

Dear 2026 Exhibitor,

Thank you for your participation at the NCS 24th Annual Meeting. The conference will be held October 20 – 23, 2026 at the Seattle Convention Center.

Global Experience Specialists (GES) is the official General Services Contractor for the NCS 24th Annual Meeting. Please take a moment to familiarize yourself with this Exhibitor Service Kit. The service kit contains general information about the exhibition, rules and regulations and order forms for exposition-related goods and services.

We have found it most efficient if access to the service kit is given to the person who is directly responsible for your company's participation at the NCS 24th Annual Meeting. It is important that the order forms in this service kit be completed and returned prior to the deadline dates noted on the forms to ensure cost savings and a smooth move-in experience.

For detailed information on the program, speakers, special events and fundraisers, visit the [NCS Annual Meeting website](#). If you have any questions regarding the information in this service kit, please feel free to contact [NCS Show Management](#).

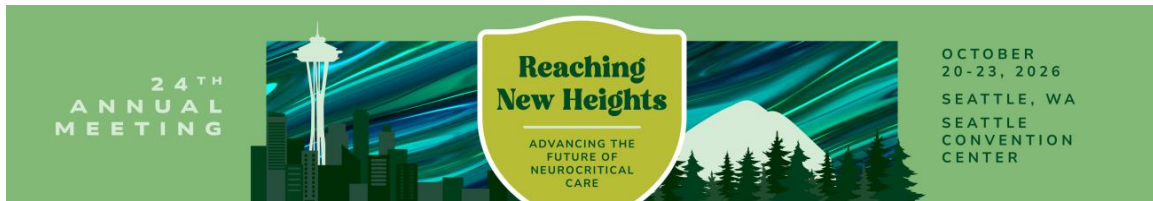
We look forward to seeing you in Seattle!

Sincerely,

Makenzi Claassen

Neurocritical Care Society | Tradeshow Manager
330 N. Wabash Ave. Ste. 2000 | Chicago, IL 60611
mclaassen@neurocriticalcare.org
(312) 673-4783





GENERAL INFORMATION

IMPORTANT DATES AND TIMES

Seattle Convention Center – Hall 4A

Monday, October 19	12:00 PM – 4:00 PM	Exhibitor Move-In
Tuesday, October 20	8:00 AM – 3:00 PM	Exhibitor Move-In
	4:00 PM – 6:00 PM	<i>Welcome Reception in Exhibit Hall</i>
Wednesday, October 21	9:30 AM – 12:00 PM	Exhibit Hall Open
	3:30 PM – 5:30 PM	
Thursday, October 22	9:00 AM – 10:00 AM	Exhibit Hall Open
	11:00 AM – 1:30 PM	
	3:30 PM – 4:30 PM	
	4:30 PM – 10:00 PM	Exhibitor Move-Out

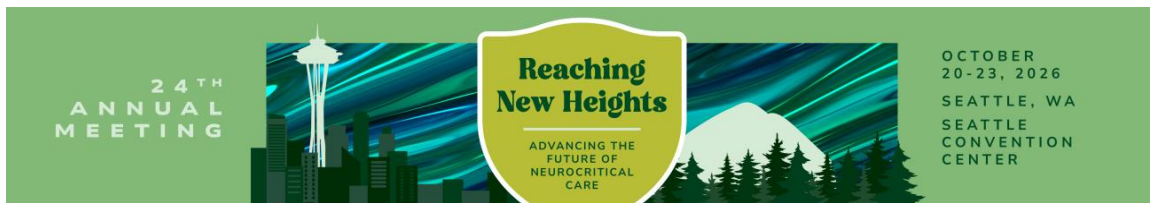
*All exhibits must be opened and staffed during the show hours.

Exhibitors may begin to pack equipment, supplies, and literature when the show closes at 4:30 PM on Thursday, October 22 and must be completely out of the exhibit hall by 10:00pm.

Exhibitors may not dismantle any portion of their booth(s) prior to the official dismantle period. Penalties and/or loss of priority points will be determined at the sole discretion of show management.

All exhibitor materials must be removed by 10:00 PM. If your freight remains in the exhibit hall (Hall 4A) after 10:00 PM without approval of show management, it will go out via GES Carrier at your expense. If you require assistance with your outbound shipment(s), please visit the GES Service Desk during Service Desk Hours or prior to arriving in Seattle.

IMPORTANT: Please note the facility is NOT carpeted. Floor furnishings are required for this event. Exhibitors can elect to rent furnishings through GES that aligns with their brand/colors.



Each Booth Purchase Includes:

- 8' High black back wall/3' high side rails
- 6' black draped table
- Two (2) plastic Contour Chairs
- One (1) wastebasket and one (1) company ID sign
- Complimentary Conference Wi-Fi
- Two (2) Exhibit Hall Badges
 - o Additional exhibitor badges can be purchased for \$300 each in advance, or \$350 onsite
 - o Each Exhibitor registration includes complimentary refreshment breaks, group meals, and access to the exhibit hall and the Welcome Reception. In order to attend education sessions, exhibitors will need to register as a full conference meeting attendee.

OFFICIAL GENERAL SERVICES CONTRACTOR

GES is the NCS 24th Annual Meeting Official General Services Contractor. Other official show suppliers are listed in the "Exhibitor Services Directory" below. GES will maintain an Exhibitor Service Center located in Hall 4A.

SECURITY

Understanding the value and importance of your equipment and exhibit material, security guards will be located in Hall 4A from the beginning of move-in to the end of move-out. Although NCS Show Management is providing this service, we are not responsible for any loss of material by an exhibitor.

EMPTY CRATES

It is important that crates are removed from the floor and placed in storage as soon as they are empty. All crates should be closed securely and "empty" stickers should be attached. Open crates will not be accepted for storage.

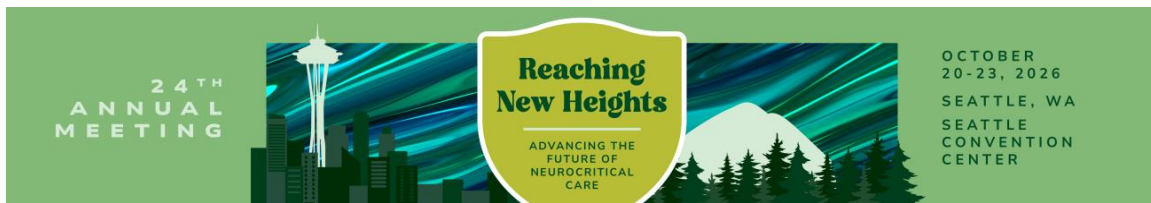
A clearly marked "empty" sticker containing your booth number and company identification securely attached to your empty crates will expedite their return to you at the close of the show. "Empty" crate stickers must be obtained at the Exhibitor Service Center located in the Exhibit Hall.

Empty crates will be returned to your booth after the close of the show. No empty boxes or crates may be stored in the exhibit area or in the service aisle due to Fire Marshal regulations.

RULES AND REGULATIONS

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event.

AMERICANS WITH DISABILITIES ACT CONFORMANCE



Each exhibitor shall be responsible for compliance with all applicable provisions of the Americans with Disabilities Act within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions.

HOUSING AND TRAVEL INFORMATION

Venue Information

Seattle Convention Center
705 Pike Street
Seattle, WA 98101-2310

For International Travelers

NCS encourages all international attendees to enquire about their ability to enter the United States. If you need a Visa to attend the NCS 24th Annual Meeting in Seattle, Washington, USA, NCS encourages you to apply as soon as possible. [Find out if you need a visa to travel to the United States.](#)

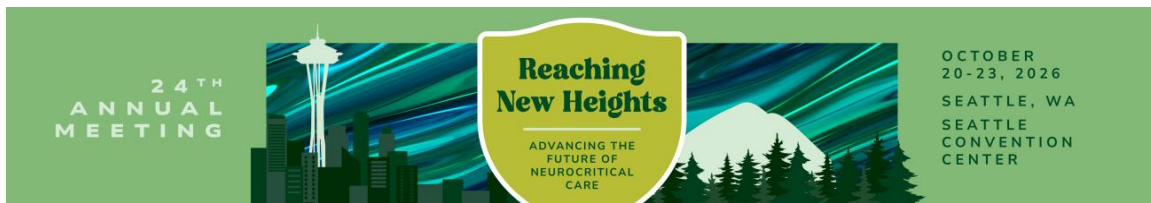
If you need an invitation letter, please email info@neurocriticalcare.org. For more information on international inbound travel, please visit the [US Travel website](#).

Hotel Information

Secure your stay in the heart of downtown Seattle! NCS has reserved discounted room blocks at the Grand Hyatt Seattle and Sheraton Grand Seattle, both just a short walk (approximately 5–7 minutes) from the Seattle Convention Center. Stay close to the action, maximize your time on-site and connect with fellow attendees beyond the meeting rooms. **These exclusive rates expire September 21.**

Grand Hyatt Seattle

Experience modern luxury in spacious, elegantly designed rooms featuring floor-to-ceiling windows and sweeping city views. Located in the vibrant downtown core, the [Grand Hyatt Seattle](#) offers upscale dining, a 24-hour fitness center, and easy access to Seattle's top attractions—perfect for unwinding or networking after a full day of sessions.



Address: 721 Pine Street, Seattle, WA 98101
Rate: \$299 per night, plus taxes and fees
Check-in time: 4:00 p.m. | **Check-out time:** 12:00 p.m.
Cancellation policy: The cancellation policy is 48 hours. All reservations must be guaranteed with a deposit of one night's room and taxes. Deposits will be refunded if cancellation is within the 48-hour policy.

Sheraton Grand Seattle

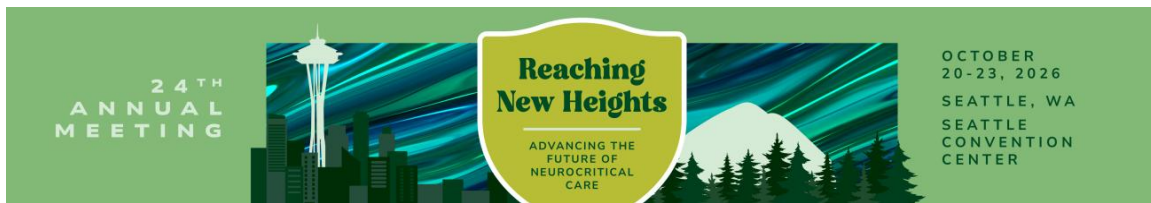
Known for its welcoming atmosphere and signature comfort, the Sheraton Grand Seattle blends convenience with style. Enjoy thoughtfully appointed rooms, on-site dining options, and inviting common spaces ideal for informal meetings or relaxation. Its prime location makes it easy to step out and explore the city or quickly return between conference events.



Address: 1400 Sixth Avenue, Seattle, WA 98101
Rate: \$315 per night, plus taxes and fees
Check-in time: 4:00 p.m. | **Check-out time:** 11:00 a.m.
Cancellation policy: The cancellation policy is 72 hours. All reservations must be guaranteed with a deposit of one night's room and taxes. Deposits will be refunded if cancellation is within the 72-hour policy.

Booking 10+ Hotel Rooms

Need to book more than 10 rooms? Exhibiting companies looking to book 10 or more rooms should request a sub-block form. This will be approved based on room block and availability. For more information and to obtain the form, please reach out



to Lily Beech, NCS Convention Coordinator, at LBeech@neurocriticalcare.org. The deadline to apply for a sub-block form is Monday, August 17, 2026.

Beware of Scams

The only way to book within the Neurocritical Care Society hotel room blocks is to use the links provided in the Annual Meeting registration confirmation email. NCS has not hired any housing companies on its behalf; if you are contacted by a company offering to "help" with your hotel reservations, this company **has not been authorized by NCS to do so**.

Travel Information

[Seattle–Tacoma International Airport \(SEA\)](#) is the closest major airport to the meeting location. The airport is approximately 15 miles (24 km) south of downtown Seattle, about a 20–30 minute drive, depending on traffic. SEA is easily accessible by taxi, ride-sharing services and public transit, including the Link light rail, which provides direct service to downtown Seattle.

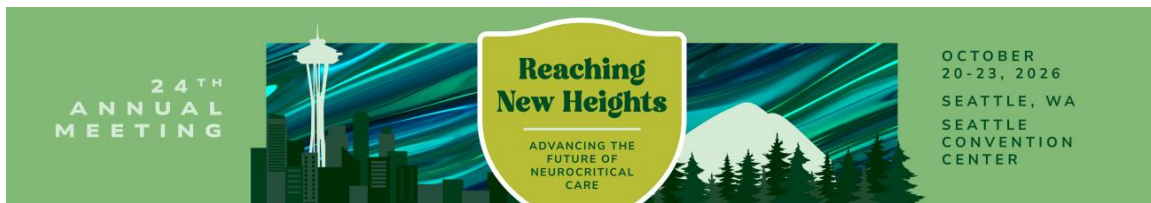
- [Link Light Rail service](#) from Seattle–Tacoma International Airport to downtown Seattle costs approximately \$3–\$4 USD, depending on distance. Trains run frequently and connect to stations within walking distance or a short ride to the Seattle Convention Center.
- The cost for an Uber or Lyft to/from Seattle–Tacoma International Airport (SEA) is approximately \$35–\$55 USD one way, depending on traffic and demand. Rideshare pick-up locations are clearly marked at the airport.
- Taxi fares from SEA to downtown Seattle are typically metered and range from approximately \$45–\$60 USD, depending on traffic and time of day.

For additional travel details, please visit the [Visit Seattle transportation page](#).

Things to Do in Seattle

Discover the best of Seattle with endless activities, from iconic landmarks and scenic waterfronts to world-class dining and vibrant neighborhoods. Whether you're here for the Annual Meeting or exploring on your own, there's something for everyone. Check out our [Things to Do in Seattle webpage](#) and start planning your adventure today!

Need more ideas? Visit the [Visit Seattle website](#).



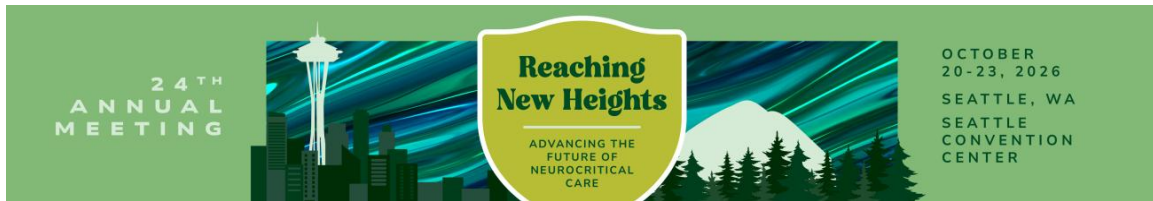
Security Tips

Each exhibitor is responsible for his/her own booth security. NCS Show Management will be providing perimeter security services at the Seattle Convention Center during the NCS 24th Annual Meeting from October 20 -23, 2026. However, neither the Association, the management of the Hotel, nor GES can be held financially liable for theft or damage to exhibit property.

The risk of theft and/or disappearance of exhibitor property will be greatly reduced if you take the following precautions:

1. Avoid leaving any small items of significant value (laptops, PDAs, etc...) in the exhibit space overnight.
2. Remove pertinent component parts from your exhibit display or from the floor models being used for demonstration.
3. Never leave your exhibit unmanned during show hours.
4. Pack your entire exhibit and your products as soon as tear down begins. Do not leave booth until all products are packed for shipment. **THIS IS THE MOST LIKELY PERIOD FOR THEFT.**
5. Make sure all the crates which will be shipped or stored are properly labeled with information.
6. Notify security of any suspicious person(s) in the Exhibit Hall immediately.
7. Report any thefts to the security supervisor on duty immediately.

Even heeding the above safeguards we cannot guarantee that losses will not occur. However, these methods can considerably reduce the chance of theft. Should you require additional information or assistance on-site, please do not hesitate to contact the security supervisor on duty or show management.



NCS Show Management

Makenzi Claassen

Tradeshow Coordinator

(312) 673-4783

- Exhibit Space Support
- Mobile App Support
- Exhibitor/Sponsor Registration Assistance
- Exhibitor/Sponsor Housing Assistance

Sponsorship Coordinator

- Sponsorship Support

partners@neurocriticalcare.org

NCS Sponsorship Opportunities

Nicole Boland

NCS Sales Manager

312.673.5828

nboland@neurocriticalcare.org

- Speaking Opportunities
- Branding Opportunities
- Advertising
- Email Blasts

Official Contractor

Global Experience Specialists (GES)

(800) 801 7648

Ordering Site

- Booth Cleaning & Sanitizing
- Booth Furniture
- Booth Carpet
- Shipping
- Material Handling

Facility Ordering

Seattle Convention Center

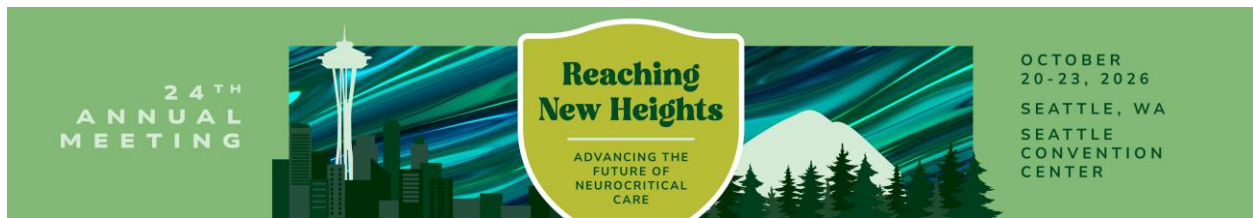
Email:

exhibitor.services@seattleconventioncenter.com

Phone: (206) 694-5000

Ordering Site

- Edlen (Electrical, Air/Water/Drain)
- Encore (Audiovisual Equipment)
- Smart City (Telecommunication data and Internet)



Exhibitor Registration Instructions:

1. Use the following direct links to access Exhibitor registration. Please ensure to choose the correct link for the registration type -
 - a. **Exhibit Booth Only:**
https://neurocriticalcaresociety.swoogo.com/registration/register?reg_type_id=1162313
 - b. **Exhibitor Full Conference:**
https://neurocriticalcaresociety.swoogo.com/registration/register?reg_type_id=1162314
2. Fill in your email address, country, and Discount code.
 - a. Apply your custom vendor discount code by adding it to the "Discount Code" space. After selecting "Apply" you will see your Subtotal adjust to \$0. If you do not see the price adjust, please reach out to registration@neurocriticalcare.org.

1	2	3	4	5	6	7	8
Begin Registration	Personal Information	Agenda	Add-Ons	Privacy Policy & Terms and Conditions	Additional People	Payment	Confirmation

For active members; please use the email address connected to your NCS membership.

Email Address *

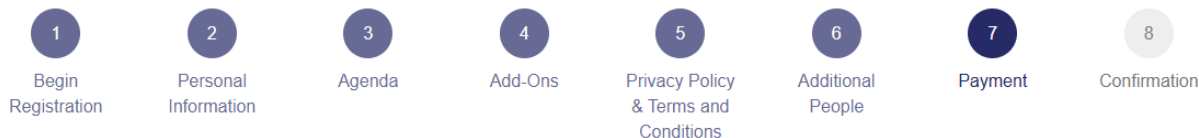
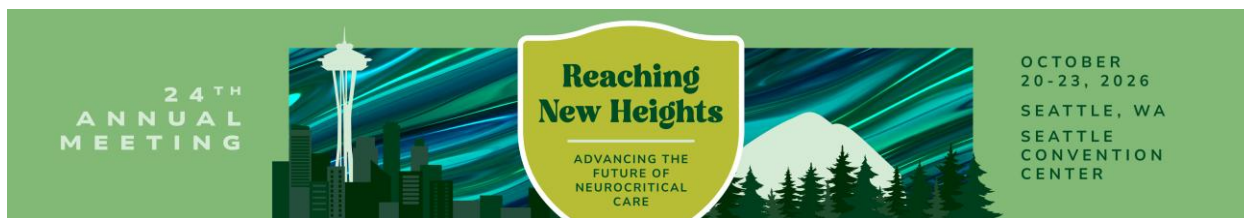
What Country are You From? *

Select a registrant type * Exhibitor - Full Conference - \$755.00

Enter discount code Apply

Continue ➔

3. Select 'Continue'
 - a. Fill in all necessary information and click through to page 7, **Payment**, to review your registration.
4. Continue to page 8, **Confirmation** and finish you will receive a confirmation email to the email address used in your registration.



5. If you do not have any complimentary passes left, you will follow the same process as outlined above. You will not enter a code.
 - a. When you get to the Payment page, you will select your payment method and click 'Make Payment'. You will receive a confirmation email once payment is made.



Registrant Details

Full Name	Email Address	Registrant Type	Package	Total Charge
Ana Joy	hgd@gmail.com	Exhibitor - Full Conference		\$755.00

Selections

Selection	Quantity	Unit Price	Total
Exhibitor - Full Conference	1	\$755.00	\$755.00

Transactions

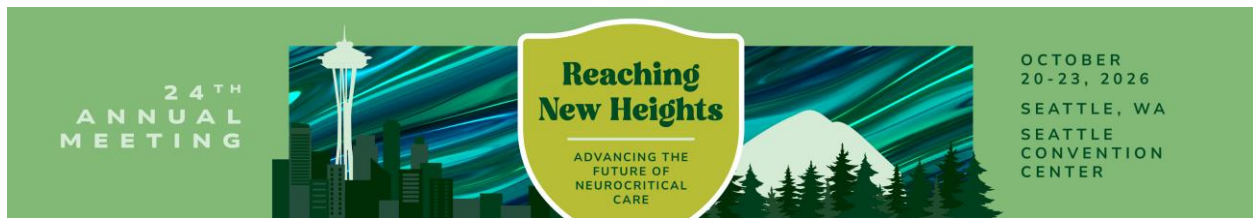
Date	Transaction Type	Amount
June 29, 2026	Order Amount	\$755.00
	Balance Due	\$755.00

Choose Method Of Payment

- ☐ Credit Card
☐ Pay Later

Make Payment

Please note that your comp code usage is limited to the number of registrations your company has been allotted. Once the code has been "applied" in a cart, this counts as one of your usages.



Lead Retrieval

[Click here to access the lead retrieval online ordering form.](#)

REMINDER: The deadline for to submit an order with the discount deadline is **Tuesday, October 6, 2026.**

QUESTIONS: Please call 312-321-6812 or email **itevents@smithbucklin.com**.

All orders and usage of badge reader equipment are subject to the following terms & conditions:

1. Orders & Order Timelines

- All orders must be paid in full prior to picking up badge reader(s).
- Orders received after the stated deadline will be charged at the On-site rates without exception.
- Orders received on-site are subject to availability.

2. Payment Terms and Cancellations

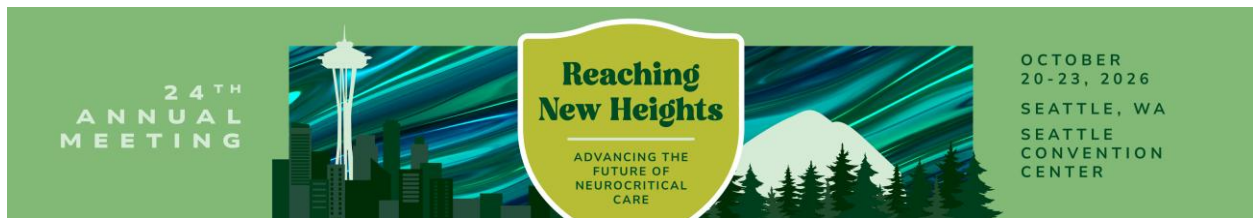
- Service will be rendered after receipt of full payment by credit card or check.
- All cancelations made more than 14 days prior to the event will be subject to a \$25 processing fee. No refunds will be issued for cancellation requests that are made 14 days prior to the event start date.
- Unclaimed badge readers or unused orders are not refundable.

3. Equipment User Terms

- All hardware, software, and badge reading equipment belong to the provider.
- If the badge reading equipment is not returned to the Lead Retrieval Desk within the hour following the end of the show, the user agrees to pay a late fee of \$50 per day, up to a maximum of the cost of the unit. Replacement cost: \$500.00
- If any badge reading equipment is lost, stolen, or damaged, the user will be responsible for said repair costs or replacement fee of \$500 per unit.

4. Provider Responsibility and User Expectations

- The User and provider each agree to indemnify, defend and hold harmless the other party and its respective successors and permitted assigns, and its officers, directors, members, agents, employees and/or representatives from and against any claim, action, cause of action, and liabilities including damages and expenses (including court costs and attorney fees and other fees of professionals) which may be asserted by third parties arising out of the performance of either party's obligations pursuant to the Services Rendered by the provider to the User, except for the willful misconduct or gross negligence of the other party.
- "Force Majeure" shall refer to any cause or event(s) that is beyond the reasonable control of the SmithBucklin or the organizer of the meeting, that could not have been reasonably foreseen and prevented by means reasonably available to it, and that causes the Event(s) to be either canceled or postponed "sine die" and this term shall include but shall not be restricted to acts of God, civil unrest or of the public enemy, acts of the Government, fires, flood, epidemics, strikes, lockouts, curtailment of transportation facilities or service. In any such event of Force Majeure, the obligations of SmithBucklin for services not yet rendered shall become automatically terminated and SmithBucklin shall be entitled to retain all the payments already received.



NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR(S)

Deadline Date: September 18, 2026

WORK AUTHORIZATION

Exhibitors who plan to use the services of a contractor other than the Official Contractor, GES, for the installation and dismantling of their display are requested to complete this form. It is not the intent of this requirement to discourage the use of independent contractors, but to ensure that all contractors working on the show floor have been hired by Exhibitor and have adequate insurance coverage. Please complete this form and have your contractor send us the certificate of insurance.

We have contracted with the following firm to install and/or dismantle our exhibit display at the NCS 24th Annual Meeting:

EAC Company Name: _____

EAC Principal Contact: _____

EAC Principal Contact: Email: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

SUB-CONTRACTING SERVICE COMPANY NAME: *(if applicable)* _____

Check here ☐ if your EAC is only providing onsite supervision.

**NOTE: A certificate of insurance (COI) is required for on-site supervision only.
Send this form and the COI to SHOW MANAGEMENT**

- It is understood that the above contractor will service and maintain insurance coverage as outlined in the Exhibitor Services Manual.
- Such insurance shall be maintained in full force during the installation, operation and dismantling period when contractor is working on the display.
- The independent contractor will furnish Show Management with a Certificate of Insurance attesting to these coverages.

EXHIBITING COMPANY: _____

BOOTH NUMBER(S): _____

AUTHORIZED SIGNATURE: _____

Return Form to: NCS Show Management (partners@neurocriticalcare.org)