



EXHIBIT HALL MEETING SUITE REQUEST FORM

Philadelphia Convention Centre

Philadelphia, PA

October 25-30, 2024

EXHIBIT HALL MEETING SUITE AVAILABILITY

The ACG has a very limited number of 10x20 meeting suites available during the ACG Annual Meeting in the exhibit hall. Suites will be assigned on a first-come, first-served basis. Suites are available for meetings during exhibit hall hours only.

A service fee of 25% of the total meeting room cost will be assessed for any cancellation prior to September 3, 2024. No refunds will be available if space is canceled after September 3, 2024. All companies agree to abide by the "Meeting Room Rules and Regulations".

MEETING ROOM RENTAL

Exhibit Hall Meeting Suite Space: \$8,000

MEETING ROOM RULES & REGULATIONS

1. All companies applying for a meeting suite must have a separate exhibit booth at ACG 2024; however, there is no minimum size requirement.
2. Suites are intended to be used for staff and/or client meetings.
3. Suites will include a welcome reception counter with a stool, structure with locking door, carpeting, table and chairs for 4 people and a waste basket.
4. The exhibitor is responsible for the ordering and payment of all AV equipment, services, food and beverage and other rentals for the meeting room. All orders made through the convention center for the meeting suites are the sole responsibility of the exhibitor.
5. 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.
6. 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 suite 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.
7. Any booth cancellation will automatically result in cancellation of the meeting suites. Cancellation fees will apply.
8. The applicant agrees to abide by all rules and regulations, requirements and restrictions as set forth in the Exhibitor Rules & Regulations manual.
9. No video recording in meeting suites, 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.
10. 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 form and return to Elaine McCubbin at emccubbin@gi.org

Company Information

Company Name Contact Phone
Contact Name Contact Email

10x20 Exhibit Hall Meeting Suite - \$8,000

Meeting suite will include structure, carpeting, seating for 4 people and a waste basket. Electricity and AV is not included in the room and must be ordered separately.

Meetings can only be held when the exhibit hall is open:

- Sunday 3:00 pm – 7:00 pm
- Monday 10:30 am – 4:45 pm
- Tuesday 10:30 am – 4:30 pm

Because of the limited number of meeting suites available, exhibitors may only request one (1) meeting suite.

Payment Information

Please indicate payment type:

- Check
- ACH
- Credit Card

A 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 meeting space has been assigned.

Cancellation Policy: A service fee of 25% of the total meeting room cost will be assessed for any cancellation prior to September 3, 2024. No refunds will be available if space is canceled after September 3, 2024.