

**ACG 2021  
MEETING ROOM REQUEST FORM**

Mandalay Bay Resort & Casino  
Las Vegas, NV  
October 22 - 27, 2021  
Exhibit Dates: October 24-26, 2021



---

The ACG has a very limited number of meeting rooms available at the Mandalay Bay Resort & Casino 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 17, 2021. No refunds will be available if space is canceled after September 17, 2021. 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 Mandalay Bay Resort & Casino on an hourly/daily basis.

Please fill out the meeting room request form on the following page and return it to ACG at [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.

**20x20 Meeting Space on Exhibit Floor** \$10,000  
Meeting rooms are available from Sunday, October 24 through Tuesday, October 26 for your use. The rooms will consist of 8' MIS Hardwalls with one door. The rooms will be carpeted and a sign with your company name will be included. There is no ceiling on these rooms.

**10x20 Meeting Space on Exhibit Floor** \$5,000  
Meeting rooms are available from Sunday, October 24 through Tuesday, October 26 for your use. The rooms will consist of 8' MIS Hardwalls with one door. The rooms will be carpeted and a sign with your company name will be included. There is no ceiling on these rooms.

**ACG 2021  
MEETING ROOM REQUEST FORM**

Mandalay Bay Resort & Casino  
Las Vegas, NV  
October 22 - 27, 2021  
Exhibit Dates: October 24-26, 2021



Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**Please mark your meeting room preference below:**

\_\_\_\_\_ Mandalay Bay Resort & Casino **\*Note, meeting space is sold out on Sunday, October 24 and Monday, October 25.**

\_\_\_\_\_ Exhibit Hall Space 20x20

\_\_\_\_\_ Exhibit Hall Space 10x20

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 # \_\_\_\_\_)

## **MEETING ROOM RULES & REGULATIONS**

1. All companies applying for a meeting room must have a separate LIVE exhibit booth at ACG 2021; 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, Mandalay Bay Resort & Casino 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.