

**ACG 2019**  
**MEETING ROOM REQUEST FORM**

Henry B. Gonzalez Convention Center  
San Antonio, TX  
October 25-30, 2019  
Exhibit Dates: October 27-29, 2019



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The ACG has a very limited number of meeting rooms available at the Grand Hyatt San Antonio 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 27, 2019. No refunds will be available if space is canceled after September 27, 2019. All companies agree to abide by the "Meeting Room Rules and Regulations".

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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 Grand Hyatt San Antonio 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](mailto: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:**

\_\_\_\_\_ Grand Hyatt San Antonio

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](http://www.acgmeetings.org); [www.gi.org](http://www.gi.org)

## **MEETING ROOM RULES & REGULATIONS**

1. All companies applying for a meeting room must have a separate exhibit booth at ACG 2019; 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, Grand Hyatt San Antonio 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.