

2024 Annual Meeting & Exposition Official Group/Block Submission Form

To secure contingent space on the show floor, a **Group** (2 to 9 '10x10' booths), or a **Block** (10 or more '10x10' booths), must be formed. **Each participating company (within the group or block) is required to submit their online RSVP, and a \$2,500 deposit to hold their space within the Group/Block. Submit this completed form to Show Management by Tuesday, January 16, 2024.**

KEY DEADLINES:

January 12

- Return completed Group/Block form
- All participants listed in the above Group/Block form need to respond to their personalized RSVP email and pay a \$2,500 deposit

January 31

- 2024 ASAE Annual Meeting & Expo Online Booth Lottery for **ASAE Alliance Partners**

February 9

- Block Captains notified of their BLOCK pre-placement (*will not participate in online lottery*)

February 21 & 22

- 2024 ASAE Annual Meeting & Expo Online Booth Lottery GROUP Captains and all other individual companies

March 1

- All Group/Block booth assignments due for placement of each participating company, unassigned booths are released

May 2

- ALL booth balances due to ASAE – those not paid in full will be released

Responsibilities of Group/Block Captain:

- **Complete and Submit this Group/Block Form by January 12, 2024**
- Please complete the Group/Block form as accurately as possible. The number of booths to be placed on hold, will be based on the list you submit – be very diligent with your total booth space needs to accommodate all your partners
- Respond to lottery RSVP on behalf of your company and submit the required \$2,500 deposit
- Ensure by following up with ALL listed Group/Block company participants, that they have submitted their company's RSVP and booth deposit to ASAE by deadline
- Notify ASAE of any Block/Group companies that have not received the RSVP email, providing first and last name and the email address of the contact, and we will forward the custom email link immediately
- Your company is responsible for paying all remaining balances owed on their exhibit space by **May 2, 2024**

Responsibilities of each company participating within a Group/Block:

- All Group/Block participants *must* respond to their customized Annual Meeting Lottery RSVP email (sent on December 15, 2023)
- All Group/Block participants are *required* to submit a \$2,500 credit card deposit (online) to hold space within the specified Block/Group during the RSVP process (if a check payment is required, there is a SEND INVOICE option on the Payment page of the form)
- All Group/Block participants are responsible for paying all remaining balances owed on their exhibit space by **May 2, 2024**

Lottery Process:

- **Blocks** will be pre-placed on the exhibit floor prior to the online Lottery. ASAE Show Management will work directly with the Block Captains.
 - Once placement has been determined, the Block Captain will be responsible for assigning selected booth numbers for each participating company, **using the column, "Booth # Assigned"**
 - Return this booth assigned form back to ASAE Show Management by January 12, 2024, to exhibit@asaecenter.org
- **Group participants** will get their space selected on behalf of the **Group Captain** during the online lottery, at the assigned time.
 - The Group Captain will be responsible for choosing space for the entire group. Once booths for the group are reserved, the Group Captain will be responsible for assigning selected booth numbers for each partner, **using the column, "Booth # Assigned"**
 - Return this booth assigned form back to ASAE Show Management by May 2, 2024, to exhibit@asaecenter.org

Contact the ASAE Show Management team with any questions: exhibit@asaecenter.org.



annual meeting & exposition

2024 ASAE Annual Meeting & Expo Official Group/Block Submission Form

- Please bill me, the Group/Block Captain, for all the participating companies' booths listed below
- All participating companies in my Group/Block, listed below, will pay their own booth fees

NAME OF BLOCK OR GROUP: _____

TOTAL NUMBER OF 10x10 BOOTHS REQUIRED: _____

TOTAL NUMBER OF ISLANDS (20x20, 20x30, etc.) REQUIRED: _____

BOOTH ARRANGEMENT/LAYOUT: Same Side Linear Fashion Across the Aisle From Each Other

Official Group/Block Captain Contact Info*:	Please Remit Via Email To:
Name	ASAE Show Management Team exhibit@asaecenter.org
Company	
Phone	
Email (<i>required</i>)	

**Group/Block Captain is responsible for management of all booth selections and assignments for all participating partners listed below, while working ASAE Show Management.*

Please sign below to show that you have read & understand the block/group process and acknowledge the booth release deadline of March 1, 2024.

Signature: _____

	NAME OF EXHIBITING COMPANY	BOOTH SIZE	CORNER OR INLINE?	BOOTH # ASSIGNED
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

	NAME OF EXHIBITING COMPANY	BOOTH SIZE	CORNER OR INLINE?	BOOTH # ASSIGNED
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				

KEY DEADLINES:

January 12

- Return completed Group/Block form
- All participants listed in the above Group/Block form need to respond to their personalized RSVP email and pay a \$2,500 deposit

January 31

- 2024 ASAE Annual Meeting & Expo Online Booth Lottery for **ASAE Alliance Partners**

February 9

- Block Captains notified of their BLOCK pre-placement (*will not participate in online lottery*)

February 21 & 22

- 2024 ASAE Annual Meeting & Expo Online Booth Lottery GROUP Captains and all other individual companies

March 1

- All Group/Block booth assignments due for placement of each participating company, unassigned booths are released

May 2

- ALL booth balances due to ASAE – those not paid in full will be released

QUESTIONS?

Contact the ASAE Show Management team: exhibit@asaecenter.org

