

ASH® Meeting on Hematologic Malignancies

EXHIBITOR SERVICE MANUAL

LOCATION:

Fairmont Chicago, Millennium Park
200 N. Columbus Dr.
Chicago, IL 60601

MEETING DATES:

September 8-9, 2023

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
Wednesday, August 9	Hotel Reservations
Thursday, August 24	Exhibitor Advance Registration deadline

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:



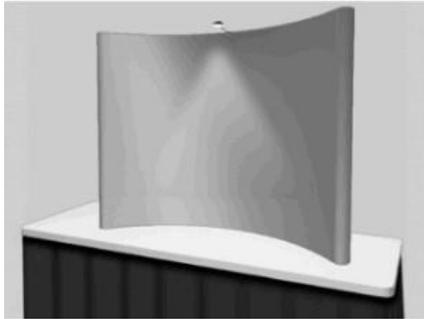
(703) 995-3883



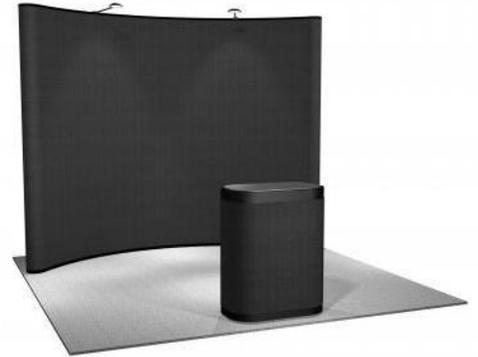
darnella.bailey@spargoinc.com



Permitted Tabletop Exhibit



Floor Display - Not Permitted



HOUSING

ASH has secured discounted hotel rooms at the meeting location.

You can access the housing website [here](#).

Reserve Your Hotel Room

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

Fairmont Chicago, Millennium Park

200 N. Columbus Dr.
Chicago, IL 60601

Room Rate:

\$279 plus 17.4 percent tax

Hotel Reservation Deadline:

Wednesday, August 9

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 7 3:00 p.m. – 5:00 p.m.	All exhibits must be set by 5:00 p.m. on Thursday, September 7.
Exhibit Hours	Friday, September 8 7:00 a.m. – 4:00 p.m. Saturday, September 9 7:00 a.m. – 3:15 p.m.	Friday, September 8 7:00 a.m. – 7:50 a.m.: Breakfast 9:45 a.m. - 10:15 a.m.: Break 11:45 a.m. - 1:00 p.m.: Lunch 3:30 p.m – 4:00: p.m. Break Saturday, September 9 7:00 a.m. – 7:50 a.m.: Breakfast 10:00 a.m. - 10:30 a.m.: Break 12:00 p.m. – 1:00 p.m.: Lunch 2:45 p.m. - 3:15 p.m: Break The full exhibits schedule can be found here
Move Out	Saturday, September 9 3:15 p.m. – 4:15 p.m.	Exhibits may not be dismantled before 3:15 p.m. on Saturday, September 9.

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 Fairmont Chicago will begin accepting exhibitor shipments on **Wednesday, September 6**. Please refer to inbound shipping address below:

Guest Name

C/O Fed Ex Office at Fairmont Chicago, Millennium Park

200 N. Columbus Dr.

Chicago, IL 60601

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.

SHIPMENT IDENTIFICATION LABELS

ASH Meeting on Hematologic Malignancies
Exhibit Move In - Thursday, September 7

EXHIBIT MATERIALS

MATERIALS MAY NOT ARRIVE PRIOR TO WEDNESDAY, Sept. 6

TO: _____

Onsite Contact's Name

COMPANY NAME: _____

CARRIER: _____ # OF PIECES: _____

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