



ACMG Annual Clinical Genetics Meeting

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

2018 Exhibitor Bulletin #3

March 2018 – 2018 ACMG Exhibitor Update

The 2018 ACMG Meeting is in less three weeks away and we hope that you have completed all of your pre-show planning and are ready to head to Charlotte! The following information is provided to assist you in your planning. Please be sure to share all of this information with the staff that will be representing your company on-site.

Exhibitor Services

Most of the advance order discount deadlines have passed. If you have not placed your orders yet, please be sure to log into the Exhibitor Console and go to the Exhibitor Service Kit right away to place your orders for booth furnishings, carpet, electrical, internet, lead retrieval, floral and any other services you may require.

As a reminder each 10' x 10' booth will be set with 8' high blue/white back drape, and 3' high blue side drape. Booths 300 square feet or less will receive a 7" x 44" one-line identification sign. All other furnishings must be ordered through Freeman. Please refer to Freeman's [Quick Facts](#) section of the Service Kit for information on move-in, move-out and shipping addresses and arrival deadlines, etc. And as a reminder – review your Exhibit Booth Space Confirmation letter for all the steps needed to complete the logistical planning. If you have any questions – please feel free to contact Christina Rayzis who is here to help exhibitors both before the meeting and on-site. You can email Christina at crazzis@acmg.net.

ACMG Mobile App

The mobile app for the meeting is now available! Downloading the app is easy! We recommend that you have all of your booth and company personnel download the Mobile App now. They can plan their schedule, view abstracts, view the exhibitor list, sessions and much more! Search for ACMG Meetings in the app store or Google Play, then select the 2018 meeting. Or visit the [ACMG Meeting Website](#) for more information.



Abstracts

We have received many requests from exhibitors wishing to view the Abstracts. These are available on the Mobile App, however if you wish to view on line the system has been set up so that fully registered attendees must enter their registration number to view the Abstracts. We are providing exhibiting companies with the following “registration number” to access the online abstracts. Please [click here](#) – and on the log in screen enter **999999** for access.

Registration and Badge Pick Up

Don't forget to enter your personnel for their Exhibit Personnel Badges. There are still a number of companies who have not completed this process. Please be sure that you are not entering staff as booth personnel that are already registered in full for the meeting. There is a feature in the registration system that allows you to search for others from your company who are already registered.

As a reminder – 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.**

Booth Installation and Dismantle Schedule

Installation

Tuesday, April 10, 2018: 12:00 pm – 6:00 pm

Wednesday, April 11, 2018: 8:00 am – 4:00 pm

NOTE: To ensure an on time and show ready opening, **official installation ends at 4:00 pm on Wednesday, April 10 with all exhibits fully installed at that time.**

Dismantle

Friday, April 13, 2018: 1:00 pm – 8:00 pm

NOTE: Dismantling or tear down of exhibits before the official close of the exhibition, Friday, April 13 at 1:00 pm is **PROHIBITED.**

Lunch Coupons

It's not too late to add a traffic builder to your exhibit plan! Distribute \$10 Lunch Coupons featuring your company logo to attendees and customers, to be used toward purchase of concession lunches served in the exhibit hall. This is by far one of the most popular support items for attendees! These coupons allow them a complimentary or discounted lunch in the Exhibit Hall, and exhibitors benefit as attendees remain in the exhibit area during the lunch hour. Availability and the list of exhibitors giving out Lunch Coupons is highly promoted by ACMG.

Lunch Coupons are sold in sets of 100 for \$1500. Purchase a few sets today! Click [here](#) to link the Sponsorship Gallery where you can purchase your coupons online. And while you are there – check out the many sponsorship and promotional opportunities that are still available.



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 the **"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.

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