

ASCO Gastrointestinal
Cancers Symposium

January 18–20, 2024

Moscone West | San Francisco, CA & Online
gi.asco.org

#GI24

2024 ASCO GI Cancers Symposium Exhibitor Meeting Room Resource Guide

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Access to Meeting Rooms

Meeting rooms and door passcodes will be available for move-in beginning at 3:00 PM on Wednesday, January 17. Meeting room passcodes can be picked up at the Exhibits Management Desk in the front of the Posters, Exhibits, and Food Room from Eileen McGill.

Meeting rooms can be utilized by exhibitor personnel on Wednesday, January 17 from 3:00 PM – 5:00 PM. **Please note: attendees are not permitted in the First and Second Level Meeting Rooms until Thursday, January 18. Only exhibitor personnel may access meeting rooms on Wednesday, January 17.**

- Thursday, January 18: 7:00 AM – 5:15 PM
- Friday, January 19: 7:00 AM – 6:00 PM
- Saturday, January 20: 6:30 AM – 3:00 PM

Wednesday, January 17 is a move-in day in the convention center. There will be crates and other items scattered throughout the Posters, Exhibits, and Food Room and on Level 2. In addition, the area will be noisy. We ask that you pass this information along to the exhibitors from your company who may be attending meetings in your meeting room. Official 2024 ASCO GI Cancers Symposium badges are required to access the Exhibitor Meeting Rooms. Meeting Rooms come with a complimentary allotment of one (1) full symposium badge for first level meeting rooms and two (2) full symposium badges for second level meeting rooms.

Catering

Exhibitors are permitted to have catering in their meeting rooms and do not require approval from ASCO to order catering. Exhibitors must, however, obtain ASCO approval in advance and in writing to serve alcoholic beverages in exhibitor meeting rooms. ASCO will review and permit exhibitors to serve alcoholic beverages in exhibitor meeting rooms on a case-by-case basis. Exhibitors who receive ASCO's prior written approval will be permitted to only serve alcoholic beverages after 4:30 PM.

You must order food and beverage through SAVOR, the official provider of food and beverage at the Moscone Center. To view catering information and to place your order, visit the [SAVOR website](#) or contact [Natalie Sancimino](#) and [Trebtor Scowden](#) with SAVOR. Please coordinate the delivery of your catering services to your meeting room with SAVOR. It is strongly recommended that your staff is present at the time at which your food and beverage delivery is scheduled. If the room is not open when catering staff arrives, they will not be able to deliver your food and beverage, and it is possible your food may not be set on time. ASCO Exhibits Management or security personnel will not be able to assist by unlocking doors for the delivery.

Checklist

Due Date	Item	Complete
Wednesday, November 29	Notification of Intent to Use An EAC- Exhibitor Resource Center	<input type="checkbox"/>
Friday, December 15	Branding of outer walls submitted to Freeman	<input type="checkbox"/>
Wednesday, December 20	Catering Orders	<input type="checkbox"/>
	General Service Contractor – All Forms <ul style="list-style-type: none"> ▪ Audio Visual ▪ Cleaning ▪ Electric ▪ Exhibit Transportation ▪ Furnishings ▪ Labor ▪ Material Handling ▪ Summary / Payment 	<input type="checkbox"/>
	Internet Order Form	<input type="checkbox"/>
Tuesday, December 19	Lead Retrieval Order Form	<input type="checkbox"/>

Cleaning/Porter Service

Meeting rooms will be clean and ready for use at 3:00 PM on Wednesday, January 17. Any cleaning/porter service you require for your meeting room must be ordered through Freeman. Freeman is the exclusive provider of cleaning/porter service. You can contact Freeman at 888-508-5054.

Display Restrictions

Please note the following restrictions when planning your meeting room display/set-up:

- Greeter tables must be pushed against the outside wall of the room
- Items placed inside the room wall may not exceed 8' in height
- Hanging signs are not permitted
- No banner stands or additional signage may be placed outside the room (a company ID sign will be provided by ASCO for each meeting room)

Exhibitor Appointed Contractors

An EAC (Exhibitor Appointed Contractor)/Non-Official Contractor is a company other than the official contractors listed in the exhibitor service manual who provide a service (installation and dismantling labor, audio visual, computer rental and other related services) and require access to your meeting room during move-in and move-out.

All exhibiting companies/organizations that choose to use an EAC/Non-Official Contractor are required to submit the [Notification of Intent to Use an EAC Form](#) through the online [Exhibitor Resource Center](#) by Wednesday, November 29 at 11:59 PM (ET). All exhibiting companies/organizations must comply with all rules and regulations and supply all necessary information by the deadline above.

Exhibitor Service Manual

If you require additional services, such as furnishings (beyond what is provided in the Meeting Room packages), porter service, telephone or Internet service, audio-visual equipment, etc. you may order these services through the appropriate vendor. The order forms can be found in the [Checklist](#) section of this guide.

Meeting Room Package

The Exhibitor Meeting Rooms are furnished.

- The Level 1 Standard Exhibitor Meeting Room package includes
 - (1) One full Symposium registration
 - Carpet
 - (1) Wastebasket
 - Company ID sign (affixed to wall next to door with company name and logo) – Please send your company logo as an .eps or .ai file to [Eileen McGill](#) by Friday, December 1.
 - (1) 8' rectangular conference table
 - (6) Mid- back, executive chairs
 - Standard electrical service (10 AMP), located under the conference table, and power strip
 - NOTE: If you require the electrical service to be moved and/or want to add additional electrical service, please make those arrangements directly with [Freeman](#). All additions/changes will be at the expense of the contracting company.

- The Level 2 Premium Exhibitor Meeting Room package includes
 - (2) Two full Symposium registrations
 - Carpet
 - (2) Wastebaskets
 - 22"x28" ID sign in chrome sign holder with company name and logo- Please send your company logo as an .eps or .ai file to [Eileen McGill](#) by Friday, December 1.
 - (1) 8' rectangle conference table
 - (8) Mid- back, executive chairs
 - (1) Baja white sofa*
 - (2) Baja white chairs*
 - (2) Silverado end tables*
 - (1) Silverado cocktail table*
 - (1) 6' table skirted in black
 - 20'H black drape to cover the windows (in Alcove rooms only)
 - Standard electrical service (10 AMP), via built in wall outlet, and power strip
 - NOTE: If you require the electrical service to be moved and/or add additional electrical service, please make those arrangements directly with [Freeman](#). All additions/changes will be at the expense of the contracting company.

*(*Furniture items may be swapped for similar items due to limited inventory)*

You may order additional furnishings for your meeting room. For assistance, please contact [Freeman](#) at 888-508-5054.

Branding of Exterior Walls- You may order custom graphics for both the exterior and interior walls of your First or Second Level Exhibitor Meeting Room. You must request graphics through Freeman. **Exterior wall graphics may only feature company branding and may not reference any products or services.** All exterior wall graphics must be approved by ASCO no later than Friday, December 15 at 11:59 PM (ET). To request wall graphics please contact Sean McDonough with Freeman at 773-899-5391 or sean.mcdonough@freeman.com.

We have included an overview of the meeting rooms at the end of this guide as a reference.

Onsite Contact

[Eileen McGill](#) will be your point of contact for your meeting room in San Francisco. Eileen will meet you in the Posters, Exhibits, and Food Room with a passcode and provide you with a contact phone number to use during the Symposium.

Passcode Pickup Information

Exhibitor Meeting Room passcodes will be available on Wednesday, January 17 starting at 3:00 PM. Meeting room passcodes can be picked up at the Exhibits Management Desk in the front of the Posters, Exhibits, and Food Room from Eileen McGill. Meetings must conclude and rooms vacated by 3:00 PM on Saturday, January 20.

Policies

Companies who have contracted for meeting rooms must comply with the [Policy for Exhibitors and Other Organizations at ASCO Meetings](#). Group presentations to attendees are not permitted in the Meeting Rooms.

Security

Please note these rooms are not completely secure. A lockable door is included as part of both the First Level and Second Level Exhibitor Meeting Room package. For the security of your belongings, please do not leave valuables unattended. The Symposium management provides perimeter security and roving security personnel in the Posters, Exhibits, and Food Room and on Level 2. Should you require additional security, contact RA Consulting at 714-543-3131 or orders@rasecurity.us.

Shipping Information

Materials being shipped to the advance warehouse or direct to show site for your exhibitor meeting room(s) should be labeled for delivery to the correct room. Please contact [Eileen McGill](#) with any questions.

First Level Meeting Room Overview – 10'X20'

