

# EXHIBITOR REGISTRATION FORM

2023 ASA Staffing Law Conference ■ May 18–19, 2023  
Grand Hyatt Washington ■ Washington, DC

2023



**STAFFING LAW**  
CONFERENCE

**MAY 18–19 ★ WASHINGTON, DC**

Every exhibiting company must submit an exhibitor registration form.

To ensure badges are ready on site, submit this form to ASA by April 24. Badges will be distributed on site at the registration desk. Access to the conference will be by official 2023 ASA Staffing Law Conference name badge only. All exhibitor personnel who will be staffing a booth must be registered.

## EXHIBITOR CONTACT INFORMATION

Company \_\_\_\_\_

Booth Number \_\_\_\_\_

Company Contact \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City / State / ZIP code + 4 \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## COMPLIMENTARY EXHIBITOR REGISTRATIONS

Exhibitors are allotted two complimentary registrations per 10' x 10' booth. Details about purchasing additional registrations beyond complimentary allotment are noted below.

Please check booth size		
10' x 10'	2 complimentary registrations	
10' x 20'	4 complimentary registrations	
10' x 30'	6 complimentary registrations	
20' x 20'	8 complimentary registrations	

FEES		
Additional registrations beyond complimentary allotment		
Limit two at this discounted price:	x \$540 =	\$
Limit two at this discounted price:	x \$1,090 =	\$
<b>TOTAL</b>		<b>\$</b>

PAYMENT INFORMATION	
<input type="checkbox"/>	<b>Check enclosed:</b> Make checks payable to American Staffing Association in U.S. dollars drawn on a U.S. bank.
<input type="checkbox"/>	<b>Charge Credit Card:</b> Contact ASA at 703-253-2020 with the credit card information upon submission.
Credit card information furnished to ASA will be used only as necessary to process payment; it will not be shared with any other party except as may be required by law. All sales are final.	

## BOOTH STAFF INFORMATION

1.	_____	_____
	First name	Last name
	_____	_____
	Title	Nickname for badge
	_____	_____
	City	State      Email
2.	_____	_____
	First name	Last name
	_____	_____
	Title	Nickname for badge
	_____	_____
	City	State      Email
3.	_____	_____
	First name	Last name
	_____	_____
	Title	Nickname for badge
	_____	_____
	City	State      Email
4.	_____	_____
	First name	Last name
	_____	_____
	Title	Nickname for badge
	_____	_____
	City	State      Email
5.	_____	_____
	First name	Last name
	_____	_____
	Title	Nickname for badge
	_____	_____
	City	State      Email
6.	_____	_____
	First name	Last name
	_____	_____
	Title	Nickname for badge
	_____	_____
	City	State      Email
7.	_____	_____
	First name	Last name
	_____	_____
	Title	Nickname for badge
	_____	_____
	City	State      Email
8.	_____	_____
	First name	Last name
	_____	_____
	Title	Nickname for badge
	_____	_____
	City	State      Email

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### REGISTRATION ALLOTMENT

Exhibitor registrations exceeding the total allotment of complimentary plus discounted registrations must be purchased at the full Industry Supplier rate. Visit [staffinglawconference.net](http://staffinglawconference.net) to register.

### REGISTRATION DEADLINE

All registrations must be received by **April 24**. After this date, exhibitors must register on site at exhibitor registration.

### BADGES

**Badges are nontransferable.** Exhibitor badges allow entrance to the exhibit hall during installation; during show hours as well as shortly before and after those hours; and during dismantling. Badges will be available for pick up at exhibitor registration. All company representatives are bound by the terms of the 2023 Staffing Law Conference Application and Contract for Exhibit Space on file for the organization responsible for reserving exhibit space. **Booth personnel must work directly for the organization responsible for securing exhibit space.**

### CONFIRMATION NOTICES

A confirmation notice will be sent to all registered booth staff prior to the conference. Please read the confirmation notice carefully to confirm its accuracy.

### CORRECTIONS/ADDITIONS/CHANGES

Any and all changes in exhibitor registrations must be made in writing by May 12. After this date, any and all changes must be made on site at exhibitor registration. To make a correction, addition, or change, email Sarah Hussein at [shussein@americanstaffing.net](mailto:shussein@americanstaffing.net).



### SUBMISSION

**Three easy ways to submit your completed registration form:**

#### EMAIL

To Sarah Hussein at [shussein@americanstaffing.net](mailto:shussein@americanstaffing.net)

#### MAIL

With payment to the ASA office:  
American Staffing Association  
Attn: Sarah Hussein  
277 S. Washington St., Suite 200  
Alexandria, VA 22314

**Forms must be received by April 24, 2023.**

**Note: Avoid duplicate registrations and changes.  
Please submit form only once  
via email *or* mail.**