



Exhibit & Poster Hall Hours and Onsite Registration Hours

The following dates and times are subject to change as needed by ASHG Exhibits Management. All links will be posted on the ASHG Annual Meeting website. All times listed below are in the time zone of the host city.

| Exhibit & Poster Hall | |
|--|---|
| Wednesday October 21 | 9:30 am – 4:30 pm |
| Thursday October 22 <i>NEW - Thursday Exhibit Hall Reception and Poster Session</i> | 9:30 am – 6:30 pm 4:30 pm – 6:30 pm |
| Friday October 23 | 9:30 am – 4:30 pm |
| Exhibits Installation / Move In | |
| Monday October 19 | 8:00 am – 12:00 pm (<i>island booths only</i>) 12:00 pm – 5:00 pm (<i>all booths</i>) |
| Tuesday October 20 | 8:00 am – 5:00 pm (<i>all booths</i>) <ul style="list-style-type: none"> ○ All booths must have your booth floor fully covered by 3:00 pm or carpet will be installed for you and billed to your company at show site rates. ○ All exhibitors must be checked in by 3:00 pm or all badges will be put on hold/suspended until the exhibitor checks in with show management. |
| Exhibits Dismantle / Move Out | |
| Friday October 23 | 4:30 pm – 11:00 pm <i>No early dismantle – exhibitors found packing or leaving early will be fined \$750 for each 10x10 space reserved.</i> |
| Saturday October 24 | 8:00 am – 12:00 pm <i>All freight must be picked up by 12:00 pm or it will be sent back to the advance warehouse and will incur additional material handling fees.</i> |
| Exhibitor Registration Hours | |
| Monday October 19 | 12:00 pm – 5:00 pm |
| Tuesday October 20 | 8:00 am – 5:00 pm |
| Wednesday October 21 | 8:00 am – 5:00 pm |
| Thursday October 22 | 8:00 am – 5:00 pm |

Key Exhibitor Deadlines

The following dates are subject to change as needed by ASHG Exhibits Management. All links will be posted on the ASHG Annual Meeting website. Late submissions may result in increased rates, missing or incomplete content, or other penalties. If a deadline falls on a holiday when ASHG is closed or other office closure day, payments and other submissions will be accepted up to the following open business day without penalty.

| Deadline Type | Item Due | Due Date |
|---|---|--|
| Financial | Last day for early exhibit rates | March 31 |
| Financial | Last day for standard exhibit rates <i>All new purchases after this date must be paid in full up front before booth or ad/sponsorship space will be confirmed.</i> | August 31 |
| Financial | Last day for 50% refund / 50% cancellation fee of eligible exhibit/sponsorship funds | May 1 |
| Financial | Last day for 25% refund / 75% cancellation fee of eligible exhibit/sponsorship funds | July 1 |
| Applications | Featured Symposia Submissions and Interactive Workshop Submissions | January 20 |
| Applications | Scientific Abstract Submissions <i>For consideration for plenary and poster presentations. Late-breaking abstract submission offers are subject to ASHG Programming Committee approval and are not guaranteed.</i> | May 18 |
| Applications | Ancillary Event Application <i>Late applications accepted through September 15, subject to availability.</i> | June 15 <i>Initial assignments issued by early July</i> |
| Applications | Purchases for Print Ads, Industry Events, and Exhibitor Suites <i>First come first served. If items sell out early, requests will be added to a waitlist and booked if possible until the deadline.</i> | September 15 |
| Service Discount Deadlines for Best Service Rates | See the Freeman Exhibitor Service Manual (ESM) in mid-summer – includes order forms for furniture, material handling, catering, electrical, etc. <i>**Individual services and deadlines will vary, check each provider's unique deadlines to see when prices will go up!</i> | September 21** |
| Booth / Display Approval | Two-Story Booth Request – must include booth drawings, submit to exhibits@ashg.org | July 31 |
| Booth / Display Approval | Booth Move Requests <i>Exhibitors may request to move their assigned booth up to two times per year after their initial space assignment, subject to current rates, availability, and ASHG approval.</i> | September 15 |
| Booth / Display Approval | Island Booth Drawings Submission and Approval <i>Only for island booths – 400sf or larger.</i> | September 15 |
| Exhibitor Info | Exhibit Promotions and F&B Request Form | October 16 |
| Exhibitor Info | Exhibitor Appointed Contractor (EAC) Form | October 16 |