

## 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. The primary booth contact will receive an email with login credentials to register and book housing for booth personnel.

**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 May 1st.

**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:** Exhibitors who have purchased a recruiter package/interview room are able to recruit and promote job opportunities to Graduate Students only.

Exhibitors who have not purchased a recruiter package/interview room should only promote opportunities that encourage students to pursue advanced education and training.

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

**A:** Freeman is the official ABRCMS shipping provider. Shipping information will be included in the Exhibitor Service Manual distributed two months prior to the conference. If an outside company is used, Freeman 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 throughout the conference. Exhibitors are required to take precautions against theft and not leave materials unattended.

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

**A:** Cancellations must be received in writing by Thursday, September 11, 2023, to receive a 50% refund. No refunds will be issued after September 22. The cancellation form must be e-mailed to [abrcmsexhibits@asmusa.org](mailto:abrcmsexhibits@asmusa.org) for processing.

**Q: When will housing and registration open?**

**A:** May 1st.

