



Hello NSGC Exhibitor!

Welcome to the NSGC 44th Annual Conference. As you begin to prepare for the show in Seattle, please keep in mind the following important information regarding your participation to ensure a smooth exhibit experience.

Click [here](#) for up-to-date information on the NSGC 44th Annual Conference. You can view your placement on the floor plan [here](#).

Exhibitor Services Manual – Available Now!

GES, the official General Services Contractor for the 44th Annual Conference, has officially launched the [Exhibitor Services Manual](#). This important document contains deadlines and details regarding your participation in November. The early bird pricing deadline for most services is **Tuesday, October 14**. Make sure to place any orders through GES or our other preferred vendors by this date to get the best pricing available. Remember, when completing the forms in the manual, include your company name and booth number. If you need this information resent to you, please contact us at exhibit@nsgc.org.

*As a reminder, the Exhibit Hall is not carpeted. Please be sure to either order carpet from GES by **Tuesday, October 14** for the early bird rate or provide an alternate floor covering.*

Exhibitor Booth Staff and Full Conference Registrations

Exhibitor Registration will launch in the next few days! A formal email correspondence will be sent to your primary logistics contact that includes all information regarding how to register, discount codes, and any other pertinent information. Each 10x10 booth space receives (2) complimentary Exhibitor Expo Hall Only badges. If you have any questions regarding your allotments, please email exhibits@nsgc.org. If you have any questions about registration specifically, please email registration@nsgc.org.

Hotel Reservations

NSGC has secured room blocks at three hotels within 5 minutes of the Seattle Convention Center. Please view the hotels and applicable rates [here](#). Rooms are limited and available on a first-come, first-served basis. The hotel cutoff date is **Friday, October 10, or whenever rooms sell out** whichever occurs first. If you are interested in contracting a sub-block of more than 10 rooms, please reach out to our team at exhibit@nsgc.org.

Unofficial housing vendors may reach out to exhibitors to solicit business, giving the impression they are the official NSGC housing vendor. The headquarter hotels will not call exhibitors to make housing arrangements. If you are contact by a housing vendor, please notify exhibit@nsgc.org.

Exhibitor Schedule

Below are the official hours for the 44th Annual Conference. Times are subject to change.

Move-In



Thursday, November 6 8:00 a.m. – 5:00 p.m.

Friday, November 7 8:00 a.m. – 9:00 a.m.

All exhibitors must be fully operational by 11:30 a.m. on Friday, November 7

Exhibit Hall Hours

Friday, November 7

10:00 am – 12:30 pm

10:00 am – 10:30 am

Refreshment Break in the Exhibit Hall

3:15 pm – 7:00 pm

3:15 pm – 3:45 pm

Refreshment Break in the Exhibit Hall

5:15 p.m. – 7:00 p.m.

Exhibit Hall & Poster Opening Reception

Saturday, November 8

10:15 am – 12:30 pm

10:15 am – 10:45 am

Refreshment Break in the Exhibit Hall

3:00 pm – 6:00 pm

3:00 pm – 3:30 pm

Refreshment Break in the Exhibit Hall

5:00 p.m. – 6:00 p.m.

Exhibit Hall & Poster Reception

Sunday, November 9

10:45 am – 12:30 pm

10:45 am – 11:15 am

Refreshment Break in the Exhibit Hall

12:15 pm – 12:30 pm

Passport to Prizes Drawing

Move-Out

Sunday, November 9

12:30 p.m. - 6:00 p.m.

Monday, November 10

8:00 a.m. - 12:00 p.m.

Upcoming Dates and Deadlines

Please find all the upcoming dates and deadlines on the [Exhibitor Resource Center](#) as you prepare for the upcoming conference!

Exhibitor Marketing Kit



Make sure all your contacts and customers know you'll be joining us at the NSGC 44th Annual Conference! Check out the complete [Exhibitor Marketing Kit](#) for your use to make the most of the months before the conference.

Payment Reminder

Exhibitor must remit 100% of their total fees at this time. Pat Brayley, NSGC's Accounts Receivable Coordinator, will be sending reminders to all those with outstanding balances. If you would like to request your outstanding balance and invoice, you can contact Pat at pbrayley@nsgc.org. No exhibitor will be allowed to move-in without being paid in full or receive access to the Exhibitor Service Manual unless otherwise approved by NSGC Show Management.

Sponsorship Opportunities

Sponsorships are still available and can be found in the [Sponsorship Prospectus](#). If you would like to have your company featured throughout the conference, please contact Amanda Patrick, apatrick@nsgc.org, to discuss the available options.

On behalf of NSGC, we are excited that you will be joining us this November. If there is anything we can do to assist you, please feel free to contact us at exhibit@nsgc.org.

Thank you,
NSGC Exhibits Team



NSGC Exhibits Team
exhibit@nsgc.org

National Society of Genetic Counselors
330 N. Wabash Avenue, Suite 2000
Chicago, IL 60611