



LEADING BEYOND THE HORIZON

43rd
ANNUAL CONFERENCE
Sept. 17-21, 2024
Ernest N. Morial Convention Center
New Orleans, LA

Hello NSGC Exhibitor!

As you continue to prepare for the upcoming conference, 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 43rd Annual Conference.

Exhibitor Services Manual

The Exhibitor Services Manual is now available. This important document contains deadlines and details relative to your participation in September. To access the Exhibitor Services Manual please [click here](#). The early bird pricing deadline for most services is **Wednesday, August 28**. Make sure to place any orders through Shepard 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.

Floor Covering – Action Required!

As a reminder, the Exhibit Hall is not carpeted, and flooring is required. Please be sure to either order carpet from Shepard or provide an alternate floor covering. The early-bird pricing deadline ends on **Wednesday, August 28**. Pricing for carpet coverings after the deadline and onsite will increase.

Exhibitor Booth Staff and Full Conference Registrations – Action Required!

Exhibitor Registration is now open! A formal email correspondence has been 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 staff members who will be attending the sessions *and* assisting at the booth, please make sure to register them for an **Exhibitor Full Conference** badge so they have access to CEUs and the exhibit floor. If you did not receive this communication, please email exhibits@nsgc.org. If you have any questions about registration specifically, please email registration@nsgc.org.

Hotel Reservations

The hotel is available to make [reservations](#)! If you are interested in contracting a sub-block of more than 10 rooms, please reach out to our team at exhibit@nsgc.org.

NSGC has secured a block of rooms at the Hilton New Orleans Riverside for attendees and exhibitors. Rooms are limited and available on a first-come, first-served basis. The hotel cutoff date is **Monday, August 26, or whenever rooms sell out** whichever occurs first.

Hilton New Orleans Riverside
Two Poydras Street
New Orleans, LA 70130
\$238 Single/Double per night
Taxes/fees additional to room rates; add'l person \$20 per night
[Book Your Stay](#)

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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.

Important Dates & Deadlines

Please visit the [Exhibitor Resource Center](#) for additional details as you prepare for the upcoming conference!

August 1, 2024	Certificates of Insurance Due
August 9, 2024	Deadline to Submit Ancillary Meeting Space Request Form
August 19, 2024	Advanced Warehouse Opens Shepard EAC/Third Party Notification Form Shepard Custom Rentals Discount Deadline
August 28, 2024	Shepard Standard Order Discount Deadline
September 10, 2024	Last Day for Warehouse Deliveries without a Surcharge
September 13, 2024	Last Day for Warehouse Deliveries
September 17, 2024	Show Site Receiving Begins at 8:00 a.m.

Exhibitor Schedule

Below are the official hours for the 43rd Annual Conference. Times are subject to change.

Move-In

Tuesday, September 17 8:00 a.m. – 5:00 p.m.

Wednesday, September 18 8:00 a.m. – 11:00 a.m.

All exhibitors must be fully operational by 11:30 a.m. on Wednesday, September 18

Exhibit Hall Hours

Wednesday, September 18 12:15 p.m. – 2:00 p.m.
Exhibit Hall Open (lunch options available for purchase)

3:30 p.m. – 3:45 p.m.
Refreshment Break in the Exhibit Hall

5:45 p.m. – 7:00 p.m.
Welcome and Poster Reception in the Exhibit Hall

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- Thursday, September 19** 10:30 a.m. – 11:00 a.m.
Refreshment Break in the Exhibit Hall
- 12:30 p.m. – 3:00 p.m.
Exhibit Hall Open (lunch options available for purchase)
- 2:30 p.m. – 3:00 p.m.
Refreshment Break in the Exhibit Hall
- 4:30 p.m. – 6:30 p.m.
Exhibit Hall Reception
- Friday, September 20** 10:15 a.m. – 2:30 p.m.
Exhibit Hall Open
- 10:15 a.m. – 10:45 a.m.
Refreshment Break in the Exhibit Hall
- 2:00 p.m. – 2:15 p.m.
Passport to Prizes Drawing
- Move-Out**
- Friday, September 20** 2:00 p.m. - 6:00 p.m.
- Saturday, September 21** 8:00 a.m. - 12:00 p.m.

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

In past years, NSGC exhibitors with Sponsorship Opportunities experienced an **average of 55% more leads** generated than those who did not purchase an opportunity. Earn more business by investing in one of our sponsorship / advertising offerings.

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

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On behalf of NSGC, we are excited that you will be joining us this September. 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

[Visit the Exhibitor Resources Center!](#)