

ASH® Meeting on Hematologic Malignancies

EXHIBITOR SERVICE MANUAL

LOCATION:

Hilton Chicago
720 South Michigan Ave.
Chicago, IL 60605

MEETING DATES:

September 2-3, 2022

AGENDA

Please visit the [ASH Meeting on Hematologic Malignancies](#) website for the most up-to-date program information.

CHECKLIST

The following checklist is provided as a guide for companies exhibiting at the Meeting.

Due Date	Item	Completed
Monday, August 15	Housing Reservations	<input type="checkbox"/>
Sunday, August 21	Exhibitor Advance Registration deadline	<input type="checkbox"/>

CONTACT INFORMATION

Please direct your exhibits questions to Darnella Bailey, ASH Exposition Management:



(703) 995-3883



darnella.bailey@spargoinc.com

DISPLAY SIZE AND LIMITATIONS

- Each exhibitor will be supplied with one (1) 6' draped table, two chairs and a wastebasket.
- Exhibitors are limited to tabletop displays only, except for banner stands and monitor stands, which are permitted on the floor directly behind the exhibit table. No floor displays are permitted.
- Literature stands, lightboxes, and/or pop-up booths are not permitted behind, in front of, or next to the exhibit table.

Please direct your exhibits questions to Darnella Bailey, ASH Exposition Management:

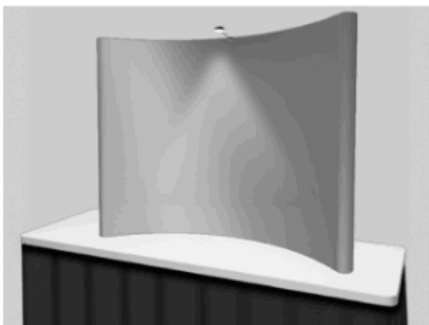


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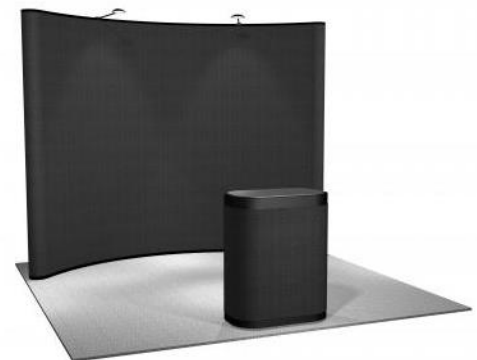


darnella.bailey@spargoinc.com

Permitted Tabletop Exhibit



Floor Display - Not Permitted



ELECTRICAL SERVICE

Basic electrical service (120 volt/1000 watts) can be ordered at the exhibitor's expense. If you require electrical service for your table, please submit the form found [here](#). Forms can be sent via email to Jackie Washington, with Hilton Hotels, at jacqueline.washington@hilton.com.

HEALTH AND SAFETY PROTOCOLS

Please view ASH's [Health and Safety Protocols](#) page for current information regarding COVID-19.

HOUSING

ASH has secured discounted hotel rooms at the meeting location.

You can access the housing website either directly from the online registration confirmation page or from the link in the registration confirmation email you receive. You may also contact the ASH Housing Center using any of the methods listed below.

Phone: 888-273-5704 (U.S. toll-free)
001 703-449-6418 (International)

Email: amhmlhousing@spargoinc.com

ASH Housing Center agents are available to answer questions from 8:30 a.m. to 5:00 p.m. Eastern time, Monday through Friday. Please note that the ASH Housing Center is closed on weekends and holidays.

Reserve Your Hotel Room

Secure your hotel room by the reservation deadline listed below to take advantage of the discounted room rate.

Hilton Chicago

720 South Michigan Ave.
Chicago, IL 60605
Phone: 312-922-4400

Room Rate:

\$179 plus 17.4 percent tax

Hotel Reservation Deadline:

Monday, August 15. **Beginning on Tuesday, August 16**, all changes to accommodations must be made directly with the Hilton Chicago.

INTERNET SERVICE

Complimentary Wi-Fi will be provided. Login and password information will be posted on site. Hard line internet can be ordered via the form found [here](#). Please submit the form directly to Encore at andrew.cortina@encoreglobal.com.

ITEMS INCLUDED IN EXHIBIT PACKAGE

- One (1) 6' draped table (30" high)
- Two (2) chairs
- One (1) wastebasket
- Three (3) Exhibitor Badges
- Information in the mobile app - due by **Thursday, August 25** to include:
 - Exhibiting Company Name
 - 500 character company description (includes spacing and punctuation)

The deadline to submit your information for the mobile app is **Thursday, August 25**. Please submit to darnella.bailey@spargoinc.com via email.

MOVE IN/MOVE OUT AND EXHIBITS SCHEDULE

Move In	Thursday, September 1 2:00 p.m. – 6:00 p.m.	All exhibits must be set by 6:00 p.m. on Thursday, September 1.
Exhibit Hours	Friday, September 2 7:00 a.m. – 3:30 p.m. Saturday, September 3 7:00 a.m. – 3:15 p.m.	Friday, September 2 7:00 a.m. – 8:00 a.m.: Breakfast 10:00 a.m. - 10:30 a.m.: AM Break 12:00 Noon - 1:15 p.m.: Lunch 3:00 p.m - 3:30 PM: p.m. Break Saturday, September 3 7:00 a.m. – 8:00 a.m.: Breakfast 9:30 a.m. - 10:00 AM: p.m. Break 11:30 a.m. – 12:45 p.m.: Lunch 2:45 p.m. - 3:15 PM: p.m. Break The full exhibits schedule can be found here
Move Out	Saturday, September 3 3:15 p.m. – 6:00 p.m.	Exhibits may not be dismantled before 3:15 p.m. on Saturday, September 3.

Please direct your exhibits questions to Darnella Bailey, ASH Exposition Management:



(703) 995-3883



darnella.bailey@spargoinc.com

REGISTRATION - BADGES

Your company will receive (3) complimentary exhibitor badges as part of your Exhibit Package. Badges are non-transferable.

To register for your badges, log in to the [Exhibitor Resource Center](#).

Please direct your registration questions to the ASH Registration Center:



(571) 549-4509



amhmreg@spargoinc.com

SHIPPING INFORMATION – INBOUND

The Hilton Chicago will begin accepting exhibitor shipments on **Wednesday, August 31**. Please refer to inbound shipping address below:

Guest Name
FedEx Office at Hilton Chicago
720 South Michigan Ave.
Chicago, IL 60605
ASH Meeting on Hematologic Malignancies
Box X of X

For your convenience, Shipment Identification Labels are available below. Please place a minimum of one shipment identification label on each piece. The Shipment Identification Labels will be used in addition to any labels required by your shipping company.

SHIPPING INFORMATION – OUTBOUND

Exhibitors will be responsible to arrange for the pickup of their outbound materials.

Please bring your outbound shipping labels with you (UPS, FedEx, etc.) as labels will not be available on site.

Full shipping instructions can be found [here](#).

SHIPMENT IDENTIFICATION LABELS

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Exhibit Move In – Thursday, September 1

EXHIBIT MATERIALS

MATERIALS MAY NOT ARRIVE PRIOR TO WEDNESDAY, August 31

TO:_____

Onsite Contact's Name

COMPANY NAME:_____

CARRIER:_____ # OF PIECES:_____

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