

# ASCO<sup>®</sup>

AMERICAN SOCIETY OF CLINICAL ONCOLOGY  
ASSOCIATION FOR CLINICAL ONCOLOGY  
KNOWLEDGE CONQUERS CANCER

# 2026 ASCO<sup>®</sup> Annual Meeting

# Exhibitor Registration

# Exhibitor Webinar Outline

- Login to Exhibitor Resource Center
- Exhibitors vs. Exhibitor Attendee Badges
- Exhibit Hall Pass (*Before/After Hours Access*)
  - Important Registration Deadlines
    - Import Spreadsheet
    - Changes, Cancellations
  - Navigating the Registration Website

# Annual Meeting Exhibitor Resource Center

To access the Exhibitor Resource Center, click here: <https://asco26.myexpoonline.com/exhibitors>

- You will need to enter your email and password to access:
  - **Exhibitor Directory** – EDIT BOOTH INFO
  - **Product Information** – MANAGE PRODUCTS
    - **Required Forms** – EXHIBITOR FORMS
  - **Exhibitor Registration** – BOOTH PERSONNEL
    - **Freeman Online Ordering**

*If you have issues logging into the Exhibitor Resource Center, please reach out to*

***ASCO Exhibits Management via email at [ascoexhibits@spargoinc.com](mailto:ascoexhibits@spargoinc.com)***

# Exhibitors Only vs. Exhibitor Attendee

## • Exhibitor Only

- *Will have access to the exhibit hall during set up and take down and the ability to work the booth. They can attend the Opening Session, Plenary Session, and Poster sessions.*
- *Do not have access to attend the meeting sessions (scientific and educational)*
- *These are included in the complimentary allotment*
- *Over allotment exhibitor only badges will cost \$250.00 each*

## • Exhibitor Attendees

- *Have access to enter the exhibit hall during set up and take down and the ability to work the booth, along with access to attend scientific and educational meeting sessions*
- *Not included in the complimentary allotment*
- *Fees are equivalent to the “Member / Nonmember Category” Rates.*

# Exhibit Hall Pass

## *(Before/After Hours Access)*

- Access to the Exhibit Hall on Friday for setup and before and after hours on Saturday, Sunday, and Monday is restricted to registered Exhibitor Booth Staff, Exhibitor Attendees, and Attendees with “Before/After Hours Access to Exhibit Hall” passes. Employees of your company who are **registered as an individual or group attendee** have access to the Exhibit Hall and booths only during exhibit hall open hours, which are Saturday through Monday, 9:00 AM – 5:00 PM.

Employees **registered as an individual or group attendee** that need access to your booth on Friday for setup or before and after open hours on Saturday - Monday will need a Before/After Hours Access to Exhibit Hall Pass.

- Passes allow attendees access to the Exhibit Hall during the following days and times:
  - Friday, May 29, 2026 – Exhibit Hall Setup: 8:00 AM – 6:00 PM
  - Saturday, May 30, 2026; Sunday, May 31, 2026; Monday, June 1, 2026
    - Before Open: 7:00 AM – 9:00 AM
    - After Close: 5:00 PM – 6:00 PM
- When you distribute these passes, tell your employees registered as attendees to show **both their valid 2026 attendee badge and their pass** to get access during these restricted hours.
- Employees that you register as exhibitors, either as Exhibitor Booth Staff or Exhibitor Attendees, will be recognized by security and will not need these passes to access the Exhibit Hall.

# Important Registration Deadlines

- **On or before Wednesday, April 22, 2026**
    - Early Registration and Import Deadline
  - **Friday, May 15, 2026**
    - Late Import, Payment and Late Fee Deadline
  - **Tuesday, May 26, 2026**
    - Changes, Cancellations Deadline
  - **Thursday, June 11, 2026**
    - Financial Deadline
- ***Please note all deadlines are due on the day by 11:59 PM (ET)***

# Import Spreadsheet Guidelines:

- Must have 50+ participants to submit an import spreadsheet. If the import is submitted without 50+ participants, it will be returned and must be entered manually.
- A **unique email address is required** for each person on the list. The spreadsheet can not be processed if unique email addresses are not provided. ASCO will not contact individual exhibitors regarding their registrations.
- The spreadsheet is available for download through the exhibitor registration website main menu under “Manage Registration > Download Import Spreadsheet.” **Do not alter the columns in the spreadsheet.**

## Manage Registrations

Add, make changes to, or cancel an exhibitor registration.

<a href="#">Add New Exhibitor Booth Personnel Badges</a>	<a href="#">View Personnel List (.xls file)</a>	<a href="#">Convert Attendees into Exhibitor Attendees</a>
<a href="#">Add New Exhibitor + Session Access Badges</a>	<a href="#">Print Visa Letter of Invitation</a>	<a href="#">Request Exhibitor Hall Passes</a>
<a href="#">Change Exhibitor Registrations</a>	<a href="#">Download Import Spreadsheet</a>	

# Changes and Cancellations:

- All changes and cancellations can be made online at no charge in the registration portal.
- Processing fees apply to any changes and cancellations that are requested by phone, email, and/or onsite. Please see the table below for associated processing fees.

	Processed Online		Processed by Customer Service Center	
	Before or on May 26, 2026	Beginning May 27, 2026	Before or on May 26, 2026	Beginning May 27, 2026
New record	No charge	No charge	\$50	\$75
Change existing record	No charge	No charge	\$50	\$75
Cancel a record	No charge	No charge	\$75	100% of amount paid

# Navigating the Registration Website

## ➤ **Setting up your Exhibitor Contact Record:**

- If you have not started the registration process, you will be required to enter information on the Exhibitor Contact for registration. This is the person in charge of your registrations and who can pick up the badges onsite.

## ➤ **You will also be required to select the badge pick-up preference:**

- Hold Badges for Individuals
- Hold Badges for the Leader
  - Select an appointment time
  - *These can be updated later in the Exhibitor Portal*

### 2026 ASCO® Annual Meeting

McCormick Place, Chicago, IL  
May 29 - June 2, 2026

Company: Test  
Contact: Tish Jackson-Frey

	# Alloted	# Booked	# Available	# Over Allotment
Complimentary Exhibitor Booth Personnel	3	0	3	2
Exhibitor + Session Access Registrations	--	0	--	--
Total Registered Exhibitors	--	2	--	--

Exit/Logout

### Exhibitor Registration Management

#### Manage Registrations

Add, make changes to, or cancel an exhibitor registration.

[Add New Exhibitor Booth Personnel Badges](#)
[View Personnel List \(.xls file\)](#)
[Convert Attendees into Exhibitor Attendees](#)

[Add New Exhibitor + Session Access Badges](#)
[Print Visa Letter of Invitation](#)
[Request Exhibitor Hall Passes](#)

[Change Exhibitor Registrations](#)
[Download Import Spreadsheet](#)

#### Registration Fees

Review your exhibitor registration fees, make a payment, or print the company invoice.

Total Fees: \$500.00 (U.S. Dollars)  
 Total Amount Paid: \$0.00 (U.S. Dollars)  
 Total Fees Due: \$500.00 (U.S. Dollars)

[View Company Fees/Make Payment](#)  
[Print Company Invoice/Receipt \(.pdf file\)](#)

#### Exhibitor Badging

Review your exhibitor badges, manage your badge pick up and appointments.

Badge pick up selection: Hold Badges For Leader

Badge pick up appointment: You have a badge pick up appointment scheduled for Wednesday, May 27, 2026 at 12:30 PM.

[Manage Onsite Contact/Badge Pick Up Appointment](#)
[Review Exhibitor Badges \(.pdf file\)](#)

[View/Change Badge Pick Up Option](#)

#### Company/Exhibitor Information

[Update Company Administrator Information](#)
[View Housing and Registration Information](#)
[Email the Customer Service Center](#)

[Send Administrator Confirmation](#)
[View Exhibitor Registration FAQs](#)
[Housing](#)

[Send Confirmations to Exhibitors](#)
[Update Housing](#)

# Navigating the Registration Website

- **New Registrations:**

- Select *“Add New Exhibitor Booth Personnel Only Badges”* to register booth access only or *“Exhibitor + Session Access Badges”* for booth staff with access to sessions from the main menu.

- *You will need a unique email or an ASCO ID to complete the process*

 [Manage Registrations](#)

Add, make changes to, or cancel an exhibitor registration.

[Add New Exhibitor Booth Personnel Badges](#)

[Add New Exhibitor + Session Access Badges](#)

# Navigating the Registration Website

- **New Registrations:**

- Each registration must be registered using a unique email address (*if they are an ASCO member, it must be the one on their membership to get the member rate and access materials only*).

- 
- See the screenshot below, you will be required to either enter a unique email address or an ASCO ID to proceed.

- Duplicate emails are not allowed

## Exhibitor Booth Personnel Registration

Please note: A **unique email address is required for each exhibitor**. The Meeting offers several value-added products to which access depends on having a unique email address for each user.

To begin registration select either the ASCO ID or email address option, enter the required information, and select the appropriate lookup button.

The screenshot displays two side-by-side registration lookup forms. The left form is titled 'Lookup by ASCO ID' and contains the instruction 'Provide the ASCO ID of the person you would like to register.' Below this is a text input field labeled 'ASCO ID \*' and a blue button labeled 'Lookup by ASCO ID'. The right form is titled 'Lookup by Email Address' and contains the instruction 'Provide the email address of the person you would like to register.' Below this is a text input field labeled 'Email Address \*' and a blue button labeled 'Lookup by Email'.

# Navigating the Registration Website

- **New Registrations:**

- If someone is already registered that you wish to have registered with your booth you can convert an existing Attendee into an Exhibitor by entering the email address, they used for registration
  
- Request an Exhibit Floor Pass for an existing Attendee, this
  - grants access to the exhibit hall before and after open hours to attend meetings or company events

Convert Attendees into Exhibitor Attendees

Request Exhibitor Hall Passes

# Navigating the Registration Website

## Manage Existing Exhibitor Registrations:

- To Change/Cancel a registration select 'Change Exhibitor Registrations'
- To see a list of your registrations select 'View Personnel List'
- To 'Add New' Exhibitor Booth Personnel Badges or Exhibitor + Session Access Badges
- To Print a Visa letter, which must be a fully paid registration if this was not a complimentary one, select 'Print Visa Letter of Invitation'

### Manage Registrations

Add, make changes to, or cancel an exhibitor registration.

[Add New Exhibitor Booth Personnel Badges](#)

[View Personnel List \(.xls file\)](#)

[Add New Exhibitor + Session Access Badges](#)

[Print Visa Letter of Invitation](#)

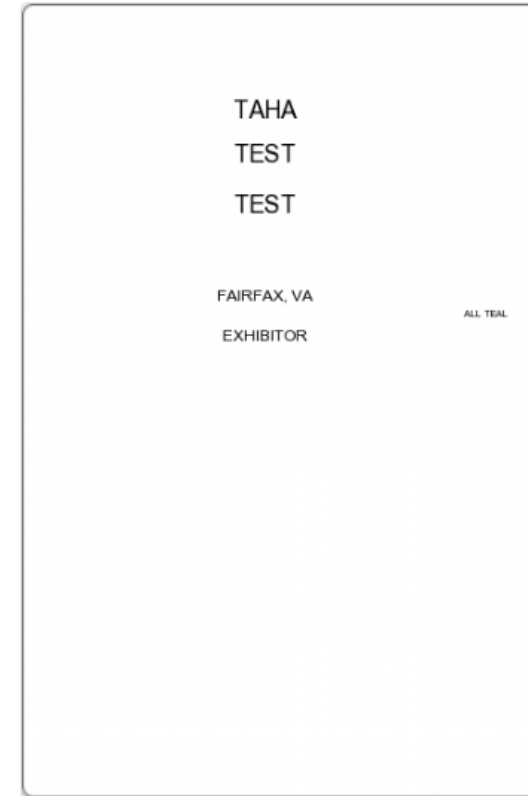
[Change Exhibitor Registrations](#)

# Changes and Cancellations:

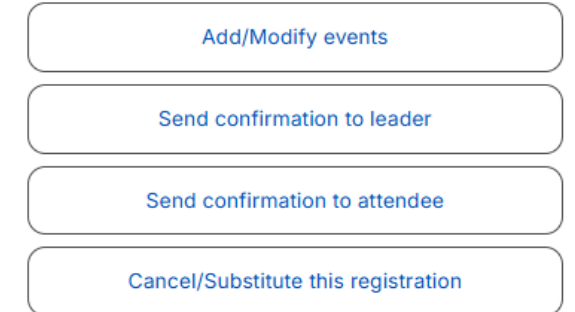
When you select to change a registration, you will be prompted with an A-Z option to select the registration to edit. In each registration you can do the following:

- Add/Modify Events
- Request Visa Letter
- Send email confirmation for this record to administrator only
  - *(individual exhibitors will not be contacted regarding their registrations)*
- Substitute or cancel the registration

## Registration Badge Preview



## Registration Options



# Changes and Cancellations

- If you select 'Substitute/Cancel a Registration'
  - To cancel the registration, select 'Submit Cancellation Only'
  - To cancel and replace with a new person, select
  - 'Cancellation / Register Another Exhibitor Now'
- 
- *It is important to choose this option if you wish to replace an individual as the same fee schedule will be applied to the new registration (i.e. early rate, late rate, onsite rate)*

### Registration Cancellation Request

You are requesting the **cancellation of this entire registration for Taha test**. If you do not agree to the 2026 ASCO® Annual Meeting cancellation policy and do not select a 'Cancellation' button, this registration will not be cancelled.

If you wish to continue with canceling your registration, you must provide a reason for cancellation, read and agree to the change/cancellation policy by checking the box below and select Submit Cancellation Request.

You should receive an automated email that confirms your registration cancellation within 48 hours. If you do not receive it, please contact [ascoregistration@spargoinc.com](mailto:ascoregistration@spargoinc.com).

If you do not wish to change or cancel your registration, [select here](#).

Reason for cancellation (150 characters max) \*

  
 I have read and agree to the [2026 ASCO® Annual Meeting Change/Cancellation Policy](#) \*

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[Previous](#) [Submit Cancellation Only](#) [Cancellation/Register Another Person Now](#)

# Navigating the Registration Website

- **Payment and Invoices:**

- To view your balance or make payment select
  - 'View Company Fees/Make Payment'
- To 'Print Company Invoice/Receipt', select the option

## \$ Registration Fees

Review your exhibitor registration fees, make a payment, or print the company invoice.

Total Fees: \$3,810.00 (U.S. Dollars)  
Total Amount Paid: \$0.00 (U.S. Dollars)  
Total Fees Due: \$3,810.00 (U.S. Dollars)

[View Company Fees/Make Payment](#)

[Print Company Invoice/Receipt \(.pdf file\)](#)

# Navigating the Registration Website

- **Badge Pick-Up Appointments:**

- You have two pick-up options:

- **Manage Onsite Contact/Badge Pick Up Appointment:**

- Hold badges for Attendees
- Hold badges for Leader to pick up

- **View/Change Badge Pick Up Option**

- **IMPORTANT:** *Please schedule an appointment to pick-up badges and materials if selecting “Hold badges for Leader” to avoid delays onsite. If no appointment is made and you arrive on site to pick up all badges you can have a wait that could be 2-3 hours.*

## Exhibitor Badging

Review your exhibitor badges, manage your badge pick up and appointments.

Badge pick up selection: Hold Badges For Leader

Badge pick up appointment: You have not yet scheduled an appointment to pick up your badges.

Manage Onsite Contact/Badge Pick Up Appointment

Review Exhibitor Badges (.pdf file)

View/Change Badge Pick Up Option

# Navigating the Registration Website

- **Company/Exhibitor Information:**

- You can manage your email confirmations here for your Exhibitor Attendees
- Please refer to the 'View Exhibitor Registration FAQs' and download for future reference
- 
- You can also book 'Housing' or 'Update Housing' on this page for your exhibitors

**i** Company/Exhibitor Information

<a href="#">Update Company Administrator Information</a>	<a href="#">View Housing and Registration Information</a>	<a href="#">Email the Customer Service Center</a>
<a href="#">Send Administrator Confirmation</a>	<a href="#">View Exhibitor Registration FAQs</a>	<a href="#">Housing</a>
<a href="#">Send Confirmations to Exhibitors</a>		<a href="#">Update Housing</a>

**Please contact the ASCO Registration Team  
with any questions**

**Email: [ascoexhibitorreg@spargoinc.com](mailto:ascoexhibitorreg@spargoinc.com)**