



Dear Exhibitor,

Welcome to the NSGC 44th Annual Conference taking place November 6-10, 2026 at the Seattle Convention Center in Seattle, WA! We look forward to assisting you with the planning of your exhibit in Seattle. This manual contains important details relative to your participation in November. Please take the time to review this essential information as soon as possible.

KEY DATES AND TIMES

Exhibitor 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

Show Hours

Friday, November 7

10:00 a.m. – 12:30 p.m.

3:15 p.m. – 7:00 p.m.

5:30 p.m. – 7:00 p.m. *Exhibit Hall and Poster Reception*

Saturday, November 8

10:15 a.m. – 12:30 p.m.

3:00 p.m. – 6:00 p.m.

Sunday, November 9

10:45 a.m. – 12:30 p.m.

Exhibitor Move-Out

Sunday, November 9 | 12:30 p.m. – 6:00 p.m.

Monday, November 10 | 8:00 a.m. – 12:00 p.m.

Each section in this manual contains information to provide you and your team with the tools for a successful and profitable experience. Please pay particular attention to the Exhibitor Deadline Dates Checklist. This schedule outlines the important dates for completion of service forms. Should you have any questions regarding any of the various service options available, please feel free to contact those vendors directly. A complete listing of service providers including email addresses and phone numbers is located on the Exhibitor Services Directory.

NSGC is pleased that you will be joining us this fall. If there is anything that we can do to assist you, please feel free to contact us directly at exhibit@nsgc.org. We are looking forward to seeing you in November!

All the best,

NSGC Show Management



EXHIBITOR SERVICES DIRECTORY

NSGC Show Management

National Society of Genetic Counselors
330 N. Wabash Ave., Ste. 2000
Chicago, IL 60611
[Email](#) / Phone: 312.321.6834

NSGC Sponsorship Coordinator

Stuart McCormick
National Society of Genetic Counselors
330 N. Wabash Ave., Ste. 2000
Chicago, IL 60611
[Email](#) / Phone: 202.367.2351

Audio/Visual

PIXEL
1200 Clinton St.
Nashville, TN 37203
Phone: 615.207.5410
Email: exhibitororder@beapixel.com

Booth Carpet/Labor/Cleaning/Rigging

GES Exhibitor Services
7000 Lindell Road
Las Vegas, NV 89118-4702
Phone: 800.801.7648

Catering

Aramark (Exclusive Vendor) - [Order Services](#)
[Email](#) / Phone: 206.694.5015

Custom Booth Design/Furniture

GES Exhibitor Services
7000 Lindell Road
Las Vegas, NV 89118-4702
Phone: 800.801.7648

Electric/Internet/Telecommunications

SCC Exhibitor Services (Exclusive Vendor) - [Order Services](#)
[Email](#) / Phone: 206.694.5015

Hotel Reservations

Room blocks available at the following hotels:
Grand Hyatt Seattle, Hyatt Olive 8, and Hyatt Regency
[Hotel & Travel](#)

Lead Retrieval

National Society of Genetic Counselors
330 N Wabash Ave, Ste. 2000
Chicago, IL 60611
[Email](#)

Registration

National Society of Genetic Counselors
330 N. Wabash Ave, Ste. 2000
Chicago, IL 60611
[Email](#)

Shipping - Advanced Warehouse

GES
National Society of Genetic Counselors AEC
Exhibiting Company Name & Booth #
c/o GES
4060 Lind Avenue SW
Renton, WA 98057, USA

Shipping - Direct to Show Site

GES
National Society of Genetic Counselors AEC
Exhibiting Company Name & Booth #
Seattle Convention Center
1315 Hubbell Place
Seattle, WA 98101, USA

FedEx

[Services](#)
735 Pike St, Suite 11-13
Seattle, WA 98101
[Email](#) / Phone: 206.467.1767



EXHIBIT DATES:
November 6-10, 2025

Exhibitor Deadline Date Checklist

Service	Deadline Date
Registration Cancellation/Refund Deadline (Paid)	September 5, 2025
Shepard EAC/Third Party Notification Form	October 3, 2025
NSGC 2025 Hotel Reservations	October 10, 2025
GES Booth Services Order Discount Deadline <i>Includes flooring (required), furniture, signage, labor, etc.</i>	October 14, 2025
Seattle Convention Center Advance Order Deadline Includes Electric, Internet, Telecommunications, Catering	October 15, 2025
Audio/Visual Order Discount Deadline	October 17, 2025
Lead Retrieval Early Bird Deadline	October 24, 2025
Shipping Deadlines	
Advanced Warehouse Opens	October 1, 2025
Last Day for Warehouse Deliveries without a Surcharge	October 30, 2025
Show Site Begins Receiving	November 6, 2025 10:00 a.m. – 7:00 p.m.



NSGC 2025 Hotel Reservations

NSGC has secured a block of rooms at the Grand Hyatt Seattle, Hyatt Olive 8, and Hyatt Regency for attendees (including exhibitors and sponsors). More Information can be found on NSGC's [Hotel & Travel](#) website.

Rooms are limited and available on a first-come, first-served basis. The hotel cutoff date is **Friday, October 10, 2025**, or whenever rooms sell out, *whichever occurs first*.

Grand Hyatt Seattle – [Book Now!](#)

721 Pine St
Seattle, WA 98101
\$245 Single/Double per night + taxes/fees
Additional person in room: \$25 per night
Phone: 206.774.1234

Hyatt Olive 8 – [Book Now!](#)

1635 8th Ave
Seattle, WA 98101
\$245 Single/Double per night + taxes/fees
Additional person in room: \$25 per night
Phone: 206.695.1234

Hyatt Regency Seattle – [Book Now!](#)

808 Howell St
Seattle, WA 98101
\$245 Single/Double per night + taxes/fees
Additional person in room: \$25 per night
Phone: 206.973.1234

****SCAM NOTICE****

You may be contacted by a supplier claiming to offer housing for NSGC 2025. Unless booked directly through the provided links, these companies are NOT NSGC approved suppliers, their rates cannot be guaranteed, and NSGC will not have any ability to assist in recovering any funds provided to these companies.

Please do not make any reservations through unknown housing or travel companies. Hotel reservations for the NSGC Annual Conference should be made only by clicking on the links above or by calling the hotels directly.

Some companies known to have contacted exhibitors have used the following names, though this is not a complete list: Exhibition Housing Management, National Travel Associates, Convention Housing Services, Global Housing Services Corp., and Tradeshow Housing Inc.



Exhibitor & Full Conference Registration Information

The NSGC Show Management Team will send individualized instructions to register booth personnel to each primary contact. Registration instructions will include a code unique to each exhibiting company in addition to the link to the exhibitor registration portal.

For each 10'x10' space your company purchased, you will receive two (2) complimentary badges for the Exhibit Hall. Additional Exhibit Hall only badges are available to purchase for \$250 each.

Any employees who would like to attend education sessions and have access to the Exhibit Hall for move in, show hours, and move out, must register for a Full Conference badge for \$515 each.

Please be sure to complete all registrations by

Thursday, October 30, 2025



SECURITY TIPS

Show Management shares your concern for the security of your products and has taken steps to ensure a safe, secure environment for all exhibitors. Show Management will provide perimeter security for the duration of the show and additional security during move-in and move-out to be stationed at primary freight entrances. However, Show Management cannot provide security for individual booths on the show floor and is not responsible for any theft or damage to product or displays in accordance with the exhibitor Rules and Regulations.

Private booth security is available and can be ordered for your booth using forms in the Exhibitor Service Manual. If you choose not to procure security for your booth, we recommend that you take the following precautions:

- **OBTAIN INSURANCE**, which includes a rider to your existing insurance policy to protect your entire exhibit and product from the time they leave your warehouse until they return. *Note that a Certificate of Insurance is required for your exhibit.*
- Do not mark the contents of the package on the cartons or crates.
- Do not store products in "EMPTY CARTONS".
- Ship products in locked cages or trunks when possible to the correct address listed in the Exhibitor Services Manual, and use the official shipping labels provided.
- Make a complete list of all products shipped, listing model #'s and serial #'s, whenever possible.
- Mount or attach products to your display whenever possible.
- Secure your staff's personal property, briefcases, coats, cameras, purses, etc., and do not leave small, personal items in your booth when no personnel are at the booth.
- Stay with your products on closing day until everything is securely packed and marked for shipment. Make outbound shipping arrangements in advance of the close of the show at the Shepard service desk.
- Inform your staff members working in your booth of the rules regarding removal of merchandise from the show.
- Don't wait until the end of the show to inform management of damage or theft. Contact security and/or Show Management on-site immediately.

Show Management is not responsible for any theft or damage to product or booth, but we do want you to have a safe, enjoyable, and profitable show. Please help us to help you maintain a secure environment for your exhibit.