



APPLICATION FOR INSTITUTIONAL EXHIBIT SPACE

American Speech-Language-Hearing Association

2009 Annual Convention

November 19-21, 2009 • Ernest N. Morial Convention Center • New Orleans, LA

Institutional exhibits include expositions of facilities, services, and procedures descriptive of a given nonprofit agency or institution (i.e. exhibits describing the services and programs of a national service association, a university speech and hearing department).

A fee of **\$925.00 (inline)/\$1025 (corner/end)** for a 10' x 10' booth will be charged for each Institutional exhibit, payable in full with this application. **This amount includes a 10' x 10' draped booth with carpet, one 6' draped table, two chairs, and a two-line booth sign.** This is 50% off commercial booth space. Applications will be processed in the order they are received at ASHA, and booths will be assigned accordingly. Because space is limited, we urge you to submit your application as soon as possible. Please notice on the floorplan there is a designated area for Institutional/ Non-Profit exhibitors. Be sure to make your booth selection from these available booths. Information provided below will be included in the Exhibits Session & Program Guide.

INSTITUTION/ORGANIZATION

Address _____

City/State/Zip _____

Phone _____ Fax _____

E-mail _____ Web _____

CONTACT PERSON

Name _____ Phone _____

Title _____

Address _____

(If different than the above address.)

EXHIBIT DESCRIPTION

For use in the on-site guide. Thirty-five (25) words or less. Statements may be edited. To ensure publication, descriptions must be received by **September 14, 2009**. (E-mail description to Renee Tross at rtross@asha.org.)

CHOICE OF BOOTH SPACE

1. _____ 2. _____ 3. _____ 4. _____

FOR ASHA USE ONLY

Date received _____ Amount received \$ _____ Check #/CC _____

Institution# _____ Booth(s) assigned _____ Initials _____

-Over-

COMPLIMENTARY REGISTRATIONS

The Association will provide **two** complimentary exhibitor badges/registrations (full Convention registrations) for each Institutional exhibit. All others staffing for the exhibit must register and pay the appropriate registration fee in order to obtain a badge required for admission to the exhibit hall. Exhibit Hall Only Badges are available for \$75. You will receive an email confirmation regarding your booth space with a link to Register your Exhibit Personnel online.

More information can be found on the ASHA Web site www.asha.org/events/convention/exhibitors.htm.

Badges can be picked up at the Exhibitor Registration desk (**outside of Exhibit Hall E**) at the Convention Center. (Badges will **NOT** be mailed to you in advance.)

COMPLIANCE

In compliance with the requirements set forth by the American Speech-Language-Hearing Association, I certify that this application is filed in the name of a nonprofit institution that is an Equal Opportunity Employer.

I have read and agree to abide by all rules, regulations, requirements, and conditions outlined in the Exhibitor Prospectus.

Name _____ Title _____

Signature _____ Date _____

PAYMENT METHOD *(circle one)*

Check *(Payable to ASHA; U.S. funds only)* Visa or MasterCard

(American Express and Discover are not accepted.)

Credit Card # _____ Exp Date _____

Cardholder's Name _____

Signature _____

CANCELLATION POLICY

The Association will refund the amount paid, less a \$50 service charge, if written cancellation is received at the ASHA National Office before **August 17, 2009**. NO refunds will be issued after **August 17, 2009**.

Send this completed application and payment to:
Exhibits, Convention & Meetings-325
American Speech-Language-Hearing Association
PO Box 1160
Rockville, MD 20849

Or fax to: **301-296-8576**; Attn: Convention Exhibits