



IASLC | ASCO
2025 North America
Conference on Lung Cancer

DECEMBER 5-7, 2025
CHICAGO, ILLINOIS

Exhibitor Manual and Policies

Table of Contents



[Overview](#)

[Thank You!](#)

[Contact Information](#)

[Meeting Information and Schedule](#)

[Standard Exhibit Package](#)

[Registration and Badge Information](#)

[Exhibitor Hall Access and Regulations](#)

[Shipping](#)

[Shipping Continued](#)

[Lead Retrieval](#)

[Move-out and Removal](#)

Overview



Thank you!

Thank you for supporting the 2025 North America Conference on Lung Cancer (NACLC25) as an exhibitor. Your participation plays a key role in the success of this event, and we're excited to partner with you.

This document provides important information, policies, and guidelines to assist you in the planning and execution of your exhibit booth. From logistics and key deadlines to marketing and on-site support, everything you need to prepare for the event is included here.

Please review the following sections thoroughly and reach out to the IASLC team with any questions. We're here to help and look forward to a successful NACLC25 with you.

Sincerely,
The IASLC Corporate Development Team

Contact Information



IASLC Contacts

Development Program Manager

Tessa Baxter

Tessa.Baxter@iaslc.org

Sponsorship and Exhibits Coordinator

Maggie Lilac

Maggie.Lilac@iaslc.org

Marriott Contacts

Venue (Cleaning & Catering)

Alexander Marr

Conference Services Manager

alexander.marr@marriott.com

Audio Visual, Electricity, Internet

Brittany Champion

Encore Global

Brittany.Champion@encoreglobal.com

Marriott Onsite FedEx

Rebecca Kellner

Store Manager

rebecca.kellner@fedex.com

Meeting Information and Schedule



Meeting Dates	December 5-7, 2025
Exhibitor Dates	December 5-7, 2025
Venue	Marriott Downtown Magnificent Mile, 540 Michigan Ave, Chicago, IL USA venue website
Exhibit Hall	Chicago Ballroom EFGH
Meeting Website	https://www.nacalc-iaslc.org/

Schedule

Exhibitor Move-in	December 5	08:00 – 12:00
Exhibition Hall Open	December 5	12:00 – 13:30
Hours		15:30 – 17:30
	December 6	07:00 – 17:30
	December 7	07:00 – 09:30
Exhibitor Move-Out	December 7	10:30 – 13:30

- All Sponsorships/Exhibit fees must be paid in full by Wednesday, November 26, 2025.
 - **Exhibitors with outstanding balance will not be allowed to move in.**
- All exhibits are required to be staffed during Exhibition Show Hours
- Please make sure your staff is at the space 15 minutes before each show time
- All exhibit spaces must be ready by 12:00 on Friday, December 5, 2025.

Standard Exhibit Package



All booths include:

- Listing on conference website and app
- Exhibit space approximately 8ft w X 6ft d
- One 6ft table
- Two chairs
- One black tablecloth
- One wastebasket
- Two complimentary Exhibitor-Only Badges for your booth staff
- Pipe and drape back wall with drop-down signage to identify each booth

Exhibit space rental does not include any of the following: AV items, additional furniture, in-booth catering, or electricity. If exhibitors wish to have additional items/services, they can be ordered with the services providers indicated in this document. Exhibitors are entitled to place promotional signage/materials within your space. Pop-up banners must be self-standing and maximum 3 feet wide x 7 feet high.



Example of drop-down signage

Registration and Badge Information

Each exhibitor is allotted:

- 2 complimentary “Exhibitor Only” badges for staff working the exhibitor table.
 - Non-profit exhibitors will receive 1 complimentary badge.
- Additional badges may be purchased for a fee (amount to be confirmed shortly).
- Staff must be registered by name.

A separate email will be sent soon with registration codes, instructions, and further details.



Exhibitor Hall Access and Regulations



Setup Requirements

- Booth setup must be completed no later than 12:00 PM on Friday, December 5.
- The IASLC NACLC 2025 Conference Management reserves the right to reassign exhibit space if setup is not completed by this time.
- No refunds or compensation will be issued for reassigned space.

Liability for Venue Damage

- Exhibitors and contractors are liable for any damage to venue property (floors, walls, columns, or equipment).
- The use of tape, paint, adhesives, or other substances on building surfaces is strictly prohibited.
- Any damage will be repaired at the exhibitor's expense.

Safety & Compliance

- Exhibitors are responsible for injuries or damage caused by improper setup or distribution of materials.
- All exhibits must comply with fire and safety regulations.
- Only fire-resistant materials may be used for decoration.
- All empty crates and packing materials will be stored and returned at the exhibitor's expense.

Display Regulations

- Booths must be arranged to avoid blocking neighboring exhibits or public access.
- Display items must remain at least 1' (30 cm) inside the exhibit boundaries.
- Displays that encroach into walkways or other spaces may be modified or removed by the Secretariat.

Age Restrictions

- Individuals under 18 years of age are not permitted in the exhibit hall during move-in or move-out.
- These areas are considered hazardous work zones during installation and dismantling.

Conduct Expectations

- The use of alcohol, horseplay, or unsafe behavior is strictly prohibited during move-in and move-out.
- Unsafe behavior must be addressed immediately if observed.

Enforcement & Inspections

- The IASLC Management, the Marriott Hotel, and local authorities reserve the right to dismantle any non-compliant or unapproved exhibit.
- Routine inspections will occur throughout the event to ensure adherence to these guidelines.

Shipping



The FedEx Office Business Center onsite at the Chicago Downtown Marriott is handling all shipping and receiving for NACLC 2025. Please follow the instructions below to ensure proper receipt and handling of all shipped items. Reach out to the store manager, Rebecca Kellner at 312.832.0090 or rebecca.kellner@fedex.com.

Please schedule your shipment to arrive no earlier than Monday, December 1, 2025, to avoid additional storage fees.

Package Labeling

All packages must be labeled as shown in the example below. Be sure to use the name and cell number of the recipient who will be on-site to receive and sign for the packages.

(Guest Name) (Guest Exhibit Booth Number)

(Guest Cell Number)

c/o FedEx Office at Chicago Downtown Marriott

540 North Michigan Ave

Chicago, IL 60611

IASLC North America Conference on Lung Cancer

Box _____ of _____

Shipping Continued

Upon Your Arrival

Once packages are delivered, they will be stored at the onsite FedEx until the morning of December 5th, 2025. Once we take possession of the Exhibitor Hall, FedEx Office staff will deliver your packages to your assigned exhibit booth based on the number booth you picked and that you listed on your shipping label. Heavier items may be scheduled for delivery by contacting the FedEx Office staff at 312-832-0090. Recipient must be present to sign for the items if necessary.

Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx office Business Center. All outbound packages must have a completed carrier airbill affixed to each package.

Fees

Package handling and storage fees apply per package or per pallet/crate. Delivery fees also apply. All fees will be billed directly to the sponsor/recipient.



Lead Retrieval



Lead retrieval at NACLC 2025 is included in your exhibitor package at no additional cost and will be conducted through a mobile app.

What is Lead Retrieval?

Lead retrieval allows you to easily collect and manage attendee information by scanning a unique QR code located on each attendee's conference badge. This system enables exhibitors to efficiently track booth visitors, gather valuable contact details, and input notes or custom responses for follow-up after the event.

How It Works:

Exhibitors will need to use their own mobile phone or tablet equipped with a working camera and either a data plan or access to Wi-Fi. Using the camera, you will scan QR codes directly from attendee badges to capture their contact information.

Custom Setup via Exhibitor Portal

Through the Exhibitor Portal, you can:

- Assign an email address to receive scanned lead data.
- Create and customize lead qualification questions for booth staff to ask during scans.

Important Information:

- Lead retrieval is included in your exhibitor package – there is no additional fee.
- The **deadline to set up lead retrieval** is **November 19, 2025**.
- For questions or assistance, please contact Maggie Lilac at maggie.lilac@iaslc.org

We encourage you to take full advantage of this tool to maximize your engagement and follow-up opportunities with NACLC 2025 attendees.

Move-out and Removal

Exhibitor move-out will begin at **10:30 AM on Sunday, December 7, 2025**, and must be **completed no later than 1:30 PM** that same day. The IASLC NACLC 2025 Conference Secretariat reserves the right to issue a penalty fee if this timeline is not followed. All exhibit spaces must be restored to their original condition by 2:00 PM.

When dismantling begins and subcontractors remove furniture, exhibitors must ensure that no personal items are left behind in drawers, shelves, or display units. The IASLC NACLC 2025 Secretariat is not responsible for any lost or damaged property. All equipment and materials leased from NACLC 2025 must be returned in full and in proper condition.

We appreciate your efforts to recycle disposable items where possible. All exhibit materials must be removed during the designated move-out window. Any outgoing shipments must be arranged in advance through the Marriott FedEx Office Business Center.

Please note: any items left behind at the Marriott Downtown Magnificent Mile will be subject to disposal.

