

Application for Exhibit Space at the 20th Annual SATRO® Conference  
**Please photocopy for your records. Payment must be received by March 23, 2018.**

Please print all information exactly how it is to appear in all SATRO® 20 Conference Materials.

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
Email \_\_\_\_\_

Exhibiting companies will receive two (2) registrations per booth. All representatives must be registered. Please print name exactly as it should appear on the conference ID badge. E-mail information is required for conference news and schedule updates. Booth placement is at the discretion of the conference organizers.

**1<sup>st</sup> Exhibit table:**

Name: \_\_\_\_\_ E-mail \_\_\_\_\_ Fee: \$900 \_\_\_\_\_  
Name: \_\_\_\_\_ E-mail \_\_\_\_\_ Fee: Included \_\_\_\_\_  
Late Registration Fee for payments received after 3/23/2018 Add: \$100 \_\_\_\_\_

**2<sup>nd</sup> Exhibit table (under same Company Name)**

Name: \_\_\_\_\_ E-mail \_\_\_\_\_ Fee: \$700 \_\_\_\_\_  
Name: \_\_\_\_\_ E-mail \_\_\_\_\_ Fee: Included \_\_\_\_\_  
Late Registration Fee for payments received after 3/23/2018 Add: \$100 \_\_\_\_\_

**Additional Staff:**

Name: \_\_\_\_\_ E-mail \_\_\_\_\_ Fee: \$225 \_\_\_\_\_  
Name: \_\_\_\_\_ E-mail \_\_\_\_\_ Fee: \$225 \_\_\_\_\_  
Name: \_\_\_\_\_ E-mail \_\_\_\_\_ Fee: \$225 \_\_\_\_\_  
Distribution of product information, up to 20 pg. brochure (each brochure) Add: \$300 \_\_\_\_\_  
Pre-conference mailing labels (per rental) Add: \$200 \_\_\_\_\_

**Less:**

'Early Bird' discount for non-refundable payments received by 12-15-17 Less: \$100 \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Exhibitors are responsible for all special hotel or other charges for their exhibit, to include storage, shipping, any special electrical hook-ups beyond the electrical access provided with this registration, set-up and take down charges. In the event of cancellation by the exhibitor prior to March 23, 2018, the liability of the association shall be limited to a refund of the amounts paid less a \$150 administrative fee. No refund requests after that date will be honored. All refund requests must be in writing. In the event of cancellation of the conference for reasons beyond the control of SATRO®, it is the understanding of all parties that the liability of the association shall be limited to a refund of the amounts paid. Each exhibitor agrees to fully comply with any and all requirements established by the facility where the exhibit space is located. In participating, exhibitors agree to bear full responsibility for the loss of any personal or business materials or equipment at the conference and damage to the facility. Companies signing this agreement extend permission to SATRO® to post pictures of their exhibit staff on its website or in other marketing materials.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature and title of company representative

**PAYMENT OPTIONS:**

Credit Card: Visa \_\_\_\_\_ MC \_\_\_\_\_ Discover \_\_\_\_\_ (Amex is not an option at this time)

Name on Card \_\_\_\_\_  
Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ 3 Digit Code \_\_\_\_\_  
Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-mail for receipt \_\_\_\_\_  
Signature \_\_\_\_\_

**Check:** make your check payable to SATRO®, and mail to the address listed below.

**Credit Card:** scan and E-mail your payment to [mysatro@aol.com](mailto:mysatro@aol.com).

SATRO®, P.O. Box 2496, Matthews, NC 28106  
Our phone number is (877) 559-4548 (Toll-free).

We look forward to seeing you soon!