

**ACG 2022**  
**MEETING ROOM REQUEST FORM**

Charlotte Convention Center  
Charlotte, NC  
October 21-26, 2022  
Exhibit Dates: October 23-25, 2022



---

The ACG has a very limited number of meeting rooms available 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 23, 2022. No refunds will be available if space is canceled after September 23, 2022. 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 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.

**10x20 Meeting Space on Exhibit Floor** \$5,000  
Meeting rooms are available from Sunday, October 22 through Tuesday, October 25 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 2022**  
**MEETING ROOM REQUEST FORM**

Charlotte Convention Center  
Charlotte, NC  
October 21-26, 2022  
Exhibit Dates: October 23-25, 2022



Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

<b>SOLD OUT</b>	Westin Charlotte	_____	Sheraton Charlotte Hotel/ Le Meridien Charlotte
_____	Omni Charlotte Hotel	<b>SOLD OUT</b>	Courtyard Charlotte City Center
_____	Charlotte Marriott City Center	_____	Hyatt House Charlotte/City Center
_____	Hyatt Place Charlotte Downtown	<b>SOLD OUT</b>	JW Marriott Charlotte
_____	Hilton Garden Inn	_____	Hilton Charlotte
<b>SOLD OUT</b>	10x20 Meeting Space on Exhibit Hall Floor		

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**

Please make checks payable to: American College of Gastroenterology. If you wish to pay by credit card, please fill in the necessary information below. American Express, VISA, and MasterCard accepted. A service fee of 4% will be applied to each credit card payment.

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 exhibit booth at ACG 2022; 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 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 and contracted hotels 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.