



Exhibitor Event/Meeting Room Request Form

*Please use one form per event request.
All events must be approved by ACOG and are subject to space availability.*

Booth #: _____ **Application Date:** _____
Organization Name: _____

Activity Name: _____

Event Details:

Event Day: _____ **Event Date:** _____
Event Start Time: _____ **AM PM** **Event End Time:** _____ **AM PM**
Set-up Time: (What time do you want access to the room?) _____ **AM PM**
Requested Location: San Diego Convention Center Hilton Bayfront Hotel (HQ) Omni San Diego
 San Diego Marriott Marquis & Marina **Estimated Event Attendance:** _____

Type of Activity:

Reception Meeting Meal & Meeting Meal Only Other (Specify) _____

Requested Room Set-up:

Reception/cocktail rounds Theater Conference Banquet Classroom Other: _____

Equipment/AV (All A/V Charges are the responsibility of the organization planning the event)

Standing Lectern, No Microphone Head table for _____ people Screen
 Standing Lectern with Microphone Microphones for head table Computer (Laptop)
 Audience Microphones, # _____ Overhead Projector iPad
 Flip Chart & Markers, # _____ LCD Projector Other: _____

EVENT CONTACTS

The Pre-Event contact will receive the confirmation and all correspondence relating to the event request. The onsite contact will only be used onsite.

Pre-Event Contact	Onsite Contact
Name: _____	Name: _____
Organization: _____	Organization: _____
Address: _____	Address: _____
City/State: _____	City/State: _____
Zip code: _____	Zip code: _____
Phone #: _____	Phone #: _____
Email: _____	Email: _____

Meeting Services Use Only

Facility Assigned: _____
 Room Name: _____
 Day/Date: _____
 Time: _____
 Set-up: _____
 Confirmation: _____

**American College of Obstetricians & Gynecologists
Instructions and Policies**

ACOG Policy

All events must be approved by ACOG in advance. Organizations wishing to hold group activities in conjunction with the ACOG Annual Clinical & Scientific Meeting must complete an Event/Meeting Room Request Form, per each event.

It is ACOG's policy that any ancillary function held in conjunction with the ACOG Annual Clinical & Scientific Meeting must not conflict with official conference hours or events. ACOG reserves the right to refuse an event that conflict with any conference event. Events will not be allowed during educational sessions or exhibit show hours.

Saturday, May 6th Before 8:00 AM After 5:30 PM	Sunday, May 7th Before 8:00 AM After 4:30 PM	Monday, May 8th Before 9:00 AM After 4:30 PM	Tuesday, May 9th No Restrictions
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Preferred location or space is subject to availability and a room rental charge may apply.

Confirmation

The assigned facility, room, date and time will be confirmed to you, along with the name of the contact person for any food, beverage or audio visual needs.

Special Arrangements

It is the responsibility of the sponsoring organization to make all arrangements relative to menus, audio visual, décor, flowers, and payment with the facility's Banquet Department or Convention Services Department. These arrangements should be finalized at least 3-4 weeks prior to the activity date.

Payment of the event is the responsibility of the sponsoring organization and method of payment must be arranged in advance with the facility.

Requests are subject to availability at the time of booking.

Please return as soon as possible for best availability to:

Brittany Dismuke, *ACOG Exhibits Coordinator*, bdismuke@acog.org.