



## Important Exhibitor Dates & Deadlines

*The following dates are subject to change as needed by ASHG Exhibits Management.  
Late submissions may result in increased rates, missing or incomplete content, or other penalties.  
Updated March 16, 2023*

Deadline Type	Item Due	Due Date
Financial	10% deposit for priority exhibitor reservations	Dec. 5, 2022
Financial	50% payment	March 6
Financial	100% payment / payment in full	June 5
Financial	Last day to apply for exhibit space at standard rates	June 30
Financial	10% late reservation rates in effect	July 1
Financial	Cancellation for 50% refund of eligible exhibit/sponsorship funds – must send written notice to <a href="mailto:exhibits@ashg.org">exhibits@ashg.org</a>	June 5
Financial	Cancellation for 25% refund of eligible exhibit/sponsorship funds – must send written notice to <a href="mailto:exhibits@ashg.org">exhibits@ashg.org</a>	July 31
Event Application	Scientific Abstract Submission (for poster presentations)	June 8
Event Application	Ancillary Event Application <i>Late submissions accepted through July 31, subject to availability</i>	June 12
Event Application	Industry Event Application	<i>Open until full</i>
Booth / Display Approval	Two-Story Booth Request – must include booth drawings, submit to <a href="mailto:exhibits@ashg.org">exhibits@ashg.org</a>	June 30
Booth / Display Approval	Island Booth Drawings Submission, submit to <a href="mailto:exhibits@ashg.org">exhibits@ashg.org</a>	September 5
Exhibitor Info	Industry & Ancillary Event Details Submission Form, full initial upload	August 28
Exhibitor Info	Exhibitor Appointed Contractor (EAC) Form	October 9
Exhibitor Info	Exhibit Promotions and F&B Request Form	October 16
Exhibitor Info	Industry & Ancillary Event Details Submission Form, final edits (no changes accepted after this date)	October 16
Onsite	Exhibits Installation	October 31 – November 1
Onsite	Exhibitor Registration Open	November 1-3
<b>Onsite</b>	<b>Exhibit &amp; Poster Hall Open</b>	<b>November 2-4</b>
Onsite	Exhibits Dismantle	November 4-5
Onsite	Exhibits Freight Pickup	November 5



## Exhibit & Poster Hall and Exhibitor Registration Hours

The following dates are subject to change as needed by ASHG Exhibits Management.

Updated March 16, 2023

<b>Exhibit &amp; Poster Hall</b>	
Thursday November 2, 2023	9:30 am – 5:00 pm
Friday November 3, 2023	10:00 am – 5:00 pm
Saturday November 4, 2023	10:00 am – 3:30 pm
<b>Exhibits Installation / Move In</b>	
Tuesday October 31, 2023	8:00 am – 12:00 pm <i>Island booths install (approved booths only, contact Freeman for details and approval).</i>
Tuesday October 31, 2023	12:00 pm – 5:00 pm <i>All exhibitors</i>
Wednesday November 1, 2023	8:00 am – 5:00 pm <i>All exhibitors</i>
<b>Exhibits Dismantle / Move Out</b>	
Saturday November 4, 2023	3:30 pm – 10:00 pm <i>No early dismantle, exhibitors found packing or leaving early will be fined.</i>
Sunday November 5, 2023	8:00 am – 11:00 am <i>Freight pickup</i>
<b>Exhibitor Registration Desk</b>	
Tuesday October 31, 2023	2:00 pm – 5:00 pm
Wednesday November 1, 2023	7:00 am – 5:00 pm
Thursday November 2, 2023	8:00 am – 5:00 pm
Friday November 3, 2023	9:00 am – 2:00 pm <i>Exhibitors must visit the attendee registration and help desks after 2:00 pm on Friday.</i>