeting Exhibitor Rules, Regulations and Policies, Attendee Policies or the [ASTRO Annual Meeting Policies](#), hereinafter referred to collectively as the "Exhibitor Rules," shall be subject solely to the decision of ASTRO. ASTRO may, at any time, amend or add further rules and regulations to these existing Exhibitor Rules, and all amendments and/or additions made shall be binding on all Exhibitors equally along with the foregoing Exhibitor Rules.