

**ACG 2009  
MEETING ROOM REQUEST FORM**

ACG Annual Meeting  
San Diego, California  
October 23 – 28, 2009  
Exhibit Dates: October 25 – 27, 2009



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

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

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

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

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

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

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The ACG does have very limited meeting space available at the Manchester Grand Hyatt 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 21, 2009. No refunds will be available if space is canceled after September 21, 2009. All exhibitors agree to abide by the "Meeting Room Rules and Regulations". There is no meeting space available at the San Diego Convention Center other than meeting rooms on the trade show floor.

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The following spaces are available to exhibitors:

**20x20 Meeting Space on Exhibit Floor** \$10,000  
Meeting rooms are available from Sunday, October 25 through Tuesday, October 27 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.

**Manchester Grand Hyatt Meeting Rooms** \$250.00 per day or portion thereof  
Meeting rooms are available at the Manchester Grand Hyatt on an hourly/daily basis

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**EXHIBIT HALL MEETING ROOM RENTAL**

\_\_\_\_\_ 20x20 Meeting Room on the Exhibit Hall Floor (400 sq. ft.)

Number of Attendees (maximum over the week): \_\_\_\_\_

Number of Physicians (maximum over the week): \_\_\_\_\_

Preferred Room Set: \_\_\_\_\_

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**HOURLY/DAILY MEETING ROOM RENTAL**

Date of meeting: \_\_\_\_\_

Time of meeting: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Number of physicians: \_\_\_\_\_

Preferred room set: \_\_\_\_\_

Date of meeting: \_\_\_\_\_

Time of meeting: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Number of physicians: \_\_\_\_\_

Preferred room set: \_\_\_\_\_

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**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 450  
Bethesda, MD 20817  
Phone: 301-263-9000; Fax: 301-263-9025  
Websites: [www.acgmeetings.org](http://www.acgmeetings.org); [www.acg.gi.org](http://www.acg.gi.org)

## **MEETING ROOM RULES & REGULATIONS**

1. All companies applying for a meeting room must have a separate exhibit booth at ACG 2009; 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 15 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 Manchester Grand Hyatt or the San Diego Convention Center for the meeting room 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, Manchester Grand Hyatt and the San Diego Convention Center 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 (available upon request or at [www.acgmeetings.org](http://www.acgmeetings.org)), the Manchester Grand Hyatt and the San Diego Convention Center.
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.