



ASHG 2015 Complete Prospectus

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Booth Rental Terms, Conditions, Exhibitor Conduct, & Events

The following terms were/will be agreed to by EXHIBITOR at time of application submission.

ASSIGNMENT OF SPACE AND LOCATION

Assignment of booth space and location will be made initially on March 18, 2015. Beginning April 10, 2015, booth space assignments will be made weekly.

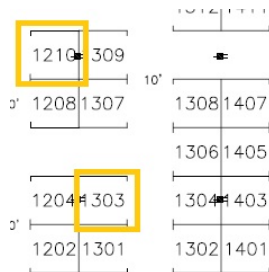
Booth space will be assigned in date received order: companies whose applications are received first will be the first to be assigned space. A company's priority point score will be used if the two companies select the same booth and contracts are received at the same time, so the company with the highest point value will receive the space. To reiterate, space and location assignments are made according to: (1) Earliest receipt date (first received); then (2) highest priority score.

Example of How Two Contracts Arriving at the Same Time are Assigned

Company A has exhibited with ASHG for two years and has taken two spaces both years. Their priority score is four. Company A's contract is received April 1, Company B has exhibited with ASHG 10 years and over those years has taken a total of 35 spaces. Company B has 350 priority points. However, company B's application is not received until April 3. Both company A and company B choose booth #402 as their first choice. Company A gets the space. Company B may receive their 2nd or 3rd choice only if the spaces have not already been assigned to a company whose application was made on an earlier date. Another example is, if company B and company A both apply online April 1, and both have the same first choice of space, Company B, with 350 priority points, will be assigned the spaces.

Exhibits Management will make every effort to assign the exhibitor's first, second, third, or fourth choice of booth space. However, when this is not possible, the next best booth space assignment will be made. **Please be sure to include as much information as possible on contract as to what areas of the hall are preferable for assignment.** For example, near an entrance (which are most requested), main aisle, posters, etc. Exhibitors may request that their assigned booth space be changed by contacting Carrie Morin at cmorin@ashg.org or 301-634-7311.

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 Carrie Morin at cmorin@ashg.org prior to booth assignment. Note also that the next best booth space may not be as favorable.

Booth space confirmations will be emailed beginning April 3, 2015. After April 3, confirmations will be emailed weekly on Friday. 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 of company description, product categories, and more.

BOOTH FEES

\$3,400 per 10' x 10' Prime Space
\$3,200 per 10' x 10' Corner Space
\$3,100 per 10' x 10' In-line Aisle Space
\$2,200 per 10' x 10' Non-Profit Organization
\$750 per 10' x 10' Advocacy Organization

Island booths rates:

\$13,600 for 20'x20'
\$20,400 for 20'x30'
\$27,200 for 20'x40'
\$34,000 for 20'x50'

Please note that due to space limitations in the Exhibit Hall, "odd" booth sizes of 30' x 30' and 30' x 40' cannot be accommodated.

TERMS OF PAYMENT

Applications and deposits can be made **ONLY** via the online space application. No reservations will be accepted by email, mail, or telephone.

To secure space, the exhibiting company must give a valid credit card number for a **deposit** of \$2000 for **each space** requested. Non-profit and advocacy groups must pay the full amount of their booth space at the time of contract submission. **The exhibitor agrees that upon assignment of booths and receipt of booth confirmation email, the balance is due by credit card no later than May 1, 2015 for exhibitors registering during the priority period.** It is the exhibitor's responsibility to submit payment via the exhibitor contract, accessible by username and password.

For exhibitors registering after April 3, final payment is due within two weeks of booth confirmation email receipt. Lack of payment will result in loss of booth space assignment.

INCLUDED WITH BOOTH FEES

Included in the price of exhibit space is:

- Company name, booth number, and URL address printed in the Program (distributed to all meeting attendees) and on the ASHG website

- Full company description and products/services listed on Mobile App
- Exclusive opportunity to host educational events for meeting attendees during specified times throughout the ASHG Annual Meeting;
- Exclusive access to promotional opportunities to further your brand at the meeting;
- Exclusive opportunity to purchase the meeting pre-registrant list the complete list of all registrants after the meeting ;
- Exhibitor registration for up to six (6) company representatives for each 10' x 10' space rented;
- Two complimentary full meeting registrations for each exhibiting company;
- Complimentary badges for guests of exhibitors for admission to show floor (up to six passes per 10' x 10' booth; passes good for one day only);
- One copy of the meeting Program for each 10' x 10' space rented;
- Identification sign for company name: 7" x 44";
- Eight-foot high back drape and side rails 36 inches high in show colors for each 10' x 10' booth;
- Aisle carpeting in show colors;
- Exhibit floor perimeter security when exhibits are closed; and
- Complimentary booth cleaning the night before the show, October 6, 2015.

NON-PROFIT AND ADVOCACY RATE ELIGIBILITY

There will be a dedicated portion of the Exhibit Hall at ASHG for advocacy groups and non-profit organizations only, for a reduced fee of \$2,200 (non-profit organization) or \$750 (advocacy group) for one 10'x10' booth that includes all regular exhibitor benefits and provisions plus:

- Carpeting for the 10' x 10' space;
- One 6' (30" high) draped table;
- Two side chairs; and
- One waste basket

In order to qualify, the non-profit organization must have at least one of the following characteristics, and any company applying for space as a non-profit may be required to provide proof of these characteristics:

- A 501 (c) 3 organization;
- Federal government agency;
- Not-for-profit entity that sells a product or service to professional attendees or institutions;
- Membership and/or professional association;
- Host a scientific meeting or conference relevant to ASHG attendees.

The advocacy group should exist to promote advocacy/awareness of genetic disorders and/or relevant causes. These groups do not have membership or annual meetings.

Exhibit Space at the non-profit or advocacy rate is limited and **each organization is limited to one 10'x10' booth space at this special rate and must be in the Non-Profit/Advocacy Rows.** Organizations contracting for more than one 10' x 10' must pay the full exhibit rate for all spaces.

Non-profit exhibitors must abide by all terms and rules in the Exhibitor Prospectus.

SPACE CANCELLATION OR REDUCTION

Cancellation and reduction notices must be submitted in writing to Exhibits Manager, Carrie Morin at cmorin@ashg.org.

ASHG agrees that Exhibitor may cancel or reduce the amount of space applied for on this agreement in writing up to and including **Friday, June 3, 2015** and that if it does so, ASHG will charge a cancellation processing fee of \$1,500 per booth space, then any remaining fees paid by the exhibiting company will be refunded. ASHG reserves the right to resell any cancelled booth spaces and the right to relocate the exhibiting company after downsizing.

No refunds will be made for written notices received after June 3, 2015.

ELIGIBILITY TO EXHIBIT

The purpose of The American Society of Human Genetics (ASHG) exhibit program is to further the education of individuals working in the field of human genetics. Therefore, the exhibits must be of an educational character or practical application that emphasize instruments, 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. License 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 convention of any exhibit 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 Management 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 and attire of persons, etc.

COMPANY 50 WORD DESCRIPTIONS AND PRODUCT CATEGORY LISTING

The ASHG online booth space application provides a place for entry of a 50 word company description and a list of product and service categories that will appear in on the meeting website and in the official ASHG 2015 App.

Additionally, each exhibiting company may choose up to 30 product categories to be listed under on the ASHG meeting website and in the Meeting App. This allows attendees to easily locate exhibitors of interest via their products and services. Previously exhibiting companies will have product categories automatically populated from the previous meeting, and may be edited/updated by exhibitor.

MERGERS

In the event that an exhibiting company merges with, is acquired by, or purchases another exhibiting company, the seniority accumulated by either company (which is higher) will be used. ASHG must be notified in writing of such changes, including a public announcement of the transaction.

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 and materials in violation.

EXHIBITOR REGISTRATION

All booth personnel working in the company booth must be registered.

A commercial exhibitor will be permitted to register up to six (6) company employees for each 10' x 10' booth space reserved. It is the responsibility of the authorized individual signing the application for space to inform all company personnel of the rules and regulations contained in this prospectus.

Additional exhibitor badges may be purchased at \$200 each. Please email Carrie Morin at cmorin@ashg.org for information.

Exhibitors may register personnel and make changes anytime via ASHG's online registration with your exhibitor log-in and password created when submitting a Contract for Space.

ON-SITE EXHIBITOR REGISTRATION DESK

The Exhibitor Registration Desk will be open during installation, exhibit hours, and dismantling of exhibits. 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.**

Exhibitor representatives that are not registered in advance of the show and who are picking up a badge on-site must be employed by the exhibiting company and produce a company business card. The card must have their name printed on it, and they must also display a positive form of ID (e.g., driver's license, military ID, etc.).

Exhibitor badges do not allow or authorize attendance at ASHG Annual Meeting scientific sessions or social events. If an exhibitor's representatives or booth personnel wish to attend scientific sessions

above and beyond the two complimentary full meeting registrations, they are required to register as a regular scientific registrant and pay the standard registration fee.

COMPLIMENTARY SCIENTIFIC REGISTRATION ALLOTMENT

Each exhibiting company is entitled to two complimentary full conference registrations. The complimentary registration must be in the name of a specific company employee. These badges will not be mailed; they must be picked up on-site.

Due to the number of changes requested for these badges, scientific badge registration will not be available to exhibitors until September 8, 2015.

GENERAL CONDUCT OF EXHIBITORS

Exhibiting companies are required to staff their exhibit booths at all times when the Exhibit Hall is officially open.

Exhibitors and their agents and representatives are expected to act at all times in a professional manner. Any disruptions or unacceptable conduct may result in loss of priority points or ejection from the Exhibit Hall with no refund of space rental fees.

The following practices are **prohibited** at the ASHG Annual Meeting:

- Canvassing or distributing any materials in Exhibit Hall aisles, free literature tables, convention facility public space, message center, meeting hotel public spaces, or other space outside the exhibitor's contracted booth space.
- Hotel door drops of exhibitor brochures, pamphlets, invitations, or any other printed matter, or gifts, samples, etc.
- Use of billboard advertisements and/or display of signs outside the exhibit area.
- 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 the exhibit hours or scientific session hours of the meeting.
- Entry into another exhibitor's booth without their express permission nor should exhibit personnel block access to another exhibitor's booth space.
- Photography of other exhibitors' booths and/or products without express permission.
- The use of magicians, fortune-tellers, dancers, puppets or other entertainment of this nature.
- 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).
- Packing and/or dismantling of exhibits before the official close of the show.
- Exhibitors may not attend workshops given by other exhibitors unless the organizer of the workshop provides written permission. This includes scientific attendees who are employees.

- Exhibit personnel are also discouraged from partaking of other exhibitors' food and beverage activities out of professional courtesy.

GIVEAWAYS, RAFFLES, & DRAWINGS

Giveaways, prize contests, raffles, lotteries, drawings, and games of chance are permitted during exhibit hours. **All drawings must be held off the Exhibit Hall floor and be approved by Exhibits Management.** Prizes must be educational in nature, or must be appropriate for use in the attendees' place of work, the meeting, or travel. See "Industry Regulations and Guidelines" in the Rules and Regulations section to ensure compliance for any outside agencies.

Distribution of candy is limited to individually wrapped items. For additional guidelines on food and beverage on the Exhibit Hall floor, please see "Food & Beverage on the Exhibit Hall Floor" in the Rules and Regulations portion of the online prospectus.

All requests must be submitted via the Booth Promotion Form to ASHG Exhibit Management for approval by September 30, 2015. Any exhibitor found conducting prize contests, giveaway contests, raffles, lotteries, drawings, and games of chance that have not been approved by Exhibits Management will be required to cease immediately.

NON-EXHIBITING COMPANIES

Companies that are not contracted to exhibit and their personnel, agents, and contractors will not be permitted in the Exhibit Hall at any time. Non-exhibiting companies and their representatives will not be allowed to display or demonstrate any services or products in the convention center or any hotel in the ASHG housing block.

Non-exhibitors may not solicit business from scientific registrants or contracted exhibiting companies, nor will their materials be accepted for distribution on-site on in the meeting hotel blocks.

ATTIRE

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

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 as a courtesy. They will be made available to a limited number of six (6) passes per day per 10' x 10' booth 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 into the commercial exhibits area only and does not authorize your guest entry into ASHG scientific sessions or the scientific poster areas.

Guest badge requests will not be processed in advance of the meeting. You may collect guest badges and validate them at Exhibitor Registration. Guests of exhibitors will have entry into the Exhibit Hall for one day. The guest badge must be returned to the exhibit registration desk when your guest departs.

It is the responsibility of the exhibiting company to inform all of their guests of the rules and regulations in this prospectus, particularly the rules regarding General Conduct of Exhibitors and non-exhibiting companies.

Individuals who should pay a registration fee to attend the ASHG Annual Meeting include:

- exhibiting company personnel who are presenting posters
- company employees either full or part time
- potential exhibitors

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

HOUSING

onPeak has been designated as the official housing bureau for ASHG 2015. The list of official hotels can be found: <http://www.ashg.org/2015meeting/pdf/Hotel-Map-2015-Customized-for-ASHG.PDF>

Rooms may be booked in blocks or singularly via the Annual Meeting website:

www.ashg.org/2015meeting. When exhibitors and attendees book within the official block, it gives ASHG negotiating power in future cities for better rates from convention center rental to hotel rates. Your loyalty and cooperation is greatly appreciated!

HOTEL SCAM ALERT

Please be aware that you may be contacted by telephone by companies or hotels claiming to be the official ASHG 2015 Annual Meeting housing providers. Neither ASHG nor onPeak will call you to solicit reservations. You may receive emails regarding housing, but note that the only official emails will come from an email address ending in ASHG.org or onpeak.co. All lodging for the ASHG should be arranged using the links provided or by calling the phone numbers on the ASHG 2015 Annual Meeting page. 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 cmorin@ashg.org.

EXHIBITOR EDUCATIONAL EVENTS

Exhibitors have the exclusive opportunity to hold educational events during the ASHG Annual Meeting.

The American Society of Human Genetics 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 exhibitors to host educational events in the convention center and in nearby hotels.

Application Requirements: Organizers and exhibitors are encouraged to schedule events on the condition that they are not scheduled at the same time as ASHG scientific sessions. The following times are approved for events:

Tuesday, October 6	Before 4:00 pm After 6:30 pm
Wednesday October 7	7:00-8:45 am 1:00-2:30 pm After 7:00 pm
Thursday, October 8	7:00-8:45 am 1:00-2:30 pm After 7:00 pm
Friday, October 9	7:00-8:45 am 12:40-2:15 pm After 6:30 pm
Saturday, October 10	7:00-8:45 am 12:40-2:15 pm After 5:15 pm

NOTE: These approved times are subject to change by the 2015 Program Committee. Organizers will be notified if their requested time must be changed.

Please review the **Rules and Guidelines** before submitting a request for space.

Commercial companies must be contracted exhibitors in order to request an ancillary event. Requests for meeting space may be rejected if a company has not signed a contract by the May 28, 2015 deadline.

Definition of Ancillary Events: Ancillary events are non-ASHG sponsored events such as business meetings, social gatherings, receptions, workshops or committee meetings that are held during the official dates of the Annual Meeting. Organizations that wish to schedule an ancillary event must complete the online application prior to the deadline of **May 22, 2015**.

Assignment of Space for Exhibitor Events: Organizers will be sent acceptance and room confirmations via email beginning June 2015. The confirmation will include contact information for catering, audio visual and other needs. *ASHG accepts no financial or organizational responsibility for ancillary events. Room rental, catering, a/v equipment, labor, and other charges are the sole responsibility of the organizer.*

USE OF ASHG NAME AND LOGO

The use of ASHG 2015, the 65th Annual Meeting of the American Society of Human Genetics (ASHG) name, and logo are prohibited on signs or descriptive product literature inside or outside the exhibit area. However, reference may be made to the meeting as the ASHG Annual Meeting that includes place and dates on the exhibitor's advertising or convention giveaways.

Rules and Regulations

The following terms were/will be agreed to by EXHIBITOR at time of application submission.

ENFORCEMENT OF RULES

By applying for exhibit space, exhibitor agrees to adhere to all conditions and regulations outlined in this Exhibitor Prospectus on the ASHG website. Exhibits Management will monitor conformity with these rules and regulations for the ASHG Meeting. Each exhibitor is granted a terminable license to exhibit, subject to all the rules herein and the general control of ASHG Exhibits Management. If ASHG 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 and the exhibit closed without notice.

The ASHG shall have full authority to interpret or amend these rules and its decision is final. Exhibitors agree to abide by rules and regulations that hereafter may be adopted, which shall be as much a part as though originally incorporated. All issues not addressed herein are subject to the decision of the ASHG.

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 the Exhibit Prospectus, Exhibitor Service Kit and the ASHG Rules and Regulations are an integral and binding part of the Exhibit Space Contract, and 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, and any others issued by the ASHG regarding the ASHG Annual Meeting; willingness to abide by the payment policy; acknowledgment of reading ASHG Rules and Regulations; and agreement to distribute them for proper execution to those individuals involved with your company's exhibit.

INTERPRETATION AND AMENDMENT

Exhibits Management shall have full power 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 by Exhibits Management. Exhibits Management promises its full cooperation for a successful show and will be pleased to work with the exhibitors toward this end.

AMERICANS WITH DISABILITIES ACT (ADA)

The Baltimore Convention Center (BCC) is ADA compliant. As new standards are introduced, it is their goal to implement those changes or upgrades in a timely manner. In accordance with the ADA, the BCC is responsible for permanent premises access accommodations, such as, but not limited to, wheelchair lifts, elevator standards, door width standards and restroom accessibility.

COMPLIANCE WITH LAWS – BCC, CITY OF BALTIMORE AND STATE OF MARYLAND

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

DISPLAY LABOR/INSTALLATION OF BOOTH

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor (Freeman).

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Freeman.

ELECTRICAL EQUIPMENT

Electrical equipment shall be installed, operated and maintained in a manner that does not create a hazard to life or property. Sufficient access and working space must be provided for all electrical equipment and must comply with current N.E.C. standards.

All show and exhibitor equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Home-type "cube" taps are prohibited. Spliced wires are heat generators and are prohibited.

Electrical services are provided exclusively by the Baltimore Convention Center. More information can be found in the online Service Kit, available June 2015.

EVENT CANCELLATION

It is mutually agreed that in the event the ASHG Annual Meeting is 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, such as disasters, strikes, earthquakes, flood, civil disturbances, acts of God, acts of terrorism, health warning, advisory or directive, epidemic, pandemic, governmental regulations or any other circumstance beyond the control of ASHG or the BCC that make it impossible or impractical to open or continue the event, then and thereupon the contract between the exhibiting company and the ASHG

will automatically be terminated and the exhibiting company hereby waives any and all claims against ASHG for damages, reimbursement, refunds or compensation.

EXCLUSIVE SERVICES

The BCC is the exclusive provider of the following services: food & beverage (Centerplate), business center, coat check, electrical, telephone, Internet, plumbing and the supply of compressed airs and gases, and the use of the house sound system.

EXITS

Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aiseways 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 BCC requires a number of freight-free aisles and egress aisles within the Exhibit Hall. They are marked clearly on the floor plan.

FACILITY STRUCTURE

Exhibitors may not engage in any of the following:

- Rigging of cable/hanging devices or affixing any materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the BCC is strictly prohibited.
- Exhibitors shall not cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces) of the premises.
- Exhibitors shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
- Walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures are not to be painted or have permanent coverings applied.

GIVEAWAYS, RAFFLES, & DRAWINGS

Giveaways, prize contests, raffles, lotteries, drawings, and games of chance are permitted during exhibit hours. **All drawings must be held off the Exhibit Hall floor and be approved by Exhibits Management.** Prizes must be educational in nature, or must be appropriate for use in the attendees' place of work, the meeting, or travel. See "Industry Regulations and Guidelines" to ensure compliance for any outside agencies.

Distribution of candy is limited to individually wrapped items less than 1 oz. each, i.e. mints and fun-size candies. Items larger than this will be subject to a buy-out fee from Centerplate, the exclusive caterer for the BCC. For additional guidelines on food and beverage on the Exhibit Hall floor, please see "Food & Beverage on the Exhibit Hall Floor" in the Rules and Regulations portion of the online prospectus.

All requests must be submitted via the Booth Promotion Form to ASHG Exhibit Management for approval by September 30, 2015. 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.

HAND-CARRY POLICY

An exhibitor may move the material that can be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment. Note that exhibitors may not offload vehicles in the front of the BCC.

INDUSTRY REGULATIONS AND GUIDELINES

ASHG's Annual Meeting offers CME credit to its attendees, 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. With a few exceptions, ASHG 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 the following links for additional information on current specialty codes:

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>

FIRE AND SAFETY REQUIREMENTS

All exhibitors and their service contractors must comply with all applicable Federal, State, and municipal laws, operating guidelines and all other rules and requirements of City of Baltimore Police and Fire departments 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 Service Kit.

All display materials must be flame retardant according to Maryland fire codes. A fire retardancy certificate of the display materials and the exhibitor booth construction must be posted or readily available within the exhibit. If smoke detectors are required for exhibit enclosures, multi-level exhibit booths, or if the fire marshal deems necessary, special fire watch coverage will be in effect and billable 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.

FLOOR RESISTANCE CAPACITY

The main exhibit floor load limit is 350 pounds per square foot distributed load. Large machines and/or equipment should not be placed over floor ports.

FOOD & BEVERAGE ON THE EXHIBIT HALL FLOOR

Exhibitors may have food and beverage on the Exhibit Hall floor, provided that the items being distributed are appropriate for the space. For example, companies in 10' x 10' booths may provide "grab and go" items such as bottled water, sodas, fruit, bags of chips, etc. It would not be appropriate for a 10' x 10' booth to have an espresso machine, as lines can form and block aisles. Island booths may provide services such as espresso or coffee machines, provided there is space to accommodate any lines or crowds. All food and beverage must be approved by Exhibits Management via the Booth Promotion Form, and all food and beverage must be ordered through Centerplate, the exclusive caterer for the BCC. Forms can be found in the Service Kit, beginning June 2015.

Please note that alcohol is not permitted to be served on the Exhibit Hall Floor by exhibitors during most exhibit hours. Alcohol is permitted during poster sessions from 4:30-7:00 pm on Wednesday, October 7.

Contact Carrie Morin (cmorin@ashg.org) for information on how to purchase drink tickets for distribution to attendees.

HELIUM BALLOONS

At no time are exhibitors allowed to bring helium balloons into the facility, including mylar.

LIABILITY AND INSURANCE

It is the sole responsibility of the exhibitor for 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.

Exhibitor acknowledges that American Society of Human Genetics, Exhibits Management, Freeman, and the BCC do not maintain insurance covering Exhibitor's property or activities and that it is the sole responsibility of Exhibitor to obtain insurance covering all risks and perils.

Exhibitors are required to maintain general public liability insurance in an amount sufficient to cover such obligations, including show cancellation insurance. Exhibitor acknowledges and agrees that it will obtain, at its own expense, any and all licenses or permits to comply with all local, state and federal laws, ordinances and regulations for any of its activities in connection with the ASHG Meeting. Execution by exhibitor of the online Exhibit Space Application is the agreement of exhibitor to protect, indemnify, defend and hold harmless the American Society of Human Genetics, Exhibits Management, Freeman, the BCC, and their respective employees 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 the American Society of Human Genetics be liable to 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. Exhibitors do not need to provide a copy of such liability to ASHG unless requested.

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

LIGHTING

Flashing lights, strobes, and other distracting elements are not permitted regardless of booth size.

MATERIAL HANDLING

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. Freeman will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman.

Freeman shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment. Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Freeman and Show Management.

NON-EXHIBITING COMPANIES

Companies that are not contracted to exhibit, including their personnel, agents, and contractors, will not be permitted in the Exhibit Hall at any time. Non-exhibiting companies and their representatives will not be allowed to display or demonstrate any services or products in the convention center or any hotel in the ASHG housing block.

Non-exhibitors may not solicit business from scientific registrants or contracted exhibiting companies, nor will their materials be accepted for distribution on-site or in the meeting hotel blocks.

PHOTOGRAPHY/VIDEO POLICY

Photographing or videotaping any exhibit booth other than one's own contracted booth is strictly prohibited. An exhibit booth and/or product(s) may be photographed or videotaped only with the expressed permission of the contracted exhibitor of that booth.

Photography in session rooms and of posters is not permitted.

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, the ASHG, the BCC, Freeman, and the security company will not be liable for any losses of any materials or items taken from the Exhibit Hall or from the BCC.

Exhibitors are encouraged to take all appropriate measures to safeguard their displays and equipment.

Security Tips

- 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 leave for lunch. Secure all items if you leave the area.
- If you must leave during show hours and you are the only person manning your booth, ask a neighboring exhibitor to watch your booth until you return.
- 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.

Theft is a crime of opportunity! If you have it, chances are, someone else wants it!

During the Show and Ancillary Event (if applicable)

- Please 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.
- Please report anything missing or out of the ordinary to security or show management in the Exhibit Management Office.
- Any losses from your booth space are the liability of the exhibiting company and its representatives.
- Please wear your badge at all times. Badges will be checked by the security guards.
- Please request badges for any additional representatives at the Exhibit Registration desk. No one is allowed to enter the exhibit floor without a badge. Everyone without a badge will be stopped by the guards until someone from your company can verify that they know the person in question.

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 Exhibit 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

Smoking and the use of advertising of cigarettes or tobacco products is prohibited in the convention facilities. The BCC is a non-smoking facility. Smoking 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 ready to be removed, from the exhibit area at 5:00 pm, Tuesday, October 6, 2015. 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 to be stored and returned at the close of the exhibit, will be available at the Freeman 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 Freeman 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 behind your drapes and backgrounds, an end cap drape will be ordered by ASHG Exhibits Management and charged to your account by Freeman.

USE OF ANIMALS

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

USE OF ASHG NAME AND LOGO

The use of ASHG 2015, the 64th Annual Meeting of the American Society of Human Genetics (ASHG) name and logo are prohibited on signs or descriptive product literature inside or outside the exhibit area. However, reference may be made to the meeting as the ASHG Annual Meeting that includes place and dates on the exhibitor's advertising or convention giveaways.

USE OF EXHIBITOR APPOINTED CONTRACTORS AND RESPONSIBILITY

Exhibitors are permitted to designate exhibitor appointed contractors (EACs) for booth labor. Exhibitors must provide contractor information, including contact information on-site, by September 18, 2015 via the EAC Appointment Form available online and in the Service Kit.

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 Exhibit Prospectus. 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.

EACs must provide an original insurance certificate to ASHG showing required Workers Compensation coverage and liability coverage to include property damage in the amount of \$1 million, naming ASHG and Freeman as additional insured.

VIOLATIONS

As a condition of participation in the ASHG exhibition, each exhibitor, its representatives, and agents hereby agrees to and abides by all rules and regulations set forth in the Exhibitor Prospectus, Exhibitor Service Kit, and all other correspondence of ASHG, its contractors/agents, and the BCC.

Violation of any of these regulations on the part of the exhibitor, his employees or agents, shall annul the right to occupy the contracted booth space and such exhibit will forfeit to ASHG management all monies, which may have been paid. ASHG will neither refund the booth fee(s) paid nor pay for exhibitor losses of any kind.

In the event of a violation, 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 Management 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.

X-RAY EQUIPMENT

Operation of X-ray equipment is prohibited.

Booth Construction Guidelines, Use of Contractors, and Labor Regulations

The following terms were/will be agreed to by EXHIBITOR at time of application submission.

BOOTH CONSTRUCTION AND USE OF EXHIBIT SPACE

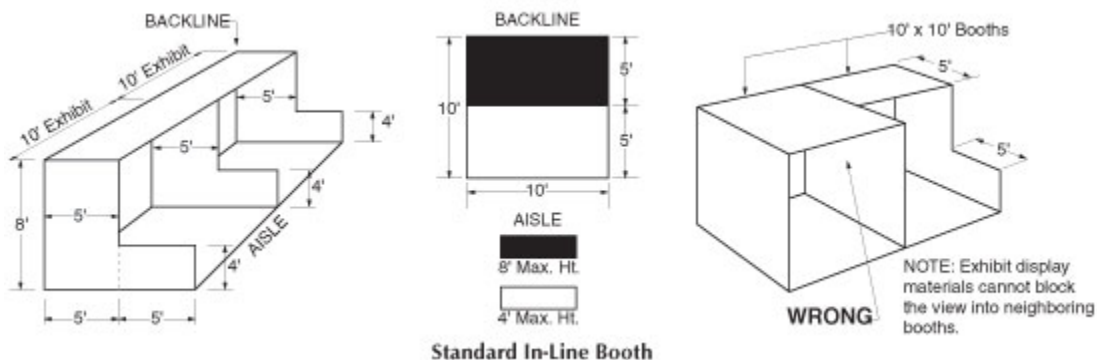
Island booth diagrams due September 18, 2015

ASHG requires all the exhibits to comply with the following basic standards:

- Booths must be completely set and show ready by 5:00 pm, Tuesday, October 6;
- Exhibitors are responsible to ensure proper flow of traffic throughout booths;
- Booths must have sufficient see-through areas (line-of-sight) to permit the unobstructed view of adjacent exhibits;
- Displays may not span an aisle by roofing, signage, or floor covering;
- Booths must be safely constructed;
- The floor of the booth must be fully covered;
- 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, ASHG will instruct Freeman to correct the condition at the expense of the exhibitor;
- Exhibitors must provide space within the booth to accommodate spectators. If spectators interfere with normal traffic flow in the aisles or if they overflow into adjacent exhibits, **Exhibits Management has the right to discontinue the activity.**

Additional standards and guidelines apply depending on booth type, see below.

Standard Inline (linear) Booth: The back wall of the display is limited to 8' in height with a depth of 5' from the back wall. All display fixtures and accessories (including but not limited to book racks, instruments, and foliage) over 4' in height must be confined to that area of the exhibitor's space that is within 5' of the back line. Display material in the remaining 5' of booth space must not exceed 4' in height.

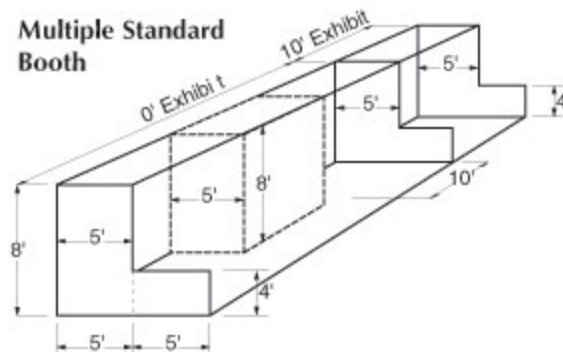


Corner (linear) Booths: The back wall of the display is limited to 8' in height and a depth of 5'. All display fixtures and accessories (including but not limited to book racks, instruments, and foliage) over 4' in height must be confined to that area of the exhibitor's space that is within 5' of the back line. Display

material within 5' of the back wall may not exceed 8' in height. Side railing and drapes on the side open to the aisle may be removed at the request of the exhibitor with discretionary approval of ASHG Exhibits Management. Exhibits Management will determine approval based on the finished and consistent appearance of the open side.

Inline booths may not have hanging signs nor place any signage above 10' in booths.

Multiple Standard Booths: In an exhibit that contains more than two in-line booths (30' or more) the interior booths are permitted to contain display up to 8' in height but must be confined to that area of the exhibitor's space that is within 5' of the back line of the booth. And, the end booths of such an exhibit must conform to the 8' height limit of Standard Booth restrictions within 5' from the back line of the booth.



Inline booths may not have hanging signs nor place any signage above 10' in booths.

Island Booths: In island configurations (bounded on four sides by aisles) the full cubic content of the space may be used. In addition, for island configurations only:

- Due to space limitations, “odd” booth sizes of 30x30, 30x40, and 40x40 will not be permitted – Please contact [Carrie Morin](#) to discuss booth size needs;
- May extend up to, but not exceed 20' in height;
- Sufficient, or 50%, see-through or walk-through area must be provided for the first 8' in height, measured from the Exhibit Hall floor, so as not to block the view of adjacent exhibits;
- 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;
- Any activity besides regular demonstrations and display must be approved by Exhibits Management;
- The booth must accommodate everything that its giveaways 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;
- Exhibitors must submit a detailed diagram of the booth to ASHG for approval no later than **September 15, 2015**. Booth diagram must include: heights and dimensions on all structures (including hanging signs), and clear labels for structures in booth. Dimensions must be in feet/inches.

Island Booth Hanging Signs: Hanging signs are permitted up to 20' for the top of the sign and cannot block ASHG signs. All signs must have approved rigging points with the exception of cloth banners. All hanging signs must conform to any facility limitations, which will be included in the Service Kit. All hanging signs must be installed and removed by the appropriate rigging company, designated in the Exhibitor Service Kit. Details and the Hanging Sign order form will also be found in the Exhibitor Service Kit.

DECORATIONS ON BOOTHS AND NEARBY STRUCTURES

- No merchandise, materials, or signs shall be attached to, hung, 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 building.
- Adhesive backed decals/stickers (except for name tags) may not be used or distributed on the premises.

See Rules and Regulations section for additional guidelines.

DISPLAY LABOR/INSTALLATION OF BOOTH

Members of the Decorators union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise.

You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor (Freeman). As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern Maryland on a one-to-one basis.

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 Freeman to hang drape over the unsightly area, at the exhibitor's sole expense.

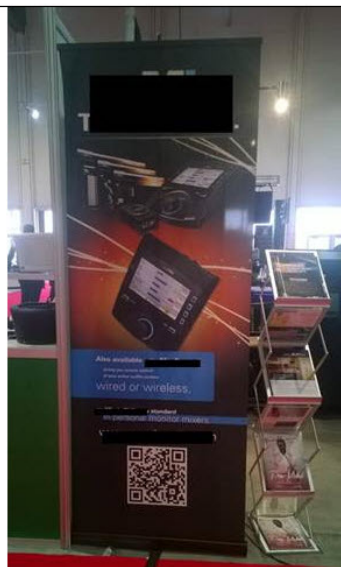
MATERIAL HANDLING

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 and lift gates are permitted only by personnel of Freeman.***

AVOID EXTRA CHARGES FOR END CAPS

Exhibits Management and Freeman (ASHG's official service contractor) inspect corner booths to make sure this guideline is met. If not, Freeman is instructed to erect the end cap at a charge of (typically) \$75 per end cap, payable by the exhibitor.

Corner Booth Do – Using a vertical sign to block line of sight behind booth in back half of booth



Corner Booth Do – Clean area behind booth on left; drape on right.

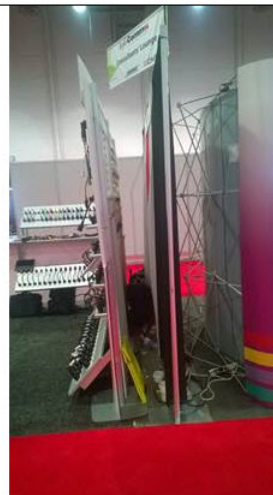


Please see examples and avoid the additional charge!

End Cap Don't – boxes and storage behind booth



End Cap Don't – Luggage and trash behind booth



USE OF EXHIBITOR APPOINTED CONTRACTORS AND RESPONSIBILITY

Exhibitors are permitted to designate exhibitor appointed contractors (EACs) for booth labor. Exhibitors must provide contractor information, including contact information on-site, by September 18, 2015 via the EAC Appointment Form available online and in the Service Kit.

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 Exhibit Prospectus. 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.

EACs must provide an original insurance certificate to ASHG showing required Workers Compensation coverage and liability coverage to include property damage in the amount of \$1 million, naming ASHG and Freeman as additional insured.

See complete Rules and Guidelines to ensure compliance.

Installation & Dismantle Guidelines, Dates, and Times

The following terms were/will be agreed to by EXHIBITOR at time of application submission.

INSTALLATION OF EXHIBITS

Exhibitor installation will be Monday, October 5 12:00 pm – 5:00 pm and Tuesday, October 6, 2015 from 8:00 am until 5:00 pm. Please note the following:

- Freight shipped in advance to the Freeman warehouse will be in booths by 12:00 pm on Friday, October 17. **Direct to show site deliveries should be scheduled starting 12:00 pm Tuesday, October 6.**
- **All exhibit material must be unpacked and empty containers tagged by Tuesday, October 6** at 5:00 pm to permit the removal of empty crates and cartons from the exhibit area. Any exhibit not unpacked by this time will be placed in storage and can be returned only after the exhibits close on the first day of exhibits, or may be ordered set up by ASHG Exhibit Management and the cost charged to the exhibitor.
- **No refuse, such as empty cartons, may be placed in the aisles after the final cleaning in the exhibit area.** 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 above sections, “Storage of Crates and Boxes” and “Literature” for instructions and guidelines.
- **Floor Covering and Furnishings:** The convention center is NOT carpeted. Exhibitors must have floor covering in their booth. The floor covering must cover the entire net square footage of the contracted exhibit space. Additionally, no furniture is included with the booth rental (with the exception of non-profit/advocacy booths). Exhibitors may use their own floor coverings/furnishings or order them from Freeman. Order forms will be included in the Exhibitor Service Kit which will be available online in June 2015. Place your orders early to take advantage of the discounted pricing.
- **Unfinished Exhibits – Including Sides and Behind Booths:** Exposed or unfinished sides and/or exhibit backgrounds must be draped to present an attractive appearance. The exhibits will be inspected during set-up, and the general contractor, at the direction of show management, will provide draping with official colors deemed necessary and submit the charges to the exhibitor.
- **One-time booth space cleaning is provided immediately following installation and is included in the cost of the booth for October 6, 2015.** Booth cleaning for the remainder of the show should be ordered in advance. A form will be available in the Exhibitor Service Kit.

Work Late Passes

Special after hours-work permits are available on-site at the Exhibitor Registration Desk. Requests for after-hours work permits can be made during regular exhibit installation hours before the hall closes at 5:00 pm. Security guards cannot authorize after-hours permits or late work in the exhibit area.

ASHG Exhibits Management will monitor all booth equipment and space during and following installation to ascertain that all exhibits conform to the rules for setup. In all interpretations of the rules and regulations, ASHG Exhibits Management's decision is final.

DISMANTLING OF EXHIBITS

Friday, October 9, 2015: 2:00 pm - 8:00 pm
Saturday October 10, 2015: 8:00 am – 11:00 am (Freight Pickup)

Exhibitors must clear the floor and all freight must be picked up by 11:00 am on Saturday, October 10, 2015.

No packing of equipment, literature, etc., or dismantling of exhibits is permitted until the official closing time of 2:00 pm. Delivery of crates will begin just after this time.

To avoid any damage to your equipment, remain with your exhibit booth until crates are delivered and labor is available. Security will be on duty; however, the American Society of Human Genetics, Exhibits Management, Freeman, and the Baltimore Convention Center cannot assume any responsibility for any loss or damage to exhibits, equipment, personal belongings, etc., that are left unattended.

SHOW HOURS

Please note new exhibit hours:

October 7, 2015 (Wednesday)	Exhibit Hall open BREAK Exhibit Hall open	9:00 am – 2:00 pm 2:00 pm – 4:00 pm 4:00 pm – 7:00 pm (Poster Reception in Hall 5-7 pm)
October 8, 2015 (Thursday)	Exhibit Hall open	9:00 am – 3:00 pm
October 9, 2015 (Friday)	Exhibit Hall open Exhibit dismantling	10:00 am – 2:00 pm 2:00 pm – 10:00 pm

ASHG 2015 – IMPORTANT DATES AND DEADLINES

February 20, 2015	Exhibit Prospectus and Floor Plan available online
March 4, 2015	Booth Application opens for space assignment
March 18, 2015	Booth Applications assigned in date received order
April 3, 2015	Booth space confirmations emailed
May 22, 2015	Deadline for Exhibitor Education application forms for priority assignment
June 2015	Exhibitor Service Manual available (online only)
June 3, 2015	Booth cancellation deadline – no refunds will be given after this date
June 11, 2015	Scientific Abstract Submission Deadline
July 31, 2015	Deadline to Submit <ul style="list-style-type: none">• Program Guide ad reservations• Program Guide Advertisement artwork• Group housing reservations- Penalties apply to cancellations after this date.
August 29, 2015	Deadline to make housing reservations in official ASHG hotel block
September 8, 2015	Exhibits may start registering two complimentary scientific badges
September 18, 2015	Deadline to: <ul style="list-style-type: none">• Request pre-registration mailing list• Submit island booth diagrams for approval• Register Exhibitor Appointed Contractors (EACs) and submit EAC insurance• 50 word company description and product categories for inclusion meeting website and Mobile App
September 25, 2015	Deadline to: <ul style="list-style-type: none">• Register Exhibit booth staff• Register two complimentary scientific registrations

- Submit Booth Promotions and Giveaways

October 5, 2015 (Monday)	Exhibitor installation 12:00 pm – 5:00 pm	
October 6, 2015 (Tuesday)	Exhibit registration and installation 8:00 am – 5:00 pm	
October 7, 2015 (Wednesday)	Exhibit registration Exhibit Hall open BREAK	7:30 am – 7:00 pm 9:00 am – 2:00 pm 2:00 pm – 4:00 pm 4:00 pm – 7:00 pm (Poster Reception in Hall 5-7 pm)
October 8, 2015 (Thursday)	Exhibit registration Exhibit Hall open	8:00 am – 3:00 pm 9:00 am – 3:00 pm
October 9, 2015 (Friday)	Exhibit registration Exhibit Hall open Exhibit dismantling	8:00 am – 4:00 pm 10:00 am – 2:00 pm 2:00 pm – 10:00 pm
October 10, 2015 (Saturday)	Freight pick-up	8:00 am – 11:00 am
Meeting Dates	Tuesday, October 6-Saturday, October 10, 2015	