ASHG 2027 ANNUAL MEETING
Oct. 26-30, 2027 | Nashville, TN

ASHG 2027 Annual Meeting Exhibitor Rules and Regulations

Updated October 8, 2026

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Exhibitor / Sponsor Terms and Conditions

The following terms are agreed to by each company at the time of application submission.

Exhibitor/Sponsor Agreement and Enforcement of Rules

By applying for exhibit space or purchasing advertising or sponsorship opportunities during the ASHG 2027 Annual Meeting, to be held October 26-30 at the Music City Center in Nashville, TN, each company and its representatives, agents, and outside vendors (regardless of company type, booth size, booth space rate, etc.) agrees to adhere to all terms, conditions, rules, and regulations outlined in the 2027 Exhibits and Sponsorship Prospectus, these 2027 Exhibitor Rules and Regulations, the ASHG Booth Space and Build Overview, and the 2027 service manual / show kit from our general services contractor (hereafter "GSC ESM").

These rules and regulations have been formulated in the best interest of the exhibitors and ASHG. The exhibitor understands and agrees that the information contained in these rules and the documents and manuals noted above are an integral and binding part of the exhibit space contract. The Exhibits and Sponsorship Prospectus and the ASHG Booth Space and Build Overview serve as the Statements of Work (SOWs) from ASHG for all contract purposes.

The exhibitor also agrees that providing a digital signature on the online exhibit space application/contract indicates understanding and agreement to comply with all policies, rules, regulations, terms, and conditions in the prospectus, the rules and regulations, and the GSC ESM, and any others issued by the ASHG regarding the ASHG Annual Meeting; willingness to abide by the payment policies; acknowledgment of reading the rules and regulations; and agreement to distribute them for proper execution to those individuals involved with the company's exhibit. The individual electronically signing the contract for exhibit space, advertising purchases, and/or sponsorship purchases represents and warrants that they are duly authorized to execute this binding exhibit contract on behalf of the named exhibitor and that the company agrees to all contract terms and conditions listed herein.

ASHG Exhibits Management will monitor conformity with these rules and regulations for the meeting. Each exhibitor is granted a terminable license to exhibit, subject to all the rules herein and the general control of Exhibits Management. If Exhibits Management determines that any exhibitor has failed to comply with any rules herein or any directive issued to the exhibitor by Exhibits Management, the license may be terminated without refund, rebate, or compensation, and the exhibit closed and the exhibitor's display, materials, and representatives removed as necessary. The exhibitor shall pay all expenses and damages which ASHG may incur in the process.

Interpretation and Amendment

ASHG shall have full authority to interpret or amend these rules and its decision is final. The exhibitor agrees to abide by any rules or regulations that may hereafter be adopted or amended, which shall be as much a part as though originally incorporated. All issues not addressed herein are subject to the decision of ASHG. The ASHG Exhibits Management team promises its full cooperation for a successful show and will be pleased to work with all exhibitors toward this end.

ELIGIBILITY TO EXHIBIT

The purpose of the ASHG exhibit program is to further the education of individuals working in the field of human genetics. Therefore, all exhibits, advertising, sponsorships, and sponsored sessions must be of an educational character or practical application that emphasize instruments, publications, products, or services for use in teaching, research, treatment, or diagnosis, and books or other publications in scientific fields of relevance to the interest of registrants, or that directly convey scientific research findings in those areas of science represented by ASHG. Licenses will not be granted for exhibits that principally express a point of view. ASHG reserves the right to accept or reject at its sole discretion any application to exhibit and to determine the eligibility of any proposed exhibit.

ASHG reserves the right, without refund, to refuse to allow the placement or maintenance at the Annual Meeting of any exhibit, advertising, or sponsorship that does not in good faith substantially conform to the company description submitted for publication or which contains unrelated material(s).

The character of exhibits is subject to the approval of ASHG Exhibits Management. Exhibits Management reserves the right to refuse applications of concerns not meeting standards required or expected. ASHG also reserves the right to close exhibits or parts of exhibits that reflect unfavorably on the character of the meeting. This applies to displays, literature, advertising novelties, souvenirs, conduct, attire of persons, etc.

PAYMENT TERMS AND SCHEDULE

Each company applying for exhibit space or purchasing advertising or sponsorship opportunities must pay a nonrefundable deposit of 10% of their total balance to reserve their space(s), and it is each exhibitor's responsibility to submit payment for the full amount of their booth space, advertisement, or sponsorship item within 30 calendar days of submitting their application/contract. 2027 exhibit rates are outlined in subsection "Booth Fees and Configuration Guidelines". New orders received after August 31, 2027, must be paid in full along with the order/application submission.

Due to the point-in-time nature of the Annual Meeting, all orders and invoices must be paid in full no later than October 11, 2027, regardless of order date or net terms. Any exhibitors or sponsors with outstanding balances will be barred from exhibiting and related events, promotions, sponsorships, etc. until the balance is paid in full.

Exhibitors may submit credit card payment through the online exhibit portal, accessible by username and password, or they must inform ASHG that a check, wire transfer, or ACH payment will be coming for payment due. ACH is the Society's preferred payment method. Exhibitors are responsible for paying any payment processing fees (e.g. wire transfer fees) their banking institutions may charge in addition to their balance due to ASHG.

MISSED PAYMENT DEADLINES AND OUTSTANDING BALANCES

ASHG will closely monitor outstanding invoice balances and work with exhibitors and their accounting departments to facilitate timely payment processing. If a payment deadline falls on a holiday when ASHG is closed or other office closure day, payments will be accepted up to the following open business

day without penalty. ASHG may provide a grace period (upon request) to allow finance teams time to make payments within their processing guidelines, to be determined on a case-by-case basis.

Exhibitors that have not submitted the appropriate payments by the relevant deadlines or that have not contacted ASHG Exhibits Management regarding payment run the risk of losing their reserved spaces, advertisements, and/or sponsorship items. If payment in full is not received for the invoiced item(s) within 30 calendar days of placing the order with ASHG, said item will be released and any partial fees paid will be nonrefundable.

If an exhibitor's previously reserved spaces or items are released, the exhibitor will be eligible to re-apply for booth space, advertising, and sponsorship items subject to current availability, and the retained payments will be applied to the newly reserved items. However, the exhibitor will only be eligible to apply for space at the current exhibit rates and will forfeit any previous discounts and benefits for the released spaces (such as complimentary badges and exhibitor-only event rates and advertising opportunities.) Any exhibit fees retained are not eligible to be applied toward standard individual (non-exhibitor) registrations for the Annual Meeting.

All outstanding balances must be paid in full by October 11, 2027, which is 10 business days (two weeks) prior to the start of the Annual Meeting's set-up and Exhibit & Poster Hall (Exhibit Hall) installation dates. Any exhibitors or sponsors with outstanding balances will be barred from exhibiting and related events, promotions, sponsorships, etc. until the balance is paid in full. No credits, rebates, or refunds will be made if an exhibitor or sponsor is barred from participating in the Annual Meeting due to outstanding balances, and the outstanding balance will still be due to ASHG.

SPACE CANCELLATION OR REDUCTION

All cancellation and downsizing notices must be submitted in writing to ASHG Exhibits at exhibits@ashg.org.

- **Reductions of Island Booths:** For exhibitors with reserved island spaces (20' x 20' or larger) that elect to downsize to spaces that no longer qualify as islands (i.e., 10' x 20'), the value of the first 100 square feet (sf) of exhibit space fees of the original order will be billed as an island cancellation fee before calculating the cancellation fees on the full original order, as outlined below.
- **50% Refund Deadline: May 1, 2027**
    - If notice is received by May 1, the company will be eligible for a 50% refund of eligible fees, less the 10% nonrefundable deposit paid when reserving space. Any remaining fees paid will be applied towards other existing orders or refunded as necessary.
    - For example, if a company reserved a 10' x 10' inline space for $50.00/sf and submitted notice to cancel before May 1, the refund would be calculated as follows:

Contracted fee:	$ 5,000.00
10% non-refundable deposit:	$ 500.00
Eligible balance:	$ 4,500.00
50% retained from the eligible balance:	$ 2,250.00

Total cancellation fee due to ASHG:	$ 2,750.00
Total refund:	$ 2,250.00

- **25% Refund Deadline: July 1, 2027**
    - If notice is received between May 2 and July 1, the company will be eligible for a 25% refund of eligible fees, less the 10% nonrefundable deposit paid when reserving space. Any remaining fees paid will be applied towards other existing orders or refunded as necessary.
    - 25% Refund Example A: If a company reserved a 10' x 10' inline space for $50.00/sf and submitted notice to cancel between May 2 and July 1, the refund would be calculated as follows:

Contracted fee:	$ 5,000.00
10% non-refundable deposit:	$ 500.00
Eligible balance:	$ 4,500.00
75% retained from the eligible balance:	$ 3,375.00
Total cancellation fee due to ASHG:	$ 3,875.00
Total refund:	$ 1,125.00

    - 25% Refund Example B: If a company reserved an email banner ad for $7,500 and submitted notice to cancel their ad purchase** between May 2 and July 1, the refund would be calculated as follows:

Contracted fee:	$ 7,500.00
10% non-refundable deposit:	$ 750.00
Eligible balance:	$ 6,750.00
75% retained from the eligible balance:	$ 5,062.50
Total cancellation fee due to ASHG:	$ 5,812.50
Total refund:	$ 1,687.50

- **No credits, rebates, or refunds** for exhibit space, advertising, or sponsorship item reserved will be made **after July 1, 2027**, with or without formal cancellation notice.

If a deadline falls on a holiday when ASHG is closed or other office closure day, submissions will be accepted up to the following open business day without penalty.

ASHG reserves the right to resell any cancelled or downsized booth space, advertisement, or sponsorship item to another company without rebate or additional permissions, and ASHG reserves the right to relocate the exhibiting company's booth after downsizing. The cancelling/downsizing exhibitor also forfeits any previous exhibitor benefits for the released spaces, such as complimentary badges and exhibitor-only event rates and advertising opportunities.

ASHG is open to reallocating eligible retained fees towards new purchases for the current meeting year only and we do not offer holding of funds toward future events, i.e. rollovers. Any unpaid portions of the exhibitor's invoice will be recalculated and due in full immediately to ASHG. Any exhibit fees retained are not eligible to be applied toward standard individual (non-exhibitor) registrations for the Annual Meeting.

**Any advertising or sponsorship benefits executed prior to receiving notice (such as banner ads in ASHG-produced emails, company logo or branding on ASHG webpages, etc.) will not be eligible for refunds. ASHG will make reasonable efforts to accommodate delays, but artwork not delivered in time for the scheduled run date will constitute a cancellation without notice and will not be eligible for a refund.

Exhibit Hall Hours and Expectation of Full Attendance

The official 2027 Exhibit & Poster Hall days and times are Wednesday October 27 through Friday October 29, 2027 from 9:30 am – 4:30 pm each day (subject to change). ASHG strives to maximize time for attendees to be in the Exhibit Hall throughout these open times, and we expect our exhibitors to plan their onsite and travel schedules accordingly. Any exhibitor found packing, dismantling, or otherwise vacating or abandoning their booth before the official closing time on Friday October 29 will be charged a $750 early dismantle fine per 10' x 10' space reserved. Exhibitors must contact ASHG Exhibits Management if an emergency arises before vacating their space.

Force Majeure and Cancellation, Modification, or Delay of Event

It is mutually agreed that ASHG will not be held responsible in the event that the ASHG Annual Meeting is modified or cancelled in whole or in part, or the scheduled opening is cancelled or delayed, due to causes that are beyond the reasonable control of ASHG ("force majeure"), such as disasters, strikes, lockouts, acts of nature (earthquakes, floods, etc.), civil disturbances, acts of terrorism, health warnings, advisories or directives, epidemics, pandemics, governmental regulations or shutdowns, major transportation or supply chain disruptions affecting the event, or any other circumstance beyond the control of ASHG or the convention center that make it impossible or inadvisable to open or continue the event. Evidence that it is impractical to open or continue the event may include that 30% of expected attendees are unable, unwilling, or reluctant to attend due to such causes, which may be shown through surveying ASHG's members.

In the event of a force majeure delay or cancellation, then and thereupon the contract between the exhibitor and ASHG will automatically be terminated, and the exhibitor hereby waives any and all claims against ASHG for damages, reimbursement, refunds, rebates, or compensation. Exhibitors are strongly encouraged to add show cancellation insurance as an additional coverage option to their required exhibitor insurance policy (see subsection "Liability and Insurance").

ASHG in its sole discretion may transition the Annual Meeting to a hybrid meeting (conducted partly in person and partly on virtual/online platforms), a fully virtual meeting, or other alternative meeting format. Modification of the event by transition to an alternative meeting format shall not be deemed to

be cancellation of the Annual Meeting, in which case this Agreement and all applicable policies shall continue in full force.

EVENT FORMAT TRANSITION

In the event ASHG transitions from our standard in-person meeting to an alternative meeting format, companies that reserved exhibit space, advertising, or sponsorship items will have the following options:

- **Window of Withdrawal:** Companies will have no more than 21 calendar days (from the date of the official transition announcement) to provide notice to ASHG whether they would like to downgrade or cancel their reservations. If a company does not communicate their intention within the 21 calendar days provided, the company is thus agreeing that they will continue to participate in the new format for all previously contracted fees, in which case this Agreement and all applicable policies shall continue in full force.
- **Exhibit Space:** If a company elects to downgrade or cancel their exhibit space, the company will be eligible for a maximum 80% refund of eligible exhibit fees, less the nonrefundable 10% deposit fee paid when reserving space. (See subsection "Space Cancellation or Reduction" for examples on calculating eligible refunds.) The cancelling exhibitor also forfeits any previous exhibitor benefits, such as complimentary badges and exhibitor-only event rates and advertising opportunities.
- **Advertising/Sponsorships:** If a company elects to downgrade or cancel advertising or sponsorship benefits not already executed by the time the transition is officially announced, the company will be eligible for a maximum 90% refund of eligible advertising and sponsorship fees, less the nonrefundable 10% deposit fee paid when reserving space. (See subsection "Space Cancellation or Reduction" for examples on calculating eligible refunds.)
    - Advertising or sponsorship benefits executed prior to the official announcement (such as banner ads in ASHG-produced emails, company logo or branding on ASHG webpages, etc.) will not be eligible for refunds.

All downgrading and cancellation notices must be submitted in writing to exhibits@ashg.org.

ASHG Exhibits Management will strive to provide updated exhibit, advertising, and/or sponsorship opportunities that are in proportion to the offers previously sold. ASHG is open to reallocating eligible retained fees towards new purchases for the current meeting year only and we do not offer holding of funds toward future events, i.e. rollovers. Any exhibit fees retained are not eligible to be applied toward standard individual (non-exhibitor) registrations for the alternative-format Annual Meeting.

ASHG assumes no responsibility for any orders placed or fees incurred by exhibitors through third-party providers such as the GSC, etc. All exhibitor deadlines and payment due dates as listed in "Appendix A: Important Exhibitor Dates & Deadlines" will remain in effect unless ASHG transitions to an alternative meeting format.

HEALTH AND SAFETY ADHERENCE

Exhibitor representatives, agents, and outside contractors are expected to comply with all applicable health policies and protocols, screening practices, and vaccination requirements established by the convention center, or by local, state, or federal law. The exhibitor will not be entitled to any credits, refunds, or compensation if its representatives, agents, or outside contractors are removed from or barred entry to the convention center due to noncompliance with such policies and protocols.

Booth Rental Pricing, Inclusions, and Assignments

The following terms are agreed to by each company at the time of application submission.

BOOTH FEES AND CONFIGURATION GUIDELINES

ASHG is pleased to offer interested and eligible companies the following rates for exhibit space, per 10' x 10' space.

Standard Commercial Booths				
Booth Type	**Presale Rate** *by October 31*	**Early Rate** *by February 28*	**Standard Rate** *by July 31*	**Late Rate** *after July 31*
Prime Space	$5,285	$5,390	$5,500	$6,050
Corner Space	$5,000	$5,100	$5,200	$5,720
Inline/Linear Space	$4,870	$4,970	$5,070	$5,580

Specialty Pavilion Booths*			
Pavilion	**Rate Type**	**Standard Rate** *by July 31*	**Late Rate** *after July 31*
New Exhibitor	New Exhibitor	$4,135	$4,550
NIH	NIH Organization or Direct Affiliate	$3,630	$3,995
Nonprofit & Advocacy	Nonprofit	$3,630	$3,995
Nonprofit & Advocacy	Advocacy	$1,345	$1,480

Companies reserving two or more booths at different rates pay a combined average rate per space, i.e. Prime + Inline. ASHG does not permit booth sales in endcap or peninsula configurations, where a booth would span two rows of booths at the end of an aisle.

*Booths in the specialty pavilions noted above may be reserved starting November 1, 2026, and are not eligible for presale or early rate discounts. See subsection "Specialty Pavilions, Eligibility, and Packages" below for details regarding availability and eligibility.

Island booths (bounded on all sides by aisles) are sold at our prime space booth rate and are available at a minimum dimension of 20' x 20'. A few sample booth sizes and totals are below:

Island Booth Size	**Presale Rate** *by November 30*	**Early Rate** *by March 31*	**Standard Rate,** *by August 31*	**Late Rate,** *after August 31*
20' x 20' (400 sf)	$21,140	$21,560	$22,000	$24,200
20' x 30' (600 sf)	$31,710	$32,340	$33,000	$36,300
20' x 40' (800 sf)	$42,280	$43,120	$44,000	$24,200

APPLICATIONS AFTER AUGUST 31

We understand that occasionally a company may need to wait longer to secure budget approvals in order to secure exhibit, advertising, or sponsor space. ASHG will only consider applications submitted after August 31 when payment in full is submitted for all requested spaces, ads, and sponsorships along with the application.

INCLUDED WITH BOOTH FEES

The following benefits are included in the price of each 10’ x 10’ exhibit space reserved, including those in specialty pavilions:

- Company name, booth number, URL, and description on the ASHG 2027 interactive floor plan and mobile app (upgraded digital packages also available through ASHG and official partners);
- Opportunities to host exhibitor and/or social events for meeting attendees during specified times throughout the Annual Meeting for exclusive rates;
- Exclusive access to promotional and advertising opportunities that reach meeting attendees;
- Exhibitor registration for up to six (6) company representatives for each 10' x 10' space reserved;
- Six (6) complimentary single-day badges for guests of exhibitors for admission to show floor for each 10' x 10' space reserved;
- Exclusive opportunity to rent exhibitor suites in the convention center for private meeting space with clients or exhibitor business meetings;
- Identification sign for company name: 7" x 44" (name will appear exactly as entered on contract, no logos);
- 8’ high back drape and 3’ high side rails in show colors (side dividers will only be installed on booth sides in contact with a neighboring booth);
- Aisle carpeting in show colors (if applicable); and
- Exhibit floor perimeter security when exhibits are closed.

All exhibiting companies reserving 10’ x 10’ exhibit space or more also receive two (2) complimentary full scientific meeting registrations for each company, regardless of booth size.

SPECIALTY RATES, PAVILIONS, ELIGIBILITY, AND PACKAGES

Select booths in the Exhibit Hall are available for qualified organizations at reduced fees and with a basic booth furnishings package included, in addition to the booth inclusions and complimentary registrations noted above, subject to available quantities. Organizations may reserve one (1) 10’ x 10’ space at the special rate or in the pavilion for which they are eligible, except where noted below. Organizations contracting for more than one (1) 10’ x 10’ booth space or requesting space outside of the special rates or specialty pavilions must pay the full applicable commercial rate for all spaces reserved.

Exhibit space in specialty pavilions is limited to only those booths within the designated pavilions as marked on the official ASHG Exhibit Hall floor plan; once a pavilion is full/sold out, the specialty rate and included package is no longer available.

The **New Exhibitor rate** is a one-time discounted rate available for companies who have never exhibited at the ASHG Annual Meeting. Companies booking space for their second year or more at the Annual Meeting are not eligible to receive new exhibitor pricing. New exhibitors may only book one (1) 10' x 10' booth space listed as a corner or inline booth at the discounted rate. Locations marked as prime locations are not eligible for new exhibitor pricing.

Depending on the year and our GSC agreements, ASHG may be able to provide a limited quantity of complimentary new exhibitor furniture packages. Eligible exhibitors must request this package with ASHG when booking your booth and are not guaranteed for all requestors. This package includes the following pre-selected furnishings (final furnishings and colors to be determined with the GSC and are subject to change):

- Standard booth carpet in show colors (padding sold separately);
- One (1) 1M counter (graphics sold separately);
- Two (2) bar stools; and
- One (1) waste basket.

The **NIH Pavilion** is available for NIH organizations and direct affiliate organizations. An NIH affiliate is a group that is directly tied to NIH directives and receives at least part of their operational guidance and support from the NIH; receiving NIH funding alone does not grant eligibility for this pavilion. NIH organizations may purchase more than one booth inside the NIH Pavilion but not affiliates.

The **Nonprofit and Advocacy Pavilion** is available for qualified advocacy groups and nonprofit organizations in the broader genetics and genomics community and has separate nonprofit and advocacy rates available. Eligibility guidelines for each rate are outlined below.

- A nonprofit organization must have one of the following characteristics and may be asked to furnish proof of status:
    - A 501 (c) 3 organization
    - Federal (U.S.) or Canadian government agency
    - Not-for-profit entity that sells a product or service to professional attendees or institutions
    - Membership and/or professional association
    - Hosts a scientific meeting or conference relevant to ASHG attendees
- An advocacy group is defined as a group that exists to promote advocacy/awareness of genetic disorders and/or relevant causes. These groups do not have membership or annual meetings.
- **NOTE:** Academic labs owned and managed by for-profit organizations are not eligible for the Nonprofit and Advocacy Pavilion and must pay the applicable commercial exhibit rate for all spaces.

Booth spaces in the NIH and Nonprofit and Advocacy Pavilions include the following pre-selected furnishings (final furnishings and colors to be determined with the GSC and are subject to change):

- Standard booth carpet in show colors (padding sold separately);
- One (1) standard café height table;
- Two (2) standard chairs; and
- One (1) waste basket.

All ordered packages noted above will be automatically delivered to and installed for the purchased booth onsite at no additional cost unless the exhibitor instructs the GSC otherwise. Any additional furnishings and services, or furnishings other than the pre-selected items, must be ordered/procured separately by the exhibitor.

PRIORITY POINTS AND ONSITE SPACE SELECTION

As a benefit of exhibiting at the American Society of Human Genetics (ASHG) Annual Meeting, current exhibitors are invited to select exhibit space for the next year's meeting while onsite. Exhibit space in next year's Exhibit Hall is first offered and assigned in priority point order for the top 30 ASHG exhibitors in advance of the current year's meeting.

ASHG uses data from the previous three years to calculate priority points, using the following scale:

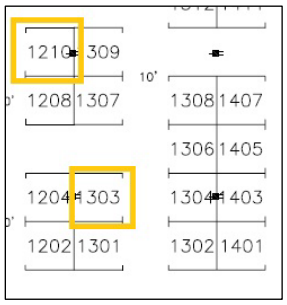
- 1 point per 10' x 10' booth space reserved per year, no maximum (in-person meetings)
  --OR--
  1 point per $5,000 in exhibitor/partner packages reserved, rounded up to the nearest whole point, maximum of 8 points per year (alternative format meetings)
- 1 point for exhibiting two or more years in a row, maximum of 3 points
- 1 point per $1,000 in advertising with ASHG or approved media partners per year up to $10,000, and 1 point per $5,000 spent after $10,000, rounded up to the nearest whole point
- 1 point per $1,000 in and sponsorships meeting room rentals per year up to $10,000, and 1 point per $5,000 spent after $10,000, rounded up to the nearest whole point
- 1 point per Industry Education session per year, maximum of 3 points
- 1 point per CoLab session per year, maximum of 3 points (purchased sessions only; CoLabs included as part of an exhibitor/partner package are not applicable)

Remaining exhibitors are invited to send a representative to visit the Exhibits Management office onsite during the current Annual Meeting and choose their booth space for the next year. Assignments are made onsite in the order received and then confirmed after the close of the current Annual Meeting.

ASSIGNMENT OF SPACE AND LOCATION

Remaining booth space for ASHG 2027 can be selected and reserved via online application. Booths are assigned in the order in which applications are received.

For exhibitors requesting to avoid competitors, this may affect your booth space selection. For example, if your first choice in booth space is located near a competitor already assigned, you will be assigned the next best available space. You may only list four competitors on the contract. The larger number of competitors listed, the more your booth assignment may be affected.



ASHG considers booths facing opposite directions and in the next aisle sufficient in avoiding a competitor. For example, the two highlighted booths in the figure (left) would not be considered competing booth space. If you object to this distance, please email exhibits@ashg.org prior to booth assignment. Note also that the next best booth space may not be as favorable.

After booth space has been assigned and confirmed, exhibitors may log into their account anytime to view booth space assignments and manage aspects of their booth online such as assigning badges to booth staff, submission and updating of company description and contact information, product categories, and more.

Exhibitors may request to move their assigned booth spaces to new locations on the exhibit floor no more than two times per year after their initial space assignment. Requests will be accepted until September 20, 2027, subject to current floor plan availability and the needs and approval of ASHG Exhibits Management. Exhibitors may not request any booth moves after September 20. Exhibitors will be billed for the new location at the rate applicable when they first applied for space, including any cancellation/downsizing fees for released booth spaces and any late reservation fees if requested after the standard rate deadline. Move requests will be processed in the order in which the request is received among requests for new booth reservations, regardless of when the exhibitor's booth was originally reserved.

Subletting of Exhibit Space

Subletting or sharing of contracted exhibit space is not allowed at any time. All signs, advertisements, publications, materials, products, and company representatives' badges must reflect the name of the contracted exhibiting company. Any violation of these regulations may result in an immediate removal of the booth, materials, and exhibit staff in violation.

Parent Companies and Displaying Multiple Brands

Occasionally parent companies (companies owning multiple distinct brands or child companies) may wish to showcase more than one brand that are relevant to the industry in the same booth space. In these instances, the booth must be contracted and displayed on the floor plan under the parent company name; in addition, the graphics displayed in the booth must substantially reflect the contracted parent company name and branding (greater than 50% of the overall booth graphics). If any such booth is found to be lacking sufficient parent company branding, any graphics or display materials in the booth not reflecting the parent company name or branding must be removed to restore the proper graphics balance to the contracted company. Any removal of such graphics or display materials will be done at the full expense of the exhibiting company.

If a parent company wishes to have two or more brands called out on the floor plan and to display significant graphic treatments for each brand, then each brand must apply separately for its own contracted exhibit space, subject to individual contract submissions, booth staffing requirements, priority point accumulations, and all other rules and regulations identified herein.

MERGERS

In the event that an exhibiting company merges with, is acquired by, or purchases another exhibiting company, the higher seniority accumulated by either company will be used to determine priority for reserving space and points will not be combined. ASHG must be notified in writing of such changes, including a public announcement of the transaction.

Registration and Housing

The following terms are agreed to by each company at the time of application submission.

EXHIBITOR REGISTRATION

All booth personnel working in rented exhibit space during open show hours must be registered for the Annual Meeting. An exhibitor will be permitted to register their company employees and exhibitor-appointed contractors (EACs) for an exhibitor staff badge, and the quantities included depend on the reserved booth size (see section "Booth Rental Pricing, Inclusions, and Assignments"). It is the responsibility of the authorized individual signing the application for space to inform all company personnel and EACs of the rules and regulations contained in the prospectus.

Exhibitor badges are made out in the name of the company shown on the exhibit reservation and application form only. Exhibitors may register personnel and make changes anytime via ASHG's approved online registration portal. A person may only be registered for one badge for the Annual Meeting, regardless of type. All attendees, exhibitors, and guests must be registered with their own badge, and badges may not be shared, altered, or exchanged onsite.

Should an exhibitor require more staff onsite than covered by the badges allotted with their exhibit registration, additional exhibitor staff badges may be purchased through the official ASHG exhibitor registration portal once their allotment of complimentary badges is used. There are no refunds on extra exhibitor staff badges.

Exhibitor badges do not allow or authorize attendance at ASHG Annual Meeting scientific sessions or social events, nor do they allow exhibit company staff to present any posters that may have been accepted for presentation during the Annual Meeting. If an exhibitor's representatives or booth personnel wish to attend scientific sessions, or if any staff are presenting their sessions or posters during the Annual Meeting, they are required to register as a regular scientific registrant, either with one of the complimentary full scientific registrations allotted or at the current applicable rate if both complimentary badges have been assigned. ASHG will monitor registrations for compliance.

COMPLIMENTARY SCIENTIFIC REGISTRATION ALLOTMENT

Each exhibiting company reserving a 10' x 10' exhibit space or larger is entitled to a total of two (2) complimentary full scientific meeting registrations, regardless of booth size. The complimentary registration must be in the name of a specific company employee and are made out in the name of the company shown on the exhibit reservation and application form only. If someone on your staff is registered for a scientific registration and will also be supporting your booth during the meeting, they must visit the exhibitor services desk onsite for a decal that will be added to their badge that will permit access before and after hours to the Exhibit Hall.

There are no other exhibitor discounts or bulk discounts on scientific registrations. We welcome and encourage our industry partners to join as ASHG members to take advantage of year-round learning and networking opportunities, as well as discounted Annual Meeting registration rates.

GUESTS OF EXHIBITORS

To maintain the professional value of the exhibition and ensure focus on the exhibits, access to the Exhibit Hall is limited to registered attendees.

However, ASHG is pleased to provide guest badges to exhibitors to encourage customers and other guests to visit them in their booth. Each exhibiting company receives a total of six (6) single-day guest badges per 10' x 10' booth reserved for exhibitor guests, defined as customers/individuals you wish to invite to view your display who would not otherwise register for the meeting.

An exhibitor guest badge permits entry for one (1) day into the commercial exhibits area only and does not authorize your guest entry into ASHG scientific sessions or the scientific poster areas. It is the responsibility of the exhibiting company to inform all guests of the rules and regulations in the prospectus, particularly the rules regarding general conduct of exhibitors and non-exhibiting companies. If the same guest wishes to attend for more than one day or to attend any scientific sessions, they will need to purchase a scientific attendee registration at the current applicable rate.

Persons wanting access for the purpose of making contacts (leads) cannot be designated as guests.

ONSITE EXHIBITOR REGISTRATION

The registration desk will be open during the installation of exhibits and on select official Exhibit Hall open days (see Appendix B, "Exhibit & Poster Hall and Onsite Registration Hours"). Exhibitors must have a badge to enter the Exhibit Hall during installation and dismantle, as well as prior to each day's opening. All badges must be picked up onsite, and photo ID will be required to pick up all badges.

HOUSING AND SCAM ALERTS

The headquarter hotel and all overflow hotels for the ASHG 2027 Annual Meeting in Nashville will be listed on the official ASHG 2027 Annual Meeting website as they are confirmed. When exhibitors and attendees book at official ASHG hotels, it gives ASHG negotiating power in future cities for better rates from convention center rental to hotel rates. Your loyalty and cooperation are greatly appreciated!

Please be aware that you may be contacted by companies or hotels claiming to be the official ASHG Annual Meeting housing providers. ASHG will never call you to solicit reservations or demand any money up front for any reason. The only official emails regarding housing for the Annual Meeting will come from an email address ending in ASHG.org or from the official housing firm listed on the Annual Meeting website, if applicable. All lodging for the Annual Meeting should be arranged using the links and phone numbers provided by ASHG. If you are unsure of who has contacted you regarding your hotel reservations or if one of these scammers contacts you, please notify ASHG as soon as possible by emailing meetings@ashg.org.

Industry & Ancillary Events, Promotions, and Catering

The following terms are agreed to by each company at the time of application submission.

INDUSTRY AND ANCILLARY EVENTS

ASHG recognizes that meeting attendees seek to maximize their networking opportunities and fulfill their professional responsibilities while at a location with so many of their colleagues. Space will be available for commercial companies to host events at either the convention center and/or official ASHG host venues over the open Exhibit Hall dates for the Annual Meeting. Exhibitors/sponsors plan the content of each session, subject to application and approval by ASHG. Applications and deadlines may be found on the Annual Meeting website.

CoLab Sessions are 30-minute sessions held in open-sided theater-style setups on the Exhibit Hall floor. Examples of these sessions include product theaters, demonstrations, patient perspectives, Q&A sessions, and panels. These sessions are turnkey: your speaker brings their presentation on a USB drive and presents! The CoLab session fees includes the CoLab Theaters' setups and A/V equipment rental fees, a listing on the online planner/schedule of events and mobile app, and ASHG's administrative costs. Due to the tight scheduling, sponsors may not order any extra services such as catering for any CoLab sessions, other than videography and lead retrieval.

Industry Education Sessions are 60-minute sessions held in closed rooms at the convention center away from the exhibit hall. Presentation examples include the types noted above, and these events are also well-suited for workshop-style demonstrations and panel discussions. The Industry Education session fee includes the room rental and basic furniture setup fees, a listing on the online planner/schedule of events and mobile app, and ASHG's administrative costs. No other services (such as wifi, A/V, catering, etc.) are included and they are the responsibility of the session sponsor to purchase. A/V rental is a required service and will be billed either by ASHG or their official third-party provider.

Ancillary Events are non-ASHG sponsored events held on dates immediately surrounding official meeting dates: Monday October 25 through Sunday October 31, 2027. Examples include business meetings, committee meetings, industry meet-and-greets, networking or social gatherings, or happy hour/cocktail receptions. Daytime ancillary events may not be primarily commercial in nature. Full rules, guidelines, and the application for complimentary event space may be found on the ASHG 2027 meeting website.

Industry and ancillary events are scheduled during scientific session breaks, the midday period, and during poster presentations; because the ASHG Annual Meeting is accredited to offer continuing education credits, they are not permitted to overlap scientific programming schedules. The official schedule may be found on the Annual Meeting website.

Due to limited availability of midday sessions, ASHG will only program one midday industry event per company per event type; this may be waived for Industry Education sessions if only midday slots are available for that year's meeting. Exhibiting companies at the Annual Meeting receive preference for

scheduling events and they also pay lower fees. Exhibitors do not receive additional badges for reserving sponsored events in addition to their booth space. Non-exhibiting companies (companies with no commercial booth, e.g. 10' x 10' or larger) may sponsor no more than two industry events (at a higher fee per event type) and will receive 1 scientific badge and 2 exhibitor badges per reserved event. No registrations are provided for hosting ancillary events.

ASHG accepts no financial or organizational responsibility for these events, except for the CoLab Theater setups and the CoLab Theater A/V equipment rental noted above. All room rentals, A/V rentals, catering, and other services are the separate and sole responsibility of the event organizer and must be ordered separately by each company. Companies are permitted to hire photographers and/or videographers to record and/or livestream their session(s), provided they capture only their session(s) and observe all rules in subsection "Photography/Video Policy".

ASHG does not provide any marketing in relation to these events other than a basic listing in the online planner/schedule of events and mobile app, and basic room listings on applicable onsite signage, if available. Please contact exhibits@ashg.org for advertising pricing and availability.

PROMOTIONS: GIVEAWAYS, RAFFLES, AND DRAWINGS

Giveaways, prize contests, raffles, lotteries, drawings, and games of chance are permitted during exhibit hours only. All drawings must be held off the Exhibit Hall floor and be approved by Exhibits Management. Live drawings are not permitted at any time and attendees do not have to be present to win. Prizes must be educational in nature or must be appropriate for use in the attendees' place of work, the Annual Meeting, or travel. In-booth giveaways of pens, company branded bags/totes, educational materials/brochures, stationary items (such as sticky notes, notebooks), stress balls, USB drives, fun-size candy and individual candy bars (in their wrappers), and water bottles (empty) are automatically approved and do not require written approval.

All requests must be submitted for approval to ASHG Exhibits Management via the booth promotion form on the ASHG 2027 meeting website and by the deadlines listed therein. Any exhibitor found conducting prize contests, giveaway contests, raffles, lotteries, drawings, and/or games of chance that have not been approved by Exhibits Management will be required to cease immediately.

With limited exceptions, ASHG generally does not restrict the number, type, or value of promotional items or giveaways and leaves the practice of giveaways and booth content/display to each exhibitor's discretion, based on the determinations of their legal and regulatory departments. See subsection "Industry Regulations and Guidelines" to ensure compliance with any outside agencies.

Approval of any promotional material or giveaway does not indicate an endorsement by ASHG of the products or services promoted, the company, or the claims made. ASHG is not responsible for sourcing, procuring, marketing, shipping, or distributing any promotional or giveaway materials, or emailing any links to promotional items or giveaways. ASHG does not sell mailing lists of any kind; ASHG exhibitors and sponsors are thus expected to secure email and mailing addresses in an ethical manner, and

compliant with GDPR guidelines where applicable. For advertising options, please contact exhibits@ashg.org for pricing and availability.

CATERING / FOOD AND BEVERAGE

Exhibitors may have food and beverage on the Exhibit Hall floor, in their Industry Education session rooms, and in their private rented rooms/suites, provided that the items being distributed are appropriate for the space and do not block aisles or neighboring exhibits. All food and beverages must be approved by Exhibits Management via the booth promotion form, provided on the Annual Meeting website, and ordered by the exhibitor/sponsor.

Catering at the convention center is provided exclusively by the convention center's designated catering company. All food and beverage brought into the convention center intended for distribution must be provided by the caterer unless expressly approved by the caterer in advance; companies in violation are subject to financial penalties and potential removal of materials from the convention center. ASHG is not responsible for approving any outside catering requests, for any orders placed by exhibitors/sponsors, or for any penalties assessed by the caterer or the convention center.

Code of Conduct and Exhibitor Policies

The following terms are agreed to by each company at the time of application submission.

ASHG Code of Conduct for Annual Meeting Participants

ASHG maintains a comprehensive Code of Conduct that applies to all meeting stakeholders and covers all events associated with the Annual Meeting, listed in part below. Please see the full text at https://www.ashg.org/about/code-of-conduct/.

ASHG is committed to fostering a welcoming environment that is safe, collaborative, and productive for supporting dialogue and discovery for all attendees at ASHG-sponsored events and values the participation of all attendees and participants in its events. All who register to participate, attend, speak at, or exhibit at an ASHG event agree to comply with this policy.

ASHG expects that all attendees, media, speakers, organizers, staff, and exhibitors associated with any official ASHG-sponsored event will adhere to the following principles:

- Respect common-sense rules for public behavior, personal interaction, courtesy, and respect for private property.
- Respect the rules and policies of the Society, the meeting venue, hotels, and city.
- Be considerate of other sessions, presenters, and sponsors when entering and vacating session rooms and theaters.
- Be professional, considerate, and respectful of differing perspectives during the meeting.

ASHG also prohibits any form of harassment, sexual or otherwise. Accordingly, some behaviors are specifically prohibited, whether directed at other attendees, ASHG staff, speakers, exhibitors, or event venue staff:

- Intimidation, stalking, harassment, inappropriate physical contact, unwelcome sexual attention, or discrimination towards fellow attendees, Society staff, and others.
- Abusive, harassing, or threatening behavior towards any other attendee, volunteer, or staff. This behavior will not be tolerated and may result in expulsion from the event.
- Yelling at, threatening, or personally insulting participants or presenters (verbally or physically).

Participants asked to stop engaging in hostile or harassing behavior are expected to comply immediately.

The conduct rules apply to all ASHG venues, including official ASHG-sponsored events and related ASHG-sponsored social events, as well as the Annual Meeting and Society online presence (i.e., ASHG Society and meeting hashtags, Facebook pages, and other social media). All participants are expected to treat others with respect and consideration, follow venue rules, and alert staff or security of any dangerous situations, violations of this Conduct Policy, or of anyone in distress.

For how to report and other procedures, see the full text on the Code of Conduct page.

GENERAL CONDUCT OF EXHIBITORS

Exhibitors and their agents and representatives are expected to act in a professional manner. Any disruptions or unacceptable conduct may result in loss of priority points or removal from the convention center with no rebate, credit, or refund of space rental fees.

The following practices are prohibited at the ASHG Annual Meeting:

- Noisy electrical or mechanical apparatus interfering with other exhibitors.
- Playing music in the Exhibit Hall.
- Soliciting booth traffic in the aisles or otherwise harassing registrants.
- Loitering by competing company's exhibit space or otherwise harassing other exhibitors.
- Publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the exhibit area during exhibit hours or scientific session hours.
- Entry into another exhibitor's booth, reserved meeting room, or industry event without their express permission, or blocking access to another exhibitor's booth, room, or event.
- Photography of other exhibitors' booths and/or products without express permission.
- The use of entertainers such magicians, fortune-tellers, dancers, puppets, etc. that may disrupt the professional atmosphere of the meeting.
- Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space.
- Obstruction of aisle space due to any activity in and around an exhibitor's booth.
- Unwrapped food of any kind (note that any catering must be approved by Exhibits Management, other than fun-size candy or individual candy bars in their wrappers).
- Packing and/or dismantling of exhibits before the official close of the show.
- Attending industry events or workshops given by other exhibitors unless the organizer of the workshop provides written permission. This includes scientific attendees who are employees.
- Partaking of other exhibitors' food and beverage activities is strongly discouraged.

PHOTOGRAPHY/VIDEO POLICY

Photographing, videotaping, or livestreaming any exhibit booth or activity in the Exhibit Hall, convention center or any other official Annual Meeting venue is strictly prohibited, other than one's own contracted booth, sponsored session or private meeting room. An exhibit booth and/or product(s) may be photographed or recorded only with the expressed permission of the contracted exhibitor of that booth.

ASHG does not record industry events (CoLab sessions or Industry Education sessions) or ancillary events. Exhibitors/sponsors are permitted to hire photographers and/or videographers to record or livestream one's own sponsored event only, provided that the timing, personnel, equipment, etc. associated with this service are not disruptive to the GSC, attendees, nearby exhibitors, or the Annual Meeting schedule.

If an exhibitor/sponsor is found to have captured or received unauthorized photography or video recordings, either by their staff, hired vendors or third parties, the offending personnel will be removed

from the premises and barred from further entry into any official Annual Meeting activities, and the exhibiting company will forfeit 50% of their total accumulated priority points. The offending sponsor will also not be eligible for any credits, rebates or refunds of sponsored ads or activities they may miss after removal from the Annual Meeting. Further violations will result in additional penalties, up to and including removal of the exhibiting/sponsoring company's staff and exhibit display from the Exhibit Hall at the exhibiting company's full expense.

Attendees may take photos of posters only if the poster author agrees. Authors who do not want their posters to be photographed must indicate as such on their posters, using a "no photography" image file supplied by ASHG. Visit the ASHG meeting website for additional information.

Official photos will be taken at the Annual Meeting by a professional photographer hired by ASHG. By registering for this meeting, you agree to allow ASHG to use your photo in any ASHG-related publications, including the ASHG website and social media outlets.

SALES AND/OR ORDER TAKING

The purpose of exhibits is to further the education of Annual Meeting attendees through product and service displays and demonstrations. Sales and order taking are permitted provided all transactions are conducted in a manner consistent with the professional nature of the meeting. Products for sale must be the exhibitors' own unaltered products or products for which the exhibitor is an authorized reseller. ASHG Management reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Exhibitors must comply with all sales tax requirements. The exhibitor is solely responsible for all taxes, permits, logistics, etc. for all items sold onsite.

ATTIRE

Exhibitor representatives, agents, models, and contractors must be attired in an appropriate business or business casual fashion to maintain the professional atmosphere of the meeting.

BOOTH STAFFING AND BREAKS

All companies are required to staff their booths at all times during the Exhibit Hall's full open hours, as listed in "Appendix B: Exhibit & Poster Hall and Exhibitor Registration Hours".

ASHG understands that breaks for booth staff are healthy and necessary, and we trust exhibitors to use good common sense and customer service when handling breaks, such as building rotating breaks into the staff schedules or leaving a sign at the booth that tells attendees when someone will be back, if necessary. Exhibitors are strongly encouraged to coordinate staff breaks for times when the exhibit hall will be less populated (i.e., during scientific sessions) to have the best possible opportunity to interact with attendees.

Abuse of breaks or extended abandonment of booths may result in the forfeiture of the rented space and dismantle of all display materials at the exhibitor's full expense with no rebate, credit, or refund. Staff breaks may not be used for fliering, suitcasing, or other prohibited activities.

Literature in Booths

Literature on display shall be limited to a one-day supply. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. ASHG Exhibits Management will inspect all exhibits to ensure compliance and instruct the GSC to provide any additional draping in show colors deemed necessary over the unsightly area and submit the charges to the exhibitor.

Distribution of Materials/Advertisements Outside of Exhibit Booth

Exhibitors shall not, without the written consent of the ASHG, distribute or permit to be distributed any advertising matter, fliers, literature, souvenir items, or promotional materials in or about the exhibit areas or convention center, except from its own allotted exhibit space. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters, cards, or stickers of any description on any part of the premises of the convention center or ASHG hotels, except within the exhibitor's exhibit space. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and ASHG hotels are prohibited during conference hours regardless of permits.

Non-Exhibiting Companies

Companies that are not contracted to exhibit will not be permitted in the Exhibit Hall at any time for the purpose of "suitcasing" either exhibitors or attendees, including company staff and their representatives, agents, and contractors. Non-exhibiting companies and their representatives will not be allowed to display or demonstrate any services, products, or job openings in the convention center or ASHG hotels.

Non-exhibitors may not solicit business from scientific registrants or contracted exhibiting companies, nor will their materials be accepted for distribution onsite at the convention center or ASHG hotels.

Lead Lists and Scam Alert

Exhibitors may be contacted by individuals or companies claiming to sell official ASHG member lists or ASHG Annual Meeting registration lists, also known as lead lists, containing contact information for members or attendees such as email addresses, mailing addresses, or phone numbers. **ASHG does not sell, rent, or share lead lists of Society members or Annual Meeting attendees of any kind; any solicitations for ASHG mailing lists are scams and are in no way endorsed, promoted, or protected by ASHG.** Please report any such scam as soon as possible to exhibits@ashg.org.

Exhibitors and sponsors are welcome and encouraged to purchase lead retrieval services through our official registration vendor, listed on the Annual Meeting website, and select ASHG sponsorship offerings do include opportunities for lead collection at networking events. Exhibitors and sponsors are expected to secure attendee information in an ethical manner and compliant with GDPR guidelines where applicable.

USE OF ASHG NAME AND LOGO

The use of the ASHG 2027 Annual Meeting logo and the 77th Annual Meeting of the American Society of Human Genetics (ASHG) name may be requested for use by exhibitors for mailers or other meeting-related literature or promotional material, subject to approval. The use of the standard ASHG association logo (without event branding) is prohibited.

Requests may be submitted to exhibits@ashg.org. Please be prepared to share a sample of the material for which you are requesting the logo. Companies approved to use any ASHG logos and branding are expected to adhere to the ASHG Brand Guidelines regarding its use and placement. Please note that use of the logo does not imply endorsement of your company, publication, event, products, etc.

INDUSTRY REGULATIONS AND GUIDELINES

The ASHG Annual Meeting offers CME credit to its attendees who request them and as such must maintain appropriate delineation between commercial and educational endeavors. It is the responsibility of exhibitors to ensure adherence to applicable guidelines and regulations such as PhRMA's Code on Interactions with Healthcare Professionals. ASHG is not responsible for violations of any applicable code by any exhibiting or sponsoring company.

Visit the following links for additional information on current specialty codes; note this list is not exhaustive:

- **Advanced Medical Technology Association (AdvaMed)** – Code of Ethics on Interactions with Health Care Professionals: http://www.advamed.org/MemberPortal/About/code/
- **American Medical Association (AMA)** – Opinion 8.061 Gifts to Physicians from Industry: http://www.ama-assn.org/ama/pub/physician-resources/medical-ethics/code-medical-ethics/opinion8061.shtml
- **Council of Medical Specialty Societies (CMSS)** – Code for Interactions with Companies: http://www.cmss.org/uploadedFiles/Site/CMSS_Policies/CMSS%20Code%20for%20Interactions%20with%20Companies%204-19-10.pdf
- **Food and Drug Administration (FDA)** – Guidance Documents for FDA-Regulated Products: http://www.fda.gov/RegulatoryInformation/Guidances/default.htm
- **Department of Health and Human Services – Office of Inspector General (OIG)** – Compliance Program Guidance for Pharmaceutical Manufacturers: http://oig.hhs.gov/authorities/docs/03/050503FRCPGPharmac.pdf
- **Pharmaceutical Research and Manufacturers of America (PhRMA)** – Code on Interactions with Healthcare Professionals: http://www.phrma.org/code-on-interactions-with-healthcare-professionals

Installation and Dismantle Guidelines, Dates, and Times

The following terms are agreed to by each company at the time of application submission.

ASHG Exhibits Management will monitor all booth space and exhibitor equipment onsite before, during, and following the Annual Meeting to ensure that all exhibits conform to the rules for setup. In all interpretations of the rules and regulations, ASHG Exhibits Management's decision is final.

SHOW HOURS

Please note the official 2027 Exhibit & Poster Hall hours below, subject to change. ASHG strives to maximize time for attendees to be in the Exhibit Hall while respecting programming schedule needs.

Dates	Times
Wednesday October 27, 2027	9:30 am – 4:30 pm
Thursday October 28, 2027	9:30 am – 4:30 pm
Friday October 29, 2027	9:30 am – 4:30 pm

INSTALLATION OF EXHIBITS

Standard exhibit installation will be Monday October 25 from 12:00 pm - 5:00 pm, and Tuesday October 26 from 8:00 am - 5:00 pm. Island exhibit installation (only for island exhibitors with 400 sf or more reserved) begins Monday October 25 at 8:00 am and continues through Tuesday October 26 at 5 pm.

Exhibitors may use their own floor coverings, furnishings, and/or services, or order them from the GSC or another vendor, subject to any exclusive services or providers indicated on the Annual Meeting website. Many services are available in advance on the online GSC ESM. There will also be a GSC exhibitor service desk available in or near the exhibit hall during installation, show hours, and dismantle; many last-minute services may also be ordered onsite at the service desk if needed, subject to availability.

Please note the following:

- **Shipping:** Freight shipped in advance to the GSC warehouse will be delivered to booths on Monday October 25 by 8:00 am for island exhibitors and by 12:00 pm for all other exhibitors. Direct-to-show-site deliveries should be scheduled to arrive at the convention center starting at their respective move-in times.
- **Floor Covering:** The exhibit hall is not carpeted, and exhibitors are required to supply floor covering in their booth that covers the entire net square footage of the contracted exhibit space. Exhibits without sufficient floor coverings in place by 3:00 pm on Tuesday October 26 will have standard carpet in show colors installed by the GSC to cover the full square footage in their booth at the exhibitor's expense.
- **Unfinished Exhibits, Including Sides and Behind Booths:** Exposed or unfinished sides and/or exhibit backgrounds must be draped to present an attractive appearance. Exhibits will be inspected during setup and the GSC, at the direction of ASHG Exhibits Management, will provide any additional draping in show colors deemed necessary and bill the charges to the exhibitor.

See subsection “Exposed or Unfinished Booth Sides” for examples of acceptable and unacceptable booths.

- **Installation Completion:** Booths must be completely set and show ready by 5:00 pm on Tuesday October 26. All exhibit material for all booths must be unpacked, and empty containers tagged for removal and storage by 5:00 pm to permit the removal of empty crates, cartons, and pallets/skids from the Exhibit Hall. Any exhibit materials not unpacked by this time will be placed in storage and can be returned only after the Exhibit Hall closes on the first day of exhibits, Wednesday October 27, or may be ordered set up by ASHG Exhibits Management and the cost billed to the exhibitor.
- **Post-Installation Cleaning:** Booth cleaning services – such as vacuuming, sweeping, waste basketing emptying (also called porter service), etc. – are the sole responsibility of the exhibitor and are strongly recommended once installation of your display is complete. No refuse, such as empty cartons, boxes, or literature wrappings, may be placed in the aisles after the final cleaning in the Exhibit Hall. Exhibitors are urged not to litter the floor in the booths or aisles after the cleaning since there will be no vacuuming of booths or aisles on opening morning. See subsections “Storage of Crates and Boxes” and “Literature” for instructions and guidelines.
- **Work Late Passes:** Special after-hours work permits may be requested in advance or onsite in the exhibit management office during regular exhibit installation hours before the Exhibit Hall closes at 5:00 pm. Security guards cannot authorize after-hours permits or late work in the Exhibit Hall.

EXHIBITOR NO-SHOWS

Any booths found empty of materials and/or booth personnel by 3:00 pm on Tuesday October 26 will be classified as a no-show and have their complimentary staff and scientific badges placed on hold until the exhibiting company staff checks in onsite with ASHG Exhibits Management.

If the booth is still empty by 8:00 am on Wednesday October 27 and the exhibitor has not contacted ASHG Exhibit Management to make arrangements for setting up and staffing their booth, ASHG will void their complimentary badges and the GSC team will be instructed to “lounge” the empty booth (remove the exhibitor’s ID tag and fill the space with basic carpet and furniture), and bill the costs to the exhibitor. No-shows will be also removed from the website and from any applicable onsite signage.

DISMANTLING OF EXHIBITS

Exhibit dismantle will begin on Friday October 29 at 4:30 pm, following the closing of the Exhibit Hall, through Saturday October 30 at 12:00 pm. Please note the following:

- No packing of equipment, literature, etc., or dismantling of exhibits is permitted until the official Exhibit Hall closing time of 4:30 pm on Friday October 29. Delivery of crates will begin just after this time; however, crates can sometimes take several hours to be fully delivered.
    - Any exhibitor found packing, dismantling, or otherwise vacating or abandoning their booth before the official closing time on Friday October 29 will be charged a **$750 early dismantle fine per 10’ x 10’ space reserved.** Please plan your staff travel accordingly.

- Exhibitors must clear the floor and all freight must be picked up by 12:00 pm on Saturday October 30.
- To avoid theft or damage to your equipment, we encourage exhibitors to remain with your exhibit booth until crates are delivered and labor is available.
- Security will be on duty; however, ASHG, the convention center, the GSC, and the security company will not be liable for any losses of any materials or items taken from the Exhibit Hall or from the convention center. Any losses from booth spaces are the liability of the exhibiting company and its representatives.

Booth Construction Guidelines, Use of Contractors, and Labor Regulations

The following terms are agreed to by each company at the time of application submission.

See the complete "Technical Rules and Guidelines" section to ensure compliance.

BOOTH CONSTRUCTION AND USE OF EXHIBIT SPACE

ASHG strives to provide a fair opportunity for all exhibitors' booths to be visible and relatively unobstructed on the exhibit floor while still allowing for creative and attractive displays. To this end, ASHG requires all exhibits to comply with the following basic display standards. In all interpretations and approvals, ASHG Exhibits Management's decision is final.

- Booths must be completely set and show ready by 5:00 pm on Tuesday October 26, 2027.
- Booths must be safely constructed.
- Booths must have sufficient see-through areas (line-of-sight) to permit the unobstructed view of adjacent exhibits.
    - Standard booths (inline and corner) may not have anything taller than 4' high standing in the first 5' of their booth, measured from the aisle.
- Displays may not span an aisle by roofing, signage, or floor covering.
    - Standard booths may not place anything taller than 8' in the booths.
- Exhibitors must have floor covering in their booth that covers the entire net square footage of the contracted exhibit space.
- Exposed or unfinished sides, especially the ends of pop-up displays, must be draped to present an attractive appearance. If this is not completed by the exhibitor, then the GSC, at the direction of ASHG Exhibits Management, will provide any additional draping in show colors deemed necessary and submit the charges to the exhibitor.
- Exhibitors are responsible for ensuring proper flow of traffic throughout booths.
- Exhibitors must provide space within the booth to accommodate spectators. If spectators or queues interfere with normal traffic flow in the aisles or if they overflow into adjacent exhibits, Exhibits Management has the right to discontinue the activity.
- Side railing/draping between booths may be removed at the request of the exhibitor only after receiving discretionary approval of ASHG Exhibits Management.
- Hanging signs and two-story ("double-decker") booths are permitted for island booths only and at the discretion and approval of ASHG and the convention center, as space allows.

Additional standards and guidelines apply depending on booth type, as outlined in the "ASHG Booth Space and Build Overview", as posted on the ASHG website.

ISLAND BOOTHS

In island configurations, where the exhibit space is surrounded on all four sides by aisles, most of the cubic content of the space reserved may be used while observing the following requirements:

- Structures may extend up to, but not exceed, 20’ in height (including hanging signs), and may not extend into or hang over the surrounding aisles. The available height for your booth may differ depending on its location in the Exhibit Hall.
- Sufficient, or 50%, see-through or walk-through area must be provided for the first 8’ in height, so as not to block the view of adjacent exhibits. To meet this requirement:
    - All structures standing 4’ tall or higher must be set back at least 2’ from each booth edge/perimeter. Exhibitors are welcome to furnish the 2’ setback with short couches, counters, tables, half walls, etc., to use the full footprint of your exhibit space, as long as those elements stand 4’ tall or shorter.
        - For example, a 42” tall counter (3.5’ tall) with a few small items on top may sit on the booth edge. However, a 42” tall counter with a 24” tall piece of equipment on top would be equal to 66” in height (5.5’ tall) and must be moved 2’ away from the edge.
        - Exhibitors with drawings showing substantial see-through or walk-through areas through the heart of the booth display may request permission to place tall objects no closer than 1’ from each booth edge, subject to approval.
        - Elements taller than 4’ high are not permitted to be installed in the first 1’ from any booth edge, regardless of the amount of open space in the booth, subject to approval.
    - Display elements standing between 8’-20’ tall may fill the booth’s full cubic footprint overhead, provided all elements are properly and safely installed, do not hang over aisles, or block ASHG signs.
- Demonstration areas may not be on or close to the aisle line of your exhibit.
- Booth space with furnishings, equipment, etc. must be large enough to accommodate all activities, including demonstrations and wait lines/queues, plus everything that its activities generate, including giveaways, trash, or emptied boxes. During exhibit hours the aisles are for traffic only and may not be used for trash, collapsed boxes, loading or unloading, pallets of giveaways, or trash collection.
- Any activity besides regular demonstrations and display must be approved by Exhibits Management.

Exhibitors must submit a detailed diagram or drawing of the booth to Exhibits Management for approval prior to installing their display onsite. Booth diagrams must include heights and dimensions on all structures (including hanging signs and their hang heights), and clear labels identifying all structures in the booth. Dimensions must be shown in feet/inches. Exhibitors with island booths will not be permitted to install their display onsite without receiving diagram approval from Exhibits Management.

Hanging signs are permitted in island booths only and may reach up to 20’ from the exhibit floor at the top-most point of the sign and may not hang over the surrounding aisles. Exhibitor hanging signs cannot block ASHG signs. All signs must have approved rigging points and must conform to any facility requirements or limitations, which will be included in the GSC ESM or provided by the show’s approved onsite rigging company. All hanging signs must be installed and removed by the approved onsite rigging company, noted on the Annual Meeting website. Details and order forms can be found in the GSC ESM online or through the approved rigging company.

TWO-STORY STRUCTURES

Two-story exhibit structures intended to support attendees standing above the exhibit floor (also called “double-decker” booths) are permitted in island booths only and must adhere to all island booth guidelines noted above and drawing review/approval. Requests are subject to ASHG and convention center approval, as well as additional building, fire escape, and safety regulations and guidelines from the convention center, the GSC, and/or city ordinances as applicable. Two-story structures may not also have a hanging that would hang higher than 20’ high from the exhibit floor.

DECORATIONS ON BOOTHS AND NEARBY STRUCTURES

ASHG requires all exhibits and exhibitor signage to comply with the following standards:

- No merchandise, materials, or signs shall be attached to, hung from, or draped over fire-resistant side and rear divider of booths, or attached to table skirting facing aisles.
- Decorations and signage may not be taped, nailed, or otherwise fastened to any permanent surface.
- No glitter or confetti may be used in any areas of the convention center.
- Adhesive-backed decals/stickers (except for name tags) may not be used or distributed on the premises.
- Decorations and signage may not be applied or fastened to any columns unless purchased as approved advertising through ASHG and installed/removed by approved vendors. All column decorations must be secured flatly and may not protrude, dangle loosely or hang off from the side of the columns at any height.

See the complete “Technical Rules and Regulations” section for additional guidelines.

DISPLAY LABOR/INSTALLATION AND DISMANTLE OF BOOTH

The general services contractor (GSC) for the 2027 Annual Meeting has an agreement with local unions to provide labor for display and dismantling. Full-time employees of the exhibiting companies, however, may set their own exhibits without assistance from these groups, with the exception of items required by law to be installed by authorized/certified professionals (i.e. electrical) or by exclusive vendors designated by the convention center. Labor can be ordered in advance via the GSC ESM online or on show site at the GSC service desk, or exhibitors may designate an EAC for booth labor.

Use of Exhibitor Appointed Contractors (EACs) and Responsibility

Exhibitors are permitted to designate exhibitor appointed contractors (EACs) for booth labor. If designating an EAC, exhibitors must provide contractor information (including onsite contact information) via the EAC Appointment Form or in the GSC ESM.

ASHG holds the exhibitor responsible for the management of their designees. To reduce the probability of infractions, designees should be knowledgeable of the policies in the prospectus, the rules and regulations, and the GSC ESM. Agents should be aware that sanctions for violations will be assessed against the exhibiting company and the agent, including, but not limited to, loss of the exhibitor's priority points and removal of the exhibitor's display, materials, and staff from the convention center.

All EACs must provide a current, valid certificate of insurance (COI) to ASHG showing required Workers Compensation coverage and liability coverage to include property damage in the amount of $1 million, naming ASHG, the GSC, and the convention center as additional insured.

The addresses for the required additional insureds are below:

- The American Society of Human Genetics (ASHG): 6120 Executive Boulevard Suite 500 Rockville, MD 20852
- GSC: Address TBD
- Music City Center: 201 Rep. John Lewis Way South, Nashville, TN 37203

Material Handling

The Teamsters Union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. The use of fork trucks, pallet jacks, lift gates, and similar equipment are permitted only by GSC personnel.

Hand-Carry Policy

Exhibits, displays, equipment, stock, or supplies will not be allowed to enter or leave by way of the front entrances of the convention center. The loading/unloading of equipment and/or freight from the main guest exterior entrance areas in front of the building is strictly prohibited.

Exhibitors may hand-carry limited materials into the Exhibit Hall through the front doors, provided that the materials can be carried safely by one person in only one trip, and it must fit through the doors without modification or damage to the building. The use of dollies, hand trucks, wagons, pump trucks, and other mechanical moving equipment is not permitted. The GSC will control access to the loading docks to provide for a safe and orderly move-in/move-out.

Technical Rules and Regulations

The following terms are agreed to by each company at the time of application submission.

AMERICANS WITH DISABILITIES ACT (ADA)

The Music City Center is ADA compliant.

COMPLIANCE WITH LAWS

Per ASHG's agreement with the convention center, all contractors, exhibitors, patrons, and invitees must promptly comply with all laws, ordinances, orders, rules, regulations, and requirements of all federal, provincial, municipal, and local governments, departments, commissions, boards, and officers and to conform in all respects with the Fire Department Management Plan for the facilities.

ELECTRICAL EQUIPMENT

All equipment regardless of source of power must comply with the National Electrical Code and all federal, state, and local safety codes. Electrical equipment shall be installed, operated, and maintained in a manner that does not create a hazard to life or property. Electrical services can be ordered in advance via the GSC ESM online or on show site at the GSC service desk.

EXCLUSIVE SERVICES AND CONTACT SHARING WITH VENDORS

Certain services are provided exclusively by the GSC and/or select vendors at the convention center for each Annual Meeting. Any service designated as an exclusive service means that no other vendor may provide these services at the convention center, and violations are subject to fines and/or removal of the offending materials, services, or staff at the exhibitor's or sponsor's sole expense. The full list of this year's exclusive service providers will be available on the Annual Meeting website.

Any service not identified as exclusive may be provided by the vendor of the exhibitor's choosing, as long as they observe the regulations in place with ASHG, the GSC, and the convention center for the Annual Meeting.

Services may be ordered in advance via the GSC ESM online and/or with the respective vendors. Services provided by vendors other than the GSC may be listed in the GSC ESM as necessary or will be posted on the ASHG 2027 exhibitor webpages.

By registering as an exhibitor or sponsor for the ASHG Annual Meeting, all companies agree to share the contact information for their primary show representative(s) with the GSC and our other exclusive service vendors so they can estimate and provide the amount and types of services required onsite. These contact lists are considered private and confidential information of ASHG, and our vendor partners are not permitted to share this list with anyone outside of their respective company or to use the list in ways that do not support the services and customer service needs of the current Annual Meeting.

EXITS

Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators, and aisleways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, fire protection valves, and fire hose cabinets must be kept clear at all times. The convention center requires a number of freight-free aisles and egress aisles within the Exhibit Hall. They are marked clearly on the floor plan.

FIRE AND SAFETY REQUIREMENTS

Exhibitors, general service contractors, and event promoters must comply with all federal, state, and local fire regulations and building codes that apply to places of public assembly. All curtains, bunting, draping, etc., must be made of flame-retardant materials. All exhibitors and their service contractors must comply with all applicable federal, state, and local municipal laws, operating guidelines, and all other rules and requirements of the District of Columbia Fire Department or any other municipal authorities, including local fire and building codes that apply to public assembly facilities. It is the exhibiting company's responsibility and duty to be aware of all fire and safety requirements during your tenure as an exhibitor. All pertinent policies will be included in the GSC ESM.

All display materials must be flame retardant according to the convention center's fire codes. If smoke detectors are required for exhibit enclosures, two-story exhibit booths, or if the fire marshal deems necessary, special fire watch coverage will be in effect and billable to the exhibitor when the exhibit or show is closed for business.

FIRE FIGHTING EQUIPMENT

Fire extinguishers shall not be removed or temporarily relocated. Anyone found responsible for moving, removing, or blocking fire safety equipment is subject to a fine.

FLAMMABLE MATERIALS, LIQUIDS, AND COMPRESSED GAS

No flammable materials, such as bunting, tissue paper, crepe papers, etc., will be permitted to be used for decorations and all materials used for decorative purposes must be treated with flame-proofing and be in accordance with the Operator's Fire and Safety Rules and Regulations.

The use or storage of any flammable or combustible liquids, propane or liquefied petroleum gas cylinders, dangerous chemicals, or hazardous materials are strictly prohibited. All appliances fired by natural gas shall be approved by the appropriate authorities. No open-flame devices, lanterns, or candles are permitted. Spray paint or aerosol containers are prohibited.

Explosives, including the performance of live pyrotechnic or fireworks displays are prohibited.

HELIUM BALLOONS

Helium balloons are expressly prohibited inside the facility, including mylar.

Individuals Under the Age of 18

In all cases without exception, no one under the age of 18 is permitted in the Exhibit Hall during installation and dismantle hours, including show days when equipment might be on the show floor prior to open or after the close of official Exhibit Hall hours. Supervised minors may be in the Exhibit Hall during official hours only.

Liability and Insurance

It is the sole responsibility of the exhibitor to obtain insurance covering all risks and perils and any damages, claims, losses, liabilities, or expenses arising from any injury to any person or property that arises out of or is in any manner connected with the exhibitor's participation in the ASHG Annual Meeting, including its indemnity obligations herein. The exhibitor acknowledges that ASHG, the GSC, and the convention center do not maintain insurance covering the exhibitor's property or activities or covering its employees, representatives, or agents.

All exhibitors regardless of booth type or size are required to maintain general public liability insurance in an amount sufficient to cover such obligations from the beginning of show move-in through the end of show move-out. Exhibitors are strongly encouraged to add show cancellation insurance as an additional coverage option to their required exhibitor insurance policy (see subsection "Force Majeure and Cancellation, Modification, or Delay of Event").

Current and valid certificates of insurance (COIs) must be provided to ASHG upon request that include the following additional insureds:

- The American Society of Human Genetics (ASHG): 6120 Executive Boulevard Suite 500 Rockville, MD 20852
- GSC: Address TBD
- Music City Center: 201 Rep. John Lewis Way South, Nashville, TN 37203

ASHG may partner with a dedicated insurance provider to send out requests to collect COIs to ensure compliance, which will constitute a request by ASHG. This provider may also offer insurance coverage should an exhibitor not have existing or adequate coverage or if the exhibitor wishes to secure alternative coverage from their main company coverage.

The exhibitor acknowledges and agrees that it will obtain, at its own expense, any and all licenses or permits to comply with all local, provincial, and federal laws, ordinances, and regulations for any of its activities in connection with the ASHG Meeting.

Execution by the exhibitor of the online exhibit space application is the agreement of the exhibitor to protect, indemnify, defend, and hold harmless ASHG, Exhibits Management, the GSC, the convention center, and their respective employees, officers, and agents against all claims, losses, and damages to persons or property, governmental charges or fines, and attorneys' fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the parties referred to above.

In no event shall ASHG be liable to the exhibitor for any loss of business, business opportunities, or for any other type of direct or consequential damages alleged to be due under any claim.

In general, exhibitors are expected to leave the convention center in the same condition in which they found it and should not make or attempt alterations of any kind without express written permission of ASHG Exhibits Management and the convention center. The exhibitor assumes entire responsibility for its property and activities while participating in the ASHG Annual Meeting.

LIGHTING

Flashing lights, strobes, and other distracting lighting elements are not permitted in the Exhibit Hall, regardless of booth size.

SECURITY

ASHG hires security personnel to check badges of individuals entering the Exhibit Hall and to guard the Exhibit Hall during non-exhibiting hours. However, ASHG, the convention center, the GSC, and the security company will not be liable for any losses of any materials or items taken from the Exhibit Hall or from the convention center. Any losses from booth spaces are the liability of the exhibiting company and its representatives.

Exhibitors are encouraged to take all appropriate measures to safeguard their displays and equipment, as theft is typically a crime of opportunity. ASHG offers the following security advice:

- Have a booth representative check your freight as soon as it arrives to verify the condition of the freight and receipt of complete shipment.
- During setup, do not unwrap expensive items and giveaways and then leave for lunch or extended periods of time. Secure all items if you leave the area.
- Additional security may be hired for your booth for exhibit hours and non-exhibit hours.
- The second-highest number of thefts occurs during move out. When the show closes, secure your valuables and label your shipping containers correctly. Shrink-wrap small boxes and containers together.
- Stay with your freight until it is removed by the service contractor.
- Secure all laptop computers, mobile phones, and any other small electronic equipment in a way that will prevent theft. Never leave these items unattended, even for a moment.
- Report anything missing or out of the ordinary to security or Exhibits Management.
- Always wear your meeting badge in the convention center and other host venues. Badges will be checked by the security guards.
    - Hide or remove your badge when outside the convention center or host venues, when traveling in the host city, to avoid being targeted for theft.
- Request badges for any additional representatives at the exhibitor registration desk. No one is allowed to enter the Exhibit Hall without a badge. Anyone without a badge will be barred entry until someone from your company can verify that they know the person in question and can provide a badge for their entrance into the Exhibit Hall.

SOUND RESTRICTIONS

The use of open audio systems is discouraged. Requests to use an open audio system must be approved in advance of the meeting by ASHG Exhibits Management. Noise must not disturb other exhibitors. Computers and television screens using audio/visual may be placed in booth, provided that screens and receivers are placed in the rear of inline booths and the center of island booths to eliminate noise and congestion in the aisles and provided the sound is held at a low level. Speakers and other sound devices must be positioned so sound is directed into the booth rather than into the aisle.

ASHG reserves the right to determine at what point sound constitutes interference with others and whether it must be discontinued.

SMOKING/VAPING

The Music City Center is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is not allowed in the building at any time. Designated smoking areas are located outside the building.

STORAGE OF CRATES AND BOXES

Empty crates, boxes, and cartons must be removed, or be ready to be removed, from the exhibit area by 5:00 pm on Tuesday October 20. Cartons, crates, and packing materials should be nested as much as possible. Do not store anything of value in crates going into storage. "Empty" stickers, which must be placed on all containers or pallets/skids intended to be stored and returned at the close of the exhibit, will be available at the GSC exhibitor service desk in the Exhibit Hall. Containers or skids without "Empty" stickers will be considered refuse and disposed of. Access to storage will be available through the GSC and arrangements may be made at the exhibitor service desk in advance of containers being sent into empty storage.

Crates, boxes, and cartons may not be stored behind booth drapes or backgrounds. If your booth has items visible behind your drapes and backgrounds, then the GSC, at the direction of ASHG Exhibits Management, will provide any additional draping in show colors deemed necessary over the unsightly area and submit the charges to the exhibitor.

USE OF ANIMALS

The use of live animals, photographs, videotapes, or any other form, including visual display of surgery being performed, is not permitted in exhibit booths.

Service animals providing ADA support to specific individuals are permitted in the Exhibit Hall during show hours only and are not permitted in the Exhibit Hall during installation or dismantle. The handler/exhibitor is responsible for the full care and clean-up of the service animal while onsite, and the service animal must be leashed, crated, or otherwise securely controlled at all times; carrying or holding the animal in hand only does not constitute secure control. Service animals causing significant disruptions at the convention center will be asked to leave, and the associated exhibitor will be responsible for any damages caused by the animal.

VIOLATIONS

As a condition of participation in the ASHG Exhibit Hall, each exhibitor, its representatives, and agents hereby agrees to and abides by all rules and regulations set forth in the prospectus, the rules and regulations, the GSC ESM, and all other correspondence of ASHG, its contractors/agents, and the convention center.

Violation of any of these regulations on the part of the exhibitor, its employees, or agents shall annul the right to occupy the contracted booth space and such exhibit will forfeit to ASHG all monies, which may have been paid. ASHG will not refund the booth fee(s) paid, provide any rebates or credits, or pay for exhibitor losses of any kind.

In the event of a violation, ASHG Exhibits Management may shut down and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages which ASHG may incur in the process. ASHG reserves the right to remove any exhibit or exclude from future exhibition participation if, in ASHG's opinion, the exhibitor disregards or refuses to observe ASHG policies or instructions.

WHEELED ACCESSORIES

Scooters, in-line skates, wheeled or "heely" shoes, bicycles, skateboards, and similar items are not permitted for use inside the facility at any time, whether during show hours or installation/dismantle.

X-RAY EQUIPMENT

Operation of X-ray equipment is prohibited.

Appendix A: Exhibit & Poster Hall Hours and Onsite Registration Hours

All 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 27	9:30 am – 4:30 pm
Thursday October 28	9:30 am – 4:30 pm
Friday October 29	9:30 am – 4:30 pm
Exhibits Installation / Move In	
Monday October 25	8:00 am – 12:00 pm (*island booths only)* 12:00 pm – 5:00 pm *(all booths)*
Tuesday October 26	8:00 am – 5:00 pm *(all booths)* ○ *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 29	4:30 pm – 11:00 pm *No early dismantle – exhibitors found packing or leaving early will be fined $750 for each 10x10 space reserved.*
Saturday October 30	8:00 am – 12:00 pm *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.*
Exhibitor Registration Hours	
Monday October 25	12:00 pm – 5:00 pm
Tuesday October 26	8:00 am – 4:45 pm
Wednesday October 27	7:15 am – 4:45 pm
Thursday October 28	7:30 am – 4:45 pm

Appendix B: Key Exhibitor Deadlines

All 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	February 28
Financial	Last day for standard exhibit rates *All new purchases after this date must be paid in full up front before booth or ad/sponsorship space will be confirmed.*	July 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 (TBD)
Applications	Scientific Abstract Submissions *Late-breaking abstract submission offers are subject to ASHG Programming Committee approval and are not guaranteed.*	May 18 (TBD)
Applications	Ancillary Event Application *Applications will be reviewed and assigned space in waves as staff time and available ancillary event space permits.*	September 20
Applications	Purchases for Print Ads, Industry Events, and Suites *First come first served. If items sell out early, requests will be added to a waitlist and booked if possible until the deadline.*	September 20
Onsite Booth Services	Service Discount Deadlines for Best Service Rates *Review the exhibitor services links available in mid-summer – will include order forms for furniture, material handling, catering, electrical, etc.*	September 20 (TBD)** ***Individual services and deadlines will vary, check with each provider!*
Booth / Display Approval	Two-Story Booth Request – must include booth drawings, submit to exhibits@ashg.org	August 15
Booth / Display Approval	Booth Move Requests *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.*	September 20
Booth / Display Approval	Island Booth Drawings Submission and Approval *Only for island booths – 400sf or larger.*	September 20
Exhibitor Info	Mandatory Exhibitor Insurance due for review *Submit separate proof of insurance to sales@rainprotection.net or purchase coverage from Rainprotection if necessary.*	October 1
Exhibitor Info	Exhibit Promotions and F&B Request Form	October 22
Exhibitor Info	Exhibitor Appointed Contractor (EAC) Form	October 22