



# 2018

## ACMG Annual Clinical Genetics Meeting

APRIL 10-14 | EXHIBIT DATES: APRIL 11-13  
CHARLOTTE CONVENTION CENTER | CHARLOTTE, NC

### 2018 Exhibitor Bulletin #2

### February 2018 – 2018 ACMG Exhibitor Update

We are happy to report that registration is running 10% ahead of the same time last year – so we are looking forward to another record breaking ACMG Annual Clinical Genetics Meeting!

With the meeting just two months away we hope you are gearing up for the meeting and completing all the necessary logistics and pre-meeting details. The following information is provided to assist you in your planning.

### Upcoming Deadlines

Please refer to the [Exhibitor Checklist](#) for upcoming deadlines that include:

Service	Deadline Date
<ul style="list-style-type: none"> <li>Sponsors/advertisers – send company's Vector-EPS logo to ACMG</li> <li>Advertisers – artwork due to ACMG</li> </ul>	February 26, 2018 (extended deadline)
Update/enter your Company Directory Information for online listing within the Online Exhibitor Service Center/Exhibitor Console	Immediately- <b>LAST CHANCE</b>
Advance Registration Deadline (for company personnel registering in full)	March 2, 2018
First-day advance freight can be received at the Freeman Warehouse	March 9, 2018
Submit sample mailing pieces or registration tote bag inserts (if applicable) for review and approval to ACMG	March 9, 2018
ACMG Forms DUE: <ul style="list-style-type: none"> <li>Exhibitor Appointed Contractor Forms</li> <li>Exhibitor Appointed Contractor Certificate of Insurance</li> <li>Giveaway &amp; Promotional Item Approval Form</li> </ul>	March 10, 2018
Lead Retrieval Discounted Advance Orders Deadline (Service Kit- Facility/Other Contractors)	March 10, 2018
Hotel Reservation Deadline	March 12, 2018
Audiovisual equipment and computers Early Order Pricing * Prices increase by <b>30%</b> after this date	March 16, 2018
Convention Center Advanced Rate services deadline (plumbing, electrical, catering)	March 19, 2018
Freeman Advance Order discount deadline for signage, carpet, cleaning, furniture, material handling, transportation, etc. (See Service Kit)	March 20, 2018
Internet/Telephone/Network Service (Service Kit- Facility/Other Contractors)	March 27, 2018
Last-day advance freight received at warehouse without a surcharge	April 3, 2018
First day for direct freight shipments to arrive at show site	April 10, 2018

## Freeman Quick Facts

Please refer to the [Quick Facts](#) section of the Service Kit for information on move-in, move-out, shipping addresses and deadlines, etc.

## Exhibitor Services

Please note, the following are the official service contractors for the meeting. If you are contacted by any other company they are not authorized to contact ACMG exhibitors, so please do not place any orders through these poacher type companies.

**Freeman** – Official General Service Contractor (Material handling, set up/dismantle services and labor, booth furnishings and accessories, carpet, rental booths, signs, exhibit transportation, rigging cleaning)

**Freeman AV** – AV and Computer Rental

**Charlotte Convention Center** – Booth Security, Catering, Electric, Plumbing/Air

**SmartCity/Charlotte Convention Center** – Internet, Telephone

**TMI – Tradeshow Multimedia Inc.** – Lead Retrieval

**TLC National Floral** – Floral

**Event Photography of North America Corp (EPNAC)** –Photography

**Rainprotection** – Exhibitor Insurance

**CMR** – Hotel Reservations and Housing

If you are contacted by companies claiming to have the addresses and contact information for ACMG attendees, ACMG does not release this information to any outside firms. We recommend you ignore these solicitations.

## Registration and Badge Pick Up

Badges will be available for pick up on-site – at the ACMG Registration Desk on the street level – Concourse C of the Charlotte Convention Center. **NOTE: Photo ID will be required for picking up badges. For security reasons, each individual must pick up their own badge and be prepared to show Photo ID.**

Registration will be open the following days and hours:

Tuesday, April 10:            10:00 am – 7:00 pm

Wednesday, April 11:        6:30 am – 6:00 pm

Thursday, April 12:          7:00 am – 6:00 pm

Friday, April 13:            7:00 am – 6:00 pm

## Support and Promotion Opportunities

Don't forget there are many opportunities for exhibitors to promote your products and services and increase your visibility at the ACMG Meeting. Click [here](#) to view the Sponsorship Gallery which highlights all the available sponsorship and promotion opportunities and allows you to purchase online.

Many opportunities remain – but we must have your commitment soon to be included in Program listings, signage, etc.

## Social Media Promotion



Tweeting about the ACMG Annual Meeting? Use our official hashtag #ACMGMtg18. Visit the Annual Meeting LinkedIn page for announcements and discussions related to the ACMG Annual Meeting.

Promote your participation via your social media channels. Download these **"We're Exhibiting"** images and share on your social media accounts with #ACMGMtg18 and let everyone know you will be exhibiting at the meeting. Images can be downloaded from the [Social Media](#) page of the For Exhibitors section of [www.acmgmeeting.net](http://www.acmgmeeting.net).

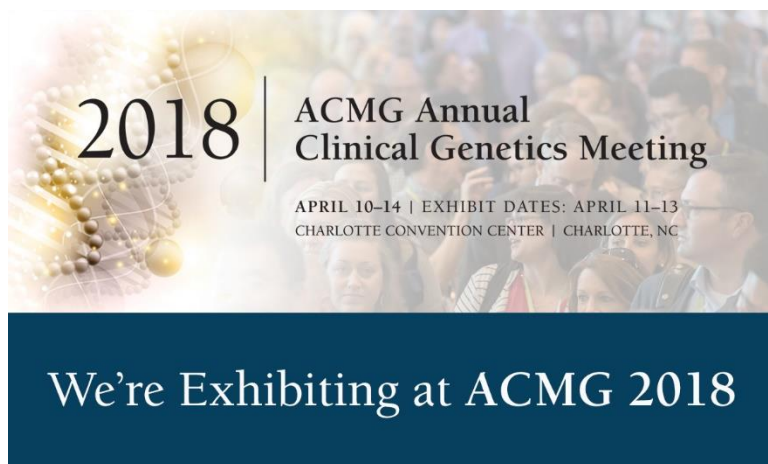
For Twitter:



For your Facebook cover:



For your Facebook Feed:



## Questions?

If you have any questions or need assistance along the way as you prepare for the meeting, please contact Christina Rayzis, ACMG Exhibit Management Consultant – 310-402-5901 or via email at [crayzis@acmg.net](mailto:crayzis@acmg.net)