



American Society for Healthcare Engineering
of the American Hospital Association

**SPACE APPLICATION & CONTRACT
55TH ASHE ANNUAL CONFERENCE & TECHNICAL EXHIBITION
WASHINGTON STATE CONVENTION CENTER
SEATTLE, WASHINGTON
JULY 15-18, 2018**

INSTRUCTIONS:

1. Please type or clearly print all sections of this application.
2. Make a photocopy for your records.
3. Remit contract by mail, fax or email with payment.

QUESTIONS?

Stuart Lawry
ASHE Exhibit Sales Manager
Phone: 312-673-5440
Fax: 312-673-6802
Email: slawry@smithbucklin.com

Applications for the 55th ASHE Annual Conference & Technical Exhibition received by July 28, 2017, will be assigned a booth space onsite at the 54th ASHE Annual Conference & Technical Exhibition, utilizing a Priority Point System outlined in the ASHE's Contract Conditions/Rules & Regulations.

CONTACT INFORMATION FOR PERSON COORDINATING EXHIBIT BOOTH:

Person to receive all future correspondence, including booth number confirmation, and Exhibitor Service Manual information, etc.

Exhibiting Company Name _____ Company Website _____

Contact Name _____ Title _____

Address _____

City _____ State _____ Zip Code/Postal Code _____

Telephone _____ Email _____

BOOTH LOCATION PREFERENCES

Every effort will be made to accommodate your preferences, but requests cannot be guaranteed.

List preferred booth numbers. We recommend that you do not concentrate choices in only one area of the Exhibit Hall.

1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____

Names of companies you do not want to be next to or directly across from:

Names of companies you want in close proximity:

BOOTH TYPE

- In-Line
- Corner
- Island
- Peninsula

SPONSORSHIPS

Please contact the following person about sponsoring an event or service at the 54th ASHE Annual Conference & Technical Exhibition:

Name	Telephone	E-mail
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PAYMENT INFORMATION & ACCEPTANCE

Exhibit fees are \$2,900 per 10' x 10' booth, plus an additional corner fee charge of \$450 for each open corner. A deposit of 25% of the total cost of reserved space must be submitted within 30 days of booth assignment. Cancellations before February 9, 2018 will incur an administrative fee of 25% of the total booth cost. After February 9, 2018, full payment is required with contract and no refunds whatsoever will be made on cancellations or reductions of space. See ASHE's Contract Conditions/Rules & Regulations for complete terms and conditions regarding cancellations and reductions.

COST OF RENTAL:

\$2,900 per 100 square feet (per 10' x 10' booth) + \$450 per corner.

- 1. # of booths x \$ 2,900 _____
- 2. # of corner fee(s), if any @ \$450 per corner: _____
- 3. Total Booth Fee: _____
- 4. Fee Enclosed: _____

PLEASE NOTE: A deposit of 25% is required with Space Application & Contract. Space Applications & Contracts submitted after February 9, 2018 must be accompanied by payment in full.

Payment Type:

Check/Check Number: _____

Make check payable to ASHE and remit to address at the bottom of this contract. Include copy of invoice or contract.

Credit card

Payment by credit card should be completed online. A link to submit your credit card payment will be on your invoice.

Please contact Jaime Welsey at jwesley@smithbucklin.com or 312-673-5801 with any payment questions.

Make check payable to: ASHE Annual

ASHE's Taxpayer Identification Number: 36-0726140.

DO NOT SIGN THIS SPACE APPLICATION & CONTRACT WITHOUT FIRST READING THE CONTRACT CONDITIONS/RULES & REGULATIONS. I am an authorized representative of the company named on this Space Application and Contract with the full power and authority to sign and deliver this Space Application and Contract. By signing this Space Application and Contract, exhibitor agrees to abide by all terms as printed in the Contract Conditions/Rules & Regulations. I further acknowledge that ASHE reserves the right, in its absolute discretion, to reject this Space Application and Contract. This application shall not become a binding contract until fully executed by both parties (exhibitor and ASHE).

Signature and Title: _____ Date: _____

REMIT COMPLETED CONTRACT WITH DEPOSIT TO:

Mail: American Society for Healthcare Engineering (ASHE)
75 Remittance Drive
Suite 1272
Chicago, IL 60675

Fax: 312-673-6802
Email: ASHE@smithbucklin.com