

ASN 2026 Exhibitor Manual

April 18-22, 2026 | St. Charles Convention Center



ASN 2026
AMERICAN
SOCIETY FOR
NEUROCHEMISTRY

April 18-22, 2026 | Saint Charles, Missouri

Table of Contents



[Event Summary](#)
[Contact Information](#)
[Deadlines](#)
[Exhibition Schedule](#)
[Networking Breaks](#)
[Exhibit Space Setup](#)
[Add-Ons](#)

[Lead Retrieval](#)

[Catering](#)

[AV, Electricity](#)

[Cleaning](#)

[Shipping](#)

[Exhibition Hall Rules & Regulations](#)

[Move-in Times & Access](#)

[Safety](#)

[Construction Limitations](#)

[Security](#)

[Move-out & Removal](#)

[Announcements](#)

[Floorplan](#)

[Liability Insurance](#)

[Exhibit Staff Registration & Badges](#)

[Accommodation](#)

[Advertisements, Sales Activities and Presentations](#)

[Giveaways](#)

Event Summary



ASN 2026 Secretariat
International Conference Services Ltd.
555 Burrard Street Vancouver, BC Canada V7X 1M8
Email: asn-operations@icsevents.com

ASN 2026 Exhibitor Manual

Date: April 18-22, 2026
Location: Saint Charles, Missouri
Venue: St. Charles Convention Center
Room: North Exhibit Hall, Lower Level
Website: www.asn-meeting.org

Purpose & Host

ASN 2026 is hosted by [The American Society for Neurochemistry](http://www.asn-meeting.org) with the intent to:

- Promote neurochemistry and related neurosciences and to enhance neurochemical knowledge;
- To stimulate communication between investigators;
- To disseminate new research findings through meetings, seminars, publications, and related activities; and
- To advance the education and recruitment of graduate students and postdoctoral fellows in neurochemistry.

[RETURN TO TABLE OF CONTENTS](#)

Contact Information



ASN 2026 Secretariat

On-site Exhibit Manager

Ariella Fong

asn-operations@icsevents.com

Registration & Housing Manager

Kirsty Graham

asn-registration@icsevents.com

Sponsorship & Exhibit Sales Manager

Mai Bakir / Tess Brown

asn-sponsorship@icsevents.com

Exhibitor Services

For the following services:

Cleaning | Electricity | Food and Beverage | Forklift Services | Furnishing and Decoration (Enhanced Linens/ Draping) | Internet | Shipping | Storage

St. Charles Convention Center

Liz Crawley

exhibitorsvs@stcharlesconventioncenter.com

Deadlines Mandatory Action Items

	Mandatory Forms	Return to	Due Date
<input type="checkbox"/>	Logo, Company Bio	ICS	March 6, 2026
<input type="checkbox"/>	Certificate of Insurance (mandatory)	ICS	March 18, 2026
<input type="checkbox"/>	Exhibit Staff Registration	Online Form	March 18, 2026
<input type="checkbox"/>	Book Accommodation	Booking link made available after Registration	March 18, 2026



Deadlines Additional Items



	Exhibitor Services	Return to	Due Date
<input type="checkbox"/>	Booth Entertainment Request	asn-operations@icsevents.com	February 27, 2026
<input type="checkbox"/>	Giveaway Request	asn-operations@icsevents.com	February 27, 2026
<input type="checkbox"/>	Advance Warehouse open for shipments <ul style="list-style-type: none"> Any shipments received in advance of April 1, will be turned away 	St. Charles Convention Center	April 1, 2026
<input type="checkbox"/>	Deadline to order for discounted rates on: <ul style="list-style-type: none"> Booth Cleaning Internet Electrical 	St. Charles Convention Center	April 3, 2026

Exhibition Schedule



	Date	Time
Exhibitor Move-In ¹	April 18, 2026	12:00pm – 4:00pm
Welcome Reception ²	April 18, 2026	5:30pm – 7:00pm
Exhibition Show Hours ^{2, 3}	April 18, 2026	5:30pm – 7:00pm
	April 19, 2026	9:30am – 7:00pm (Poster Reception 5:30pm – 7:00pm)
	April 20, 2026	9:30am – 4:00pm
	April 21, 2026	9:30am – 7:00pm (Poster Reception 5:30pm – 7:00pm)
Exhibitor Move-Out ⁴	April 22, 2026	4:00pm – 5:00pm (hand carry only)
		5:00pm – 8:00pm (full load out)

¹ All exhibit booths must be show ready by April 18, 2026 at 4:00pm to allow final setup and cleaning before the Welcome Reception.

² All exhibits are required to be staffed during the Welcome Reception and Exhibition Show hours – no exceptions.

³ All exhibitors will have access to the Exhibit Hall 30 minutes before and 15 minutes after Show Hours.

⁴ Due to ongoing sessions, exhibit materials can only be loaded out via hand carry on April 22, from 4:00pm – 5:00pm, but no construction dismantle. Regular move-out will commence after 5:00pm on April 22, when last session has completed. Empty crates may only be returned to the Exhibit Halls at that time.

Networking Breaks



The following networking breaks will take place inside the Exhibit Hall. We recommend your exhibit space to be fully staffed to take advantage of these expected high traffic times:

	Date	Time
First Timers' Reception	April 18, 2026	5:00pm – 5:30pm
Welcome Reception	April 18, 2026	5:30pm – 7:00pm
Morning Break	April 19, 2026 April 20, 2026 April 21, 2026 April 22, 2026	9:30am – 10:00am
Afternoon Break	April 19, 2026 April 20, 2026 April 21, 2026 April 22, 2026	3:30pm – 4:00pm
Poster Reception	April 19, 2026 April 21, 2026	5:30pm – 7:00pm

Exhibit Space Setup & Inclusions



Standard Exhibit Space Package

Each regular table top exhibit space rental includes the following:

- Floor space as assigned
- 1 – 6’-0” skirted table
- 2 – chairs

The Exhibit Hall (North Exhibit Hall, Lower Level) at the St. Charles Convention Center is carpeted.

Exhibit space rental does not include any of the following: additional furniture, electricity, shipping, pipe and drape, side or back walls. These items should be ordered through the convention center [exhibitor services portal](#).

Add-Ons



Lead Retrieval

Lead retrieval at ASN 2026 is mobile-app-based. Exhibitors will need to have their own mobile phone or tablet with a data plan or access to Wi-Fi (limited Wi-Fi will be provided for delegates by the Congress; exhibitors are encouraged to get their own Wi-Fi if needed, so as not to overload the bandwidth). The mobile phone or tablet camera will be used to scan QR codes from delegate badges. The cost to access the lead retrieval app linked to delegate information is 200 USD. Please email asn-operations@icsevents.com if you are interested in ordering this service.

Catering

St. Charles Convention Center is the exclusive provider of all food and beverage services. For more information on the menus, please order online through the convention center [exhibitor services portal](#). For items not on the portal, please enquire with Liz Crawley at exhibitorsvs@StCharlesConventionCenter.com

Add-Ons



AV, Electricity

St. Charles Convention Center is the exclusive provider of all audio visual, and electrical, services. You can order these services through the convention center [exhibitor services portal](#).

Cleaning

The ASN Secretariat is responsible only for clearing the pathways and keeping the shared space clean. Exhibitors will be responsible for keeping their booths clean at all times. You can order these services through the convention center [exhibitor services portal](#).

Shipping



Material Handling and Advance / Show Site Warehouse Shipping

St. Charles Convention Center will assist with receiving and storage services; however, you must use your own shipping carrier of your choice. All shipments are subject to storage and handling fees. Exhibitors are responsible for the payment of all associated fees.

Shipments must not arrive before April 1, 2026 or risk being turned away from the venue or subjected to an additional storage fees.

The convention center will not ship outbound items on your behalf; all shipments must be arranged by the exhibitor through the carrier of your choice.

All shipments to the convention center must be labelled with “ASN 2026” and the Company name, in order to be delivered to the appropriate exhibitor table top space. Please ensure all packages are labelled with the correct shipping labels.

Shipping labels and ordering form can be found on the convention center [exhibitor services portal](#).

All exhibitor equipment, freight, decorations, and miscellaneous items must be removed from the premises at the conclusion of ASN 2026. Unless outbound storage arrangements have been made with the convention center, items left behind will be treated as abandoned and disposed of at facilities discretion.

Exhibition Hall Rules & Regulations



Non-Smoking Venue

Smoking is prohibited in the Exhibition Hall and the St. Charles Convention Center

Move-in Times & Access

Move-in times must be adhered to and will be enforced. The exhibition hall will be closed in the evenings, during which time no one will have access to the hall. The exhibitor must complete exhibit set up within the given move-in timeframe, which is specified in the [Exhibition Schedule](#).

Any exhibitor who has not commenced exhibit construction/decoration one hour prior to event opening, is subject to removal by the ASN 2026 Secretariat at its own discretion. Moreover, the exhibitor is then liable to ASN 2026 or the agreed exhibit rental fee. The exhibitor is not entitled to damage claims.

Exhibition Hall Rules & Regulations



Safety

All exhibits must comply with all regulations established by the safety authorities. All materials used for decorating must be fire resistant. The ASN 2026 Secretariat, St. Charles Convention Center, and/or local authorities can enforce an order of dismantling of exhibits that have not been approved or do not follow the regulations. Frequent inspections will be held during the exhibition period. Please adhere to the regulations strictly, for safety purposes.

No one under the age of 16 years may be allowed in the exhibit area during move-in/out. During move-in/out, exhibit halls and loading dock areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.

Exhibition Hall Rules & Regulations



Construction Limitations

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an Exhibitor and/or their affiliates will require compensation for the cost of recovering any damaged facilities to the original state. Under no circumstances may the weight of any equipment or exhibit material exceed the maximum floor load weight of the exhibit hall. The exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material to conform to maximum floor loading specifications.

The arrangement of displayed items or structures shall not disturb other booths or hinder passage of visitors. Displayed items should not create inconveniences to visitors and be kept at least 1'-0" (30cm) away from the exhibit space line. If exhibitors fail to conform to this rule, the secretariat office may demand those items be relocated. This restriction is designed to give an equal opportunity to every exhibitor in terms of space and visibility.

Cartons, boxes and crates may not be visible under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked up, stored and returned to each exhibit space after the event.

Exhibition Hall Rules & Regulations



Security

The Exhibition Hall will be locked during non-Exhibit hours. The ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times. Exhibitors will not be allowed to enter the Exhibit Hall during non-show hours without the ASN 2026 Secretariat's consent. The Secretariat and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

Exhibitors should take necessary safety measures prior to using dangerous equipment or parts during the show, to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their equipment.

Exhibition Hall Rules & Regulations



Move-out and Removal

Dismantling of exhibit construction and décor may only commence on the last day of the event after the end of the event. The ASN 2026 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space must be left in its original condition not later than outlined in the Exhibition Schedule.

Announcements/Messages

Announcements will not be permitted during the show.

Floorplan

The Floor Plan is a “working draft” and changes may be made up until one (1) week prior to the event. Every effort has been made to ensure the accuracy of all information contained on the Floor Plan. However, no warranties, either expressed or implied are made with respect to the Floor Plan. It is the sole responsibility of the exhibitor to verify all dimensions and locations. This includes the location of building columns, utilities or other architectural components of the facility.

“Freight-Free” aisles may be shown on the Floor Plan and will be strictly enforced due to logistic and safety reasons.

For an up-to-date Exhibit Floor Plan, please visit [<LINK>](#).

The Exhibit Floor Plan will be available in xxx.



Liability Insurance



ASN 2026 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance.

ASN 2026 requires all exhibitors to provide proof that liability insurance with a minimum of **2,000,000 for each accident or occurrence limit** is in place for the duration of the event. **Third-party liability insurance certificate is mandatory** and must be provided in English to the ASN 2026 Secretariat no later than **March 18, 2026**. In case the exhibitor receives the invoice after **March 18, 2026**, the exhibitor is required to provide the certificate of insurance as soon as possible and **prior to move-in**. Full coverage must be in effect for the event for which a contract exists.

Interest Insured: Commercial General Liability

- Inclusive Limit
- Covering Third Party Bodily Injury and Property Damage
- Including Non-Owned Automobile, if necessary
- Including Host Liquor Liability, if necessary
- Including Cross Liability Clause

Additional insured to be named:

- International Conference Services Ltd. (555 Burrard Street, Vancouver, BC V7X 1M8)
- American Society of Neurochemistry (c/o Hurwit & Associates, 1150 Walnut Street)

Exhibit Staff Registration & Badges



Each exhibiting organization receives two (2) complimentary staff registrations for every exhibit space purchased in the event.

Exhibit Staff Registrations grant access to the Exhibit Hall during Exhibition hours only and the following privileges:

- Conference materials and Scientific Program
- Welcome Reception
- Networking Breaks

An email with registration information will be sent to each exhibitor. Please refer to the email for the link to register. Exhibitors may collect their badges on-site at the Registration Desk.

Accommodation



Accommodation can be booked at time of registration. The ASN 2026 Secretariat (International Conference Services Ltd.) is the official housing bureau for ASN 2026 and will help with the coordination of housing requirements for the Conference. We have negotiated special room rates with hotels near St. Charles Convention Center. Special rates and added complimentary amenities are only available to delegates who book through the official housing bureau.

WARNING: *We are aware that illegitimate companies are targeting our exhibitors, calling to ‘offer’ to set you up with accommodation. These companies are often fraudulent. Please note that they are not affiliated with us and that the only way to register & book accommodation will be only through the Congress website, with the dedicated link sent to you.*

Note: Although the American Society of Neurochemistry and the housing bureau will do their due diligence and negotiate the lowest possible group rates, we cannot predict future specials hosted by competing hotels. However, we urge all sponsors, exhibitors and delegates to support the Conference and book through the official housing bureau. The success of the Conference and the supporting associations depends on you using the contracted hotels.

The ASN 2026 Secretariat and its supporting organisations cannot meet the contracted room obligations if sponsors, exhibitors and delegates book outside the official housing bureau. Rooms that are not filled because of that create an expense for the Conference in form of financial penalties (attrition charges) and place the financial success of the Congress at risk, which increases with each delegate, exhibitor and sponsor not booking through the official housing bureau.

Advertisements, Sales Activities and Presentations



The exhibitor agrees to confine all products/ service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to the confines of their exhibit space. Exceptions may be given by the <Meeting Name> Secretariat prior to show opening in writing.

The use of games of chance, lottery devices, musical instruments and other practices is permitted only with written permission of the ASN 2026 Secretariat and must comply with local city regulations and requirements.

The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires advanced written approval as well. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event. Approval must be requested completing the [Booth Entertainment Request Form](#). Please contact us at asn-operations@icsevents.com to receive a link to the form.

Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb or damage other booths. Exhibitors are not allowed to carry items, signboards and brochures for recruitment purposes.

Giveaways

Distribution of pre-approved educational material is limited to contracted exhibit space only. It is recommended to await approval from the ASN 2026 Secretariat prior to production and shipment of any congress-related giveaways. Permission to hand out Giveaways may be restricted or prohibited after permission if such giveaway is considered a disruption of the general order of the event. Approval must be requested by filling out the [Giveaway Request Form](#). Please contact us by **February 27, 2026** at asn-operations@icsevents.com to receive a link to the form.

