



## MEETING ROOM REQUEST FORM

Vancouver Convention Centre

Vancouver, Canada

October 20-25, 2023

Exhibit Dates: October 22-24, 2023

### MEETING ROOM AVAILABILITY

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 22, 2023. No refunds will be available if space is canceled after September 22, 2023. All companies agree to abide by the "Meeting Room Rules and Regulations".

### MEETING ROOM RENTAL

**Hotel Meeting Space** – Please select your preferred hotel. ACG will check availability with your preferred locations and the hotel will contact you directly to contract meeting space.

**Convention Center Meeting Room Space:** \$1,000.00 per day/per meeting room or portion thereof  
A very limited number of meeting rooms are available on an hourly/daily basis. ACG will assign space to you.

### MEETING ROOM RULES & REGULATIONS

1. All companies applying for a meeting room must have a separate exhibit booth at ACG 2023; 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, AV equipment, services, food and beverage and other rentals for the meeting room. All orders made through the hotel or 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.
6. Any booth cancellation will automatically result in cancellation of the meeting room. Cancellation fees may 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 the forfeiture of all monies paid.



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Meeting space is reserved for exhibitors and fills quickly so please submit your request as early as possible.

Please fill out one form per meeting and return to Elaine McCubbin at [emccubbin@gi.org](mailto:emccubbin@gi.org)

### Company Information

This is Request # ..... of .....total meetings/events (please submit a separate form for each meeting/event)

Company Name ..... Contact Phone .....

Contact Name ..... Contact Email .....

Company Address

.....  
.....

### Payment Information (For Convention Center Space Only)

Please circle payment type: Check, ACH or Credit Card (**service fee of 4% will be applied to each credit card payment**) \*Check/ACH payments **MUST** include ACG Invoice Number or Exhibiting Company Name. No third-party names. Payment instructions will be emailed after the convention center meeting space has been assigned.

**Cancellation Policy (For Convention Center Space Only):** A service fee of 25% of the total meeting room cost will be assessed for any cancellation prior to September 22, 2023. No refunds will be available if space is canceled after September 22, 2023.

### Meeting Information

Meeting Date.....

Meeting Time.....

Number of Attendees.....Number of Physicians.....

Room Setup (select one)  Conference  Banquet  Theater  Classroom

Food and Beverage  Yes  No Audio Visual  Yes  No

### Please mark your meeting room preference from 1-5 below:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Fairmont Waterfront            | <input type="checkbox"/> Fairmont Hotel Vancouver  | <input type="checkbox"/> Fairmont Pacific Rim    |
| <input type="checkbox"/> Sheraton Vancouver Wall Centre | <input type="checkbox"/> The Westin Bayshore   | <input type="checkbox"/> Hyatt Regency Vancouver |
| <input type="checkbox"/> Pan Pacific Vancouver          | <input type="checkbox"/> Vancouver Convention Center Meeting Room (\$1,000 per room/day) |  |
| <input type="checkbox"/> Vancouver Marriott Downtown    |  |  |

Special Needs or Comments

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