



American Society for Clinical Laboratory Science-Wisconsin

*2026 Annual Convention
Kalahari Resorts & Conventions
Baraboo, Wisconsin
April 13-15, 2026*

Exhibitor Rules, Regulations, and Expectations

Contract for Space:

The application for space, and the formal notice of assignment constitutes a contract for the right to use the space allotted. In the event of fire, strikes, or other circumstances uncontrollable by ASCLS-WI, this contract will not be binding.

Use of Space:

No exhibitor shall assign the whole, or any part of the space allotted without the express knowledge and consent of the ASCLS-WI Convention Planning Chair (2026 - Leah Narans), or a majority of the committee. Areas surrounding the booth are to be kept clear of obstacles. Exhibitors *must* comply with all safety, fire, and health requirements during set-up, operation, and tear-down.

Exhibit Space:

Each booth shall include one 8' skirted table, 2 chairs, a waste basket, and an identification sign. Purchase of a booth includes 2 tickets to all ASCLS-WI Convention events, including receptions, and educational sessions. Electricity is available upon submitted request through the registration process. Neither ASCLS-WI, nor the host venue will be responsible for providing extension cables, or special hookup requirements.

Assignment of space:

All dimensions and locations of the booths on the floor plan are believed, but not guaranteed to be accurate. The ASCLS-WI Convention planning committee reserves the right to make modifications to the floor plan as deemed appropriate. Exhibitors affected by these decisions will be made aware within 48 hours of the changes being finalized, no later than 48 hours prior to the conference. This notification shall be sent to the contact listed in the registration.

Space is assigned on a first-come-first served basis. No space is assigned without the official contract and payment of the exhibition fee. If space preferences selected on contract have been previously reserved, the committee will assign what is considered best space available. Exhibitors will be notified via the email contact used for registration prior to the convention.

Exhibition Hours:

Set-up may begin on Tuesday, April 14, 2025 at 8:00am. Exhibit construction should be completed by 11:30am. If participating in the recruitment fair on Monday evening, April 13, 2025 at 5:00pm, set-up may begin at 3:00pm. Booth space will be maintained through the conference if both events are attended.

Designated exhibition hours are aligned with beverage and snack breaks, breakfast, and lunches to allow for camaraderie and networking. Exhibitors are encouraged to dine and mingle with attendees, and invite them to view their respective exhibits.

Outside of designated exhibit hours, exhibitors may attend educational sessions at their organization's discretion. While ASCLS-WI invites all attendees, including exhibitors, to participate in educational sessions, exhibitors should understand the expectations of their respective organization they are representing at the convention.

Strike-down is not to occur before 1:30pm on Wednesday, April 15th, 2025. Additionally, tear-down must be complete by 4:00pm on Wednesday, April 15th, 2025

Cancellation/Refunds:

In the unfortunate event that a registration must be cancelled, full refunds will be available to institutions and organizations cancelling their registration before 02/26/2026. Due to the irretrievable costs associated with catering planning, hotel room attrition, and other factors, cancelled registrations after that date will be refunded at 50%. Outside of extenuating circumstances, no refunds will be offered for cancellations occurring after 03/15/2026.

Security/admittance/badges:

Exhibitors are expected to make an attempt to furnish ASCLS-WI with an accurate advance listing of their attending representatives. In the case that alternative attendees must be utilized (i.e. sickness, or emergency), attempts to notify convention planning committee members (by email or phone) should be made in order for accurate records to be kept.

Event badges will be supplied to exhibitors. Exhibitor badges will display just the company name. These badges are required for admittance to the exhibit hall, educational sessions, and society events. These badges are required of all attendees, including exhibitors. Exhibitors are encouraged to utilize their respective company name badges for personal identification, past the company they are representing.

Liability:

ASCLS-WI, any officers or committee members of the same, and the Kalahari Resorts and Conventions will not be responsible for the safety, or property of the exhibitors, their agents or employees, from theft, damage or fire, accident or other cause, but will use reasonable care to protect the exhibitors from such loss.

Exhibitors assume entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel/Convention Center premises and will indemnify, defend, and hold harmless the Hotel/Convention Center, its owner, and its management company, as well as their respective agents, ASCLS-WI, and any officers or committee members of the same from any-and-all such losses, damages and claims.

Exhibitors or their agents shall not injure or deface the walls, floors, or property of the Kalahari. No signs or articles shall be posted, nailed, or otherwise permanently attached to the floors, walls, furniture or fixtures in a way which would cause permanent or temporary damage.