

Dear TAGC Exhibitor:

Thank you for planning to exhibit at The Allied Genetics Conference. We are looking forward to welcoming you to the DC Metro Area and appreciate your support of GSA's meeting and mission!

The Service Manual is designed to help you have a successful and hassle-free experience at the meeting. Please read this Exhibitor Service Manual thoroughly, as it contains all the information you will need to plan your exhibition participation, as well as, multiple opportunities to expand your outreach and visibility to TAGC attendees. Please pay close attention to deadlines and use the order forms for each service that has been included.

If you have any questions that have not been covered in this Service Manual, please feel free to contact us at any time. You may also contact the official show contractors concerning their services, as outlined on the following page.

Once again, thank you for your support - we look forward to seeing you there!

Sincerely,

Yolie Keck
TAGC 2020 Exhibits & Sponsorship Manager
GSAExhibits@genetics-gsa.org
301-200-4616 ext. 107

Lacey Kishter
TAGC 2020 Exhibits & Sponsorship Operations Manager
GSAExhibits@genetics-gsa.org
301-200-4616 ext. 111

EXHIBIT SCHEDULE

Installation

Thursday, April 23 8:00 am – 2:00 pm (Booth Inspections at 2:00 pm)

Exhibit Hall Open

Thursday, April 23 7:30 pm – 10:00 pm (Welcome Reception)

Friday, April 24 4:15 pm – 7:30 pm

Saturday, April 25 4:15 pm – 7:30 pm *Please note, attendees will also be in the exhibit hall daily for coffee breaks from 10-10:30 am

Dismantle

Saturday, April 25 7:30 pm – 11:00 pm

This schedule is tentative and subject to change. If the official exhibit hall schedule changes, all exhibitors will be promptly notified in writing.

EXHIBITOR BENEFITS

- One (1) Identification Sign
- 8' high back drape and side rails in show colors
- Security when exhibits are closed
- One (1) copy of the meeting program book
- Company name printed in the Onsite Program
- Company name, URL, 50-word description on the TAGC 2020 website and mobile app
- Complimentary post-conference attendee mailing list
- One (1) full conference registration
- Two (2) Exhibit Booth personnel registrations
- Four (4) complimentary guest one-day badges for exhibit hall only

Exhibiting Companies will be responsible for carpet, furnishings, cleaning, electricity, and other services for their exhibit booth. Forms for these services are included in the Exhibitor Service Kit. Please note carpet is REQUIRED.



APRIL 22-26, 2020 | METRO WASHINGTON, DC

BOOTH SPECIFICATIONS

Island Booths: Island booths may not exceed (20') in height.

Linear Booths: Linear booths may not exceed eight feet (8') in height. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet is only allowed in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.

EXHIBITOR REGISTRATION

For each 10'x10' booth space rented, an exhibitor receives 1 complimentary full conference registration, 2 exhibit booth personnel registrations, and 4 complimentary guest one-day badges for exhibit hall only.

Once an exhibiting company has used the allotted complimentary registrations, additional full meeting badges may be purchased. For additional details please visit our website at <http://conferences.genetics-gsa.org/tagc/2020/index>.

ADDITIONAL MARKETING

TAGC offers numerous marketing opportunities, including:

- Program advertising
- Mobile app advertising
- Wi-fi password
- And more!

Please contact Yolie Keck for additional details at 301-200-4616 ext. 107 or email her at GSAExhibits@genetics-gsa.org.

HOTEL

All events will be held at the Gaylord National Resort & Convention Center, the official hotel of TAGC 2020.

HOUSING INFORMATION

GAYLORD NATIONAL RESORT AND CONVENTION CENTER

201 Waterfront Street
National Harbor, MD 20745

TAGC Rate: \$189 single/double + state and local tax
\$209 triple + state and local tax
\$229 quad + state and local tax

You can reserve your rooms online at

<https://book.passkey.com/gt/lodging/217433213?gtid=b1efe7af0d69135fef37aaf03326a0f9> or call (301) 965-4000 and ask for The Allied Genetics Conference (TAGC) group rate.

Beware of Unauthorized Hotel Solicitations

Note that the Gaylord National Resort and Convention Center is the only official hotel associated with our event. While other hotel resellers may contact you offering housing for your trip, they are not endorsed by or affiliated with the show. Beware that entering into financial agreements with non-endorsed companies can have costly consequences. The hotel will not solicit you to make a reservation.

CODE OF CONDUCT

The (GSA) Code of Conduct applies to all conference attendees, including exhibitor/sponsor delegates. Please review the Code of Conduct and then answer the questions below.

The Genetics Society of America Conferences foster an international community of geneticists and provide an opportunity to discuss scientific advances and form new collaborations.

GSA values your attendance and wants to make your experience productive and inspiring by fostering an open exchange of ideas in a professional setting. Our Code of Conduct was established to communicate a transparent set of standards and guidelines for acceptable behavior at GSA Conferences and to provide a positive, safe, and welcoming environment for all attendees, vendors, volunteers, and staff.

All conference participants (regardless of their role) are expected to follow the Code of Conduct while attending any portion of the meeting, including but not limited to meeting rooms, the exhibit/poster hall, meeting areas in the official conference venue, and social events provided by the meeting or vendors.

Unacceptable Behaviors

Unacceptable behaviors include, but are not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participant and at all related events
- Harmful or prejudicial verbal or written comments or visual images related to gender, gender expression, gender identity, marital status, sexual orientation, race, religion, political orientation, socioeconomic, disability or ability status, or other personal characteristics, including those protected by law
- Inappropriate use of nudity and/or sexual images in public spaces (including presentation slides and posters)
- Deliberate intimidation, stalking, or following
- Violating the rules and regulations of the conference hotel
- Sustained disruption of scientific sessions or other events
- Unwelcome and uninvited attention or contact
- Physical assault (including unwelcome touching or groping)
- Real or implied threat of physical harm
- Real or implied threat of professional or financial damage or harm
- Harassing or unwanted photography
- Photographing slides of oral presentations and posters without permission
- Recording of scientific and other sessions without permission

Taking action or making a report

- If you feel threatened, witness someone being threatened, or observe behavior that presents an immediate or serious threat to public safety, please contact venue staff/security or call 911 immediately.
- GSA staff is available to assist participants in contacting hotel/university security or local law enforcement, and otherwise assist those experiencing harassment.
- If you see someone taking photographs or videos of a presentation or poster (where permission has not been granted), you may choose to remind them of the Code of Conduct policy and ask them to stop photographing the presentation or poster.
- You may also report unauthorized photography to GSA Staff.
- Need to file a complaint? Please contact any member of GSA Staff (indicated by red ribbon on their badge) or email Tracey DePellegrin at tracey.depellegrin@genetics-gsa.org. All reports will be handled confidentially.

Consequences of non-compliance

Anyone asked by GSA, the venue or security staff, or law enforcement officers to stop unacceptable behavior is expected to comply immediately. Retaliation toward GSA or toward someone reporting an incident or after experiencing any of the following consequences will not be tolerated and may result in additional sanctions.

The consequences of non-compliance with GSA's Code of Conduct may include:

- Immediate removal from the meeting without warning or refund
- Restrictions from future GSA meeting attendance
- Termination of GSA membership or positions on GSA Boards or Committees

Incidents may be reported to the proper authorities.

With your compliance with Our Code of Conduct, we know that our meeting will be successful for everyone!