

## Frequently Asked Questions

**Q: How many conference registrations are included with the purchase of an exhibit booth?**

**A:** One (1) full conference registration is included with each 10' x 10' exhibit booth purchase. Additional registrations can be purchased.

**Q: Do additional exhibitors and student helpers need to register for the conference?**

**A:** Yes, every individual entering the exhibit hall must register and pay the appropriate fee. The conference registration site opens April 19, 2018.

**Q: I'm a first-time ABRCMS exhibitor. What is the typical makeup of exhibitors who staff the booths?**

**A:** ABRCMS encourages a team approach to exhibiting. Ideally, each team includes one graduate dean or admissions director, one graduate student, one research faculty member, and one postdoctoral scientist.

**Q: Is there a limit to the number of exhibit booths an exhibitor or university/institution can purchase?**

**A:** No, there is no limit.

**Q: As an exhibitor, can I promote job opportunities?**

**A:** No, ABRCMS is not a career fair. Exhibitors should only promote opportunities that encourage students to pursue advanced education and training.

**Q: How can I ship exhibit materials to ABRCMS?**

**A:** Contact Freeman, the official ABRCMS shipping provider, at 773-473-7080 for shipping information. If an outside company is used, the convention center will charge an additional fee for accepting, storing, delivering, and returning ALL packages regardless of weight.

**Q: Will security be provided for my personal and exhibit items during the conference?**

**A:** ABRCMS provides general security service during the conference, especially during exhibitor set-up and take-down times. However, we ask that each exhibitor take precautions against theft. Do not leave materials unattended, keep personal items with you at all times, etc.

**Q: How do I cancel my exhibit booth registration?**

**A:** Cancellations must be received in writing by Monday, September 27, 2018, to receive a 25% refund. No refunds will be issued after September 27. The cancellation form must be e-mailed to [abrcmsexhibits@asmusa.org](mailto:abrcmsexhibits@asmusa.org) for processing.

