SLAS 2026 SYMPOSIA SERIES
Sample Management Symposium
Hosted at Genentech A Member of the Roche Group
21-22 OCTOBER SOUTH SAN FRANCISCO
SAN FRANCISCO | CALIFORNIA
#SLASSample26

Exhibitor Service Kit

October 21-22, 2026

San Francisco, California

GENERAL INFORMATION & IMPORTANT DEADLINES

Item:	Action/Task	Deadline:
Company Logo (eps. file)	Please complete "Company Logo" and "Company Information" tasks in the exhibitor/sponsor portal for the SLAS Event Website.	August 5, 2026
Hotel Reservations	Available Rooms - Hilton Garden Inn San Francisco Airport North	September 18, 2026
Certificate of Insurance Uploaded	Please complete the "Certificate of Insurance Upload" task in your exhibitor/sponsor portal.	September 18, 2026
Exhibitor Registration	All participants must self-register. Exhibitor badge allotments are available in the registration task of the exhibitor/sponsor portal.	September 30, 2026
Shipments to Venue	*Please ensure shipments sent to show site will arrive between* ***October 6 and October 16.*** All boxes must be labeled with SLAS Sample Management 2026, ATTN: Amy Nasser (Venue Contact).	Begin Oct 6, 2026 *** See Shipping Information section below.***
Submit Tracking Info to SLAS Ops	Please complete the "Shipment Tracking" task in your exhibitor/sponsor portal. *Required even if nothing is being shipped.*	October 13, 2026
Technology Snapshot (If Part of your Sponsorship package)	Please submit your presenter name/bio/headshot and presentation title/description in your exhibitor/sponsor portal.	September 15, 2026
Technology Snapshot (If Part of your Sponsorship package)	Please upload your final presentation as a PowerPoint in your exhibitor/sponsor portal.	September 25, 2026

PAYMENT TERMS

1. PAYMENT OF SPACE
Payment is due in full upon receipt of the invoice. Failure to remit payment on time may result in forfeiture of the reserved space. Any Applicable wire transfer or bank fees must be paid by the exhibiting company.

2. CANCELLATION AND REFUNDS
All cancellations of space must be received in writing. Once space has been reserved and a contract has been executed, all payments are non-refundable regardless of cancellation.

Sponsorships are subject to the same payment and cancellation terms as exhibition booths.

No-shows will be treated as cancellations and the exhibiting company will lose all accumulated rights toward the following year's space assignments. SLAS reserves the rights to remove cancelled companies from other SLAS programs.

View the full Terms and Conditions for more details.

HOTEL & TRAVEL

More information can be found on the Hotel and Travel page for getting to the venue, transportation, and travel discounts.
Hilton Garden Inn San Francisco Airport North
670 Gateway Blvd
South San Francisco, California 94080

This is the only official hotel for this event, and the booking link below is the only way to make reservations at the group rate. SLAS and its partners will never solicit bookings directly from delegates or exhibitors. Available Rooms - Hilton Garden Inn San Francisco Airport North

- Standard Nightly Rate: $189 + state and local taxes
- Cancellation Policy: Free cancellation before 11:59 PM (local time) on Tuesday, October 20, 2026
- A credit card is required for reservations
- No deposit required

SLAS group rate is available until Sunday, September 20, 2026 or until the block is full. **Please refer to the group**: Society for Laboratory Automation and Screening 2026. Discounted rooms are available on first-come, first-served basis until the block is full.

Beware of Unauthorized Hotel Solicitations

This is the only official hotel for this event. SLAS and its partners will never solicit bookings directly from delegates or exhibitors. Should you receive an unauthorized solicitation, please forward it to slas@slas.org.

REGISTRATION INFORMATION

Exhibitor Registration Deadline: September 30, 2026

On-site registration will be located in the **Genentech B21 building**. Badges will not be mailed in advance of this event. Please plan to collect your badge on Tuesday while you are setting up your booth.

Registration / Badge Pick Up Hours (Pacific Standard Time):
Tuesday, October 20
5:30 PM – 6:00 PM

Wednesday, October 21
8:00 am – 5:30 pm

Thursday, October 22
8:30 am – 1:00 pm

To register for your allotment of badges, please visit your exhibitor/sponsor portal and complete the registration task to register your staff.

Registration allotments are based on Sponsor level.

Registration Type	Premier	Gold	Silver
Booth Personnel	2	2	2
Exhibitor Full Access (Complimentary)	1	1	1
Exhibitor Full Access – Discounted ($295 each)	Up to 3	Up to 3	1
Customer Full Access (Complimentary)	2	1	0

Registrations after September 30, 2026, may not be accepted. Please register your staff by this date.

EXHIBITION HOURS

(All Times Are Pacific Time) – Subject to change.
***Hosted at: Genentech* - Building 21 (B21), located at 401 DNA Way, South San Francisco, CA 94080.**

Installation

Tuesday, October 20: 4:30 PM – 6:00 PM
Wednesday, October 21: 7:00 AM – 8:00 AM
All Tables must be completely installed and ready by 8:00 AM Wednesday, October 21.
Registration opens at 8:00 AM and a welcome breakfast starts at 8:30 AM on Wednesday, October 21.

No unpacking of cartons or crates will be permitted between Wednesday, October 21 at 8:00 AM and Thursday, October 22 at 3:30 PM.

Tabletop Hours

Wednesday, October 21: 8:30 AM – 7:00 PM
Thursday, October 22: 8:30 AM – 5:00 PM
NOTE: Sessions, exhibits, lunch, Technology Snapshots, and posters will all take place in the same room, with areas separated by curtains. As a result, tabletops must remail setup during event hours each day.

Dismantling

Thursday, October 22: 5:00 PM – 7:00 PM
Dismantling and removal of displays must wait until 5:00 PM.

Schedule at a Glance | SLAS 2026 Sample Management Symposium

INSURANCE

Certificate of Insurance - deadline September 18, 2026

All exhibitors/sponsor are required by law to have adequate Public Liability Insurance. Insurance must be submitted for your company and any appointed contractors if you are using them. Please upload your company's insurance documents to your exhibitor/sponsor portal.

TABLETOP FURNISHINGS

An exhibit table top space includes:

- Table top booth space (6’ long by 30” wide linen covered table with 2 chairs)
- Electrical and power socket (5 AMP) **NOTE:** You must provide your own power strips and extension cords.

Items must be placed on top of table provided, Behind the table footprint and not beside it on the floor. **Please note that this is a table top event.** Please plan your display accordingly. Displays that encroach on the boundaries of neighboring tables will be not be permitted during set up.

Please use the right image as a reference of what is permitted.



No banners or back drops exceeding the height limits of 8 feet tall and wider than 8 feet are allowed and will be removed. Nothing shall be tacked, stapled, nailed, screwed, taped or otherwise attached to the columns, walls, floors, doors, or other parts of the building or provided furniture. Nothing can be affixed to any wall or pillars of the venue. The following display enhancements are not permitted:

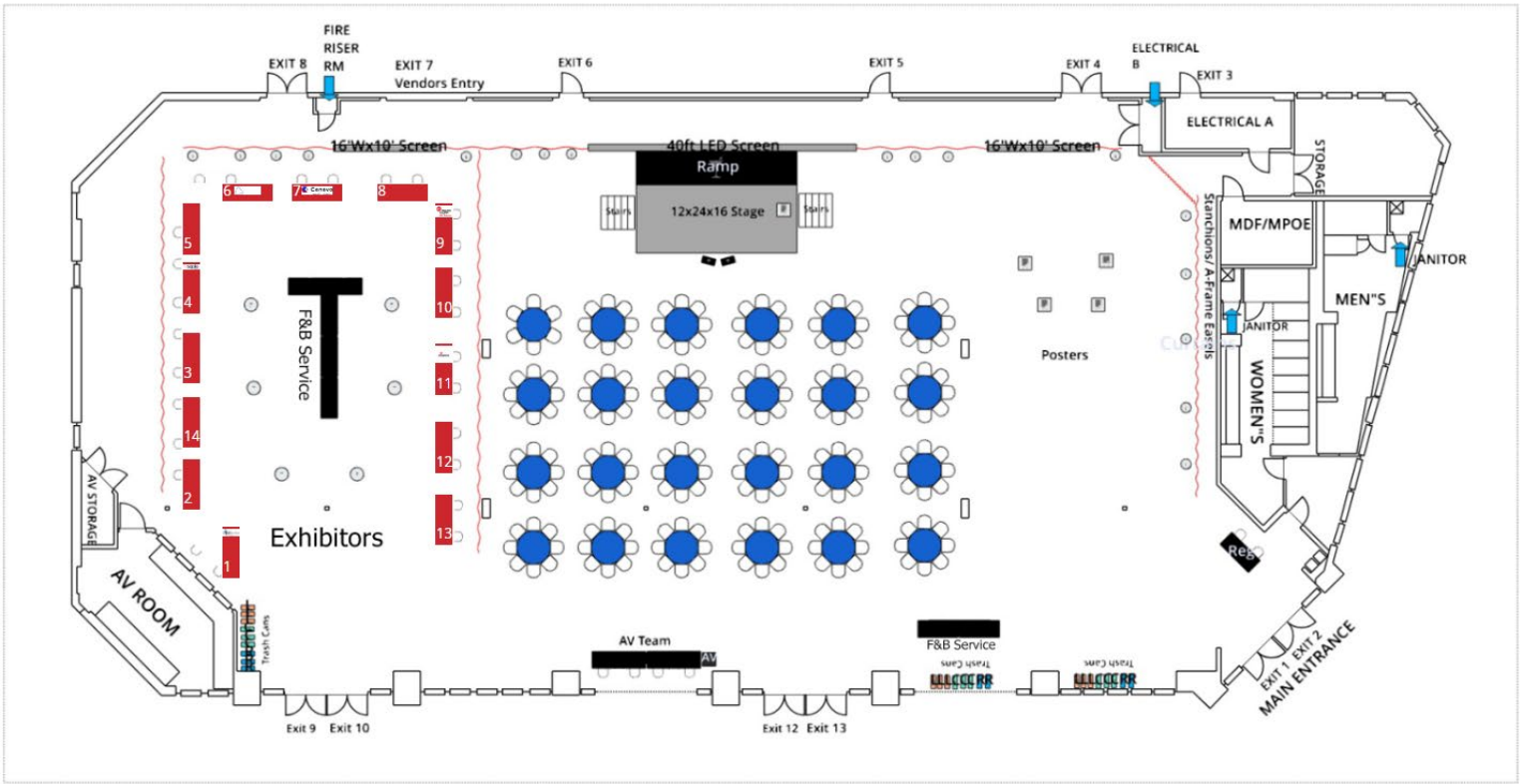
- Balloons
- Live Animals
- Food & Beverage Items
- Noise Making Promotions or Machines (i.e. music/speakers)
- Any Device that Emits an Odor
- Additional Display Enhancements at Discretion of SLAS

Storage: Please ensure boxes fit under your table top and are safely out of sight. There will not be storage for larger boxes so please plan to remove these and adequately store off site during move-in.

AUDIO VISUAL ORDERS

Electrical/Power socket comes with your package. **NOTE:** You must provide your own power strips and extension cords.
Additional AV such as monitors will also need to be brought on your own. Limited AV quantities are available if you require an order. Please contact slassymposia@discoversb.com, so we can get you in touch with the onsite team to see if anything can be ordered.

EVENT LAYOUT



For any Questions, please contact us at slassymposia@discoversb.com

SECURITY

Reasonable care will be taken to secure the exhibition overnight. However, it is ultimately each exhibitor's responsibility to secure their displays and materials, as there will not be hired security specifically assigned to this area. SLAS accepts no responsibility for lost, stolen, or damaged items.

SHIPPING & ONSITE INFORMATION

If you are shipping to the venue, you **MUST** enter your **tracking details** into the **Shipping and Tracking Task** in your exhibitor/sponsor portal. This allows the onsite staff managing shipments to confirm that you may pick up your packages onsite.

Shipping Timeline: *Arrival of Shipments can* ***begin October 6, 2026.*** *Please ensure shipments sent to show site will arrive between* ***October 6 and October 16.***

Review the Exhibitor Package Handling policies:

- All boxes must be labeled with SLAS Sample Management 2026, ATTN: Amy Nasser (Venue Contact).
- The venue cannot assume responsibility for the storage of boxes received more than (2) weeks prior to the scheduled event.
- Booth personnel onsite must have all pertinent tracking information for your Company's shipments in order to accept the package for the booth.
- After the event, any boxes to be shipped out of the venue must be properly packaged and labeled with your pre-printed return labels. **There is no ability to print the labels onsite, so please have these pre-printed and with you beforehand.**
- The venue is not responsible for packing or for supplying any packing materials. Any materials left behind without return shipping labels will be discarded within three business days.

Service Fees – Handled independently through your carrier. Pre-print labels before onsite.

***All shipments and deliveries must be addressed in the following format**:
Use this Shipping Label to download, print and use.

SLAS Sample Management 2026
ATTN: Amy Nasser (Venue Contact)
Genentech
401 DNA Way
South San Francisco, CA 94080
USA
Box(es) _____ of _____ (Multiple boxes MUST be numbered)
Company Name:_____

The Shipper's Return Address should include the shipper's name, address, and telephone number. Multiple packages within a single shipment should be numbered in sequence (i.e. 1 of 3, 2 of 3, 3 of 3); it may be helpful to make note of individual package contents so that careful records of all materials may be maintained and the sender alerted in the event of damage or non-receipt.

Return Shipping Information

If another carrier service is being utilized, then please let the venue know what service and what day/time we can expect them to be on the property. Any boxes shipped out must be properly packaged and labeled with the shipping address, return address, and method of payment on your departure date. There is no ability to print the labels onsite, so please have these pre-printed and with you beforehand.

Parking and Self Unloading

Hand Carry/Self Unloading: Use the load in garage door on the back side of building 21. There are parking spots to unload from and enter through the back entrance. Time Limit to 20 minutes for unloading only in this area. Vehicles must be moved to the visitor lot (near building 35) after being unloaded.

FREE Self-parking: No parking passes needed. B35 Visitor Lot is closest to building 21. There is also the B31 visitor lot available.
Parking for oversized vehicles must be pre-approved, please reach out to SLASSymposia@discoversb.com.



INCREASED VISIBILITY OPTIONS

À La Carte Sponsorships

Our à la carte options let you select elements that align with your brand strategy and budget. These options are available even if you cannot attend the Symposium.

Enhance Your Brand Visibility Without Traveling to South San Francisco

We recognize that scheduling constraints or other obligations may prevent in-person attendance or exhibition at every SLAS event. SLAS provides alternative avenues to maintain a strong presence and engage with the community, ensuring your brand remains visible and engaged.
We developed flexible sponsorship options for our symposium, accommodating both companies exhibiting on-site and those unable to attend in person. Through our comprehensive sponsorship packages or à la carte options, you will make a meaningful impact and ensure your brand receives optimal exposure, regardless of participation format.

Digital Exposure

Expand your reach through targeted digital advertising across social media and email, keeping your message in front of event participants.

- **Registered Attendee Email Blast (1 Available)**
  $2,725 Sponsor price (with Premier, Gold, or Silver package purchase)
  $3,300 Non-Sponsor price (without Premier, Gold, or Silver package purchase)
  - Promote your participation, product or service directly to registered attendees before the live event
  - Sponsor to provide content in HTML format; to be scheduled through SLAS