

# Exhibitor Forum Application & Contract



**NEW!** Invite attendees to learn more about your products and unique expertise at ASA Exhibitor Forums. ASA will provide designated rooms for exhibitors to discuss their products and services. Available only to Staffing World exhibitors, time slots are very limited and will be provided on a first-come, first-served basis. This is a perfect opportunity to reach potential clients in a private setting.

Company name

Forum title\*

We would like to present this forum \_\_\_\_\_ times.

\*Forum title and description must be approved by ASA and will be listed in the advance and final programs if reserved by deadlines. Descriptions cannot exceed 50 words and are subject to editorial review for length and style. Forum space can be reserved without a title and description; however, to be published in the programs, information needs to be submitted by deadlines.

Company contact

Address

City / state / ZIP Code + 4

Phone Fax

E-mail

Signature Date

Signature affirms authorization to bind company and agreement to abide by the terms and conditions of this contract.

## Person Presenting Forum

Name

Company

## Payment Information

- Check enclosed (payable to American Staffing Association)
- Charge credit card:  American Express  MasterCard  Visa

Card number Expiration

Cardholder name

Billing address

City / state / ZIP Code + 4

Daytime phone

Cardholder signature Date

ASA believes your right to privacy is important. Any credit card information furnished to ASA will be used only as necessary to process payment and will not be shared with any other party except as may be required by law.

## Two Ways to Submit:

**FAX** completed application and contract to ASA at **703-253-2053**

Attn: Sarah Albritton, corporate alliances coordinator  
703-253-2042 salbritton@americanstaffing.net

**MAIL** completed application and contract to:

Sarah Albritton  
Corporate Alliances Coordinator  
American Staffing Association  
277 S. Washington St, Suite 200  
Alexandria, VA 22314

## General Information:

- 1. You must be a Staffing World 2010 exhibitor.**
- 2. The length of an Exhibitor Forum is 75 minutes.**
- 3. The forum must be preapproved by ASA.** ASA reserves the right to decline proposed Exhibitor Forums. Exhibiting companies presenting Forums are responsible for the accuracy of the content presented. ASA does NOT endorse any particular product, service, or company and such an endorsement should not be expressed or implied in Exhibitor Forum presentations. While presentations about exhibitor products and services are welcome, ASA encourages presenters to develop content that furthers staffing executives' professional development.
- 4. Deadlines.** To be listed in the advance program, contracts must be received by May 15. To be listed in the final program, contracts must be received by July 15.
- 5. Presenters.** All presenters must be registered under the exhibiting company's name. Presenters are not entitled to additional complimentary registrations.
- 6. Fees.** The basic fee is \$1,250 for one forum and \$950 each for two or more forums. Full fee must accompany this form.
- 7. Setup and Equipment.** ASA will provide theater-style setup with a podium and basic audio. Additional audiovisual arrangements must be made by exhibitor independently. Forms for audiovisual equipment are included in the exhibitor service kit. As a general rule, the room will be set up to its maximum comfortable capacity.
- 8. Confirmations.** Confirmation and notice of schedules and locations will be sent to the company contact listed on this application. For further information, contact Sarah Albritton at salbritton@americanstaffing.net or 703-253-2042.
- 9. Promotion.** While ASA cannot guarantee attendance, ASA does assist in promoting your forums through its Web site and in the advance and final programs. (Nonendorsement disclaimers will accompany all listings and references to exhibitor forums.) Additional promotion is recommended through preattendee mailers (list included with your booth), ad placement in the advance and final programs, and ad placement in the July–August and September–October issues of *Staffing Success* magazine.
- 10. Cancellation.** Cancellation deadline is May 15. Notice of cancellation must be in writing and postmarked before May 15 to obtain a 50% refund. Cancellation after May 15 obligates the exhibitor to full payment of the forum fee.

**Fax to ASA at 703-253-2053**

American Staffing Association ■ 277 S. Washington St, Suite 200 ■ Alexandria, VA 22314-3675 ■ 703-253-2042 ■ salbritton@americanstaffing.net