



# ASHG 2024 Annual Meeting Exhibitor Dates and Deadlines

Updated February 8, 2024

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.  
All links will be posted on the ASHG Annual Meeting website.

Deadline Type	Item Due	Due Date
Financial	10% nonrefundable deposit due <i>After submitting signed contract, applies to all booth bookings after priority and presale</i>	Within 10 business days of submitting application
Financial	50% payment	March 4
Financial	100% payment / payment in full	June 3
Financial	Last day for early exhibit rates	March 4
Financial	Last day for standard exhibit rates	September 9
Financial	Last day to apply for exhibit space (late rates)	October 14
Financial	Last day for 50% payment or space is vacated	April 1
Financial	Last day for 50% refund / 50% cancellation fee of eligible exhibit/sponsorship funds	May 1
Financial	Last day to make 100% payment or space is vacated	July 1
Financial	Last day for 25% refund / 75% cancellation fee of eligible exhibit/sponsorship funds	July 1
Applications	Featured Symposia and Interactive Workshop Abstract Submissions	February 12
Applications	Scientific Abstract Submissions <i>For consideration for plenary and poster presentations.</i>	Early June, TBD
Applications	Ancillary Event Application <i>Late submissions accepted through September 11, subject to availability.</i>	June 26 <i>Initial assignments issued by late July</i>
Applications	Industry Event Request Form <i>If schedule fills up early, requests will be added to a waitlist until the deadline.</i>	September 30
Service Discount Deadlines for best rates	See the Freeman Exhibitor Service Manual (ESM) in mid-summer – includes order forms for furniture, material handling, catering, electrical, lead retrieval, etc. <i>**Individual services and deadlines will vary. We strongly encourage exhibitors to check each provider's unique deadlines to see when prices will go up!</i>	TBD**
Booth / Display Approval	Two-Story Booth Request – must include booth drawings, submit to <a href="mailto:exhibits@ashg.org">exhibits@ashg.org</a>	July 29
Booth / Display Approval	Island Booth Drawings Submission, submit to <a href="mailto:exhibits@ashg.org">exhibits@ashg.org</a>	September 16
Booth / Display Approval	Island Booth Early Installation Request – early move-in approval required, only available for island booths 400sf or larger, submit to <a href="mailto:Jesika.Hayes@freeman.com">Jesika.Hayes@freeman.com</a>	October 14

Deadline Type	Item Due	Due Date
Exhibitor Info	Industry & Ancillary Event Details Submission, Initial Upload <i>(Accepted sessions only, must apply in advance.)</i>	August 26
Exhibitor Info	Last day to update complimentary scientific registrations <i>Any changes or transfers to scientific badges after this date will incur transfer and/or cancellation fees.</i>	October 14
Exhibitor Info	Exhibit Promotions and F&B Request Form	October 21
Exhibitor Info	Industry & Ancillary Event Details Submission, Final Updates <i>(No changes accepted after this date.)</i>	October 21
Exhibitor Info	Exhibitor Insurance due for review to Rainprotection <i>Submit separate proof of insurance to <a href="mailto:sales@rainprotection.net">sales@rainprotection.net</a> or purchase coverage from Rainprotection if necessary</i>	October 28
Exhibitor Info	Exhibitor Appointed Contractor (EAC) Form	October 28

## Appendix B: Exhibit & Poster Hall and Exhibitor Registration Hours

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

Exhibit & Poster Hall	
Wednesday November 6, 2024	9:30 am – 4:30 pm
Thursday November 7, 2024	9:30 am – 4:30 pm
Friday November 8, 2024	9:30 am – 4:30 pm
Exhibits Installation / Move In	
Monday November 4, 2024	8:00 am – 12:00 pm <i>Island booths install (approved booths only, contact Freeman for details and approval)</i>
Monday November 4, 2024	12:00 pm – 5:00 pm <i>All booths</i>
Tuesday November 5, 2024	8:00 am – 5:00 pm <i>All booths</i>
Exhibits Dismantle / Move Out	
Friday November 8, 2024	4:30 pm – 11:00 pm <i>No early dismantle – exhibitors found packing or leaving early will be fined.</i>
Saturday November 9, 2024	8:00 am – 12:00 pm <i>Freight pickup</i>
Exhibitor Registration Desk	
Monday November 4, 2024	2:00 pm – 5:00 pm
Tuesday November 5, 2024	8:00 am – 5:00 pm
Wednesday November 6, 2024	8:00 am – 5:00 pm
Thursday November 7, 2024	8:00 am – 2:00 pm <i>Exhibitors may visit the attendee registration and help desks after 2:00 pm for assistance.</i>