

ACG 2018
MEETING ROOM REQUEST FORM

Pennsylvania Convention Center
Philadelphia, PA
October 5-10, 2018
Exhibit Dates: October 7-9, 2018



The ACG has a very limited number of meeting rooms available at the Philadelphia Marriott Downtown during the ACG Annual Meeting. Meeting space will be assigned on a first-come, first-served basis. Payment in full must accompany this application. A service fee of 25% of the total meeting room cost will be assessed for any cancellation prior to September 7, 2018. No refunds will be available if space is canceled after September 7, 2018. All companies agree to abide by the "Meeting Room Rules and Regulations".

The following spaces are available to exhibitors:

Hotel Meeting Space

\$1,000.00 per day or portion thereof

A very limited number of meeting rooms are available at the Philadelphia Marriott Downtown on an hourly/daily basis.

Please fill out the meeting room request form on the following page and return it to ACG at (301) 263-9025 or emccubbin@gi.org. Meeting space fills quickly so please submit your request as early as possible. Please fill out one form per meeting.

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Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Please mark your meeting room preference below:

_____ Philadelphia Marriott Downtown

Date(s) of meeting: _____

Time of meeting: _____

Number of attendees: _____ Number of physicians: _____

Preferred room set: Conference Schoolroom Theater Banquet Other

If other, please describe: _____

Will meals be included? YES NO

PAYMENT INFORMATION

Payment Information: _____ Visa _____ MasterCard _____ American Express

Credit Card Number: _____ Expiration Date: _____

Name on Card: _____ Signature: _____

Check Enclosed (ck # _____)

American College of Gastroenterology
6400 Goldsboro Road, Suite 200
Bethesda, MD 20817
Phone: 301-263-9000; Fax: 301-263-9025
Websites: www.acgmeetings.org; www.gi.org

MEETING ROOM RULES & REGULATIONS

1. All companies applying for a meeting room must have a separate exhibit booth at ACG 2018; however, there is no minimum size requirement.
2. Meeting rooms are intended to be used for staff meetings and/or client conferences. The American College of Gastroenterology asks that you limit the number of physicians to 25 while the ACG educational sessions are in progress.
3. The exhibitor is responsible for the ordering and payment of all furniture, electrical equipment, services and rentals for the meeting room. All orders made through the hotel/convention center for the meeting room(s) are the sole responsibility of the exhibitor.
4. The subletting, assignment or apportionment of the whole or of any part of space by any exhibitor is prohibited. No exhibitor may permit any other party to exhibit or meet in his or her meeting space any goods other than those manufactured or handled by the contract exhibitor, or permit the solicitation of business by others within the space.
5. The safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. Exhibitors should not leave valuable materials or equipment in the meeting rooms when no one is present. If security is required in your meeting room during or after normal conference hours, you may contract directly with ACG's security contractor for that service. Information and order forms will be included in the Exhibitor Information Kit. The American College of Gastroenterology, Philadelphia Marriott Downtown or any other contracted hotel can assume no responsibility for any losses sustained by exhibitors.
6. Any booth cancellation will automatically result in cancellation of the meeting room. Cancellation fees will apply.
7. The applicant agrees to abide by all rules and regulations, requirements and restrictions as set forth in the Exhibitor Rules & Regulations manual.
8. No video recording in meeting rooms, including by media, may be done without prior written permission from the ACG. Detailed description of what will be recorded along with information on where and when the recording will be displayed must accompany all requests. Failure to notify the College may result in penalties.
9. Failure to abide by these rules and regulations will result in forfeiture of all monies paid.