

BUSINESS MEETING ROOM REQUEST FORM

54th AAGL Global Congress on Minimally Invasive Gynecologic Surgery

Meeting Dates: November 8 -11, 2025

Exhibit Dates: November 9 -11, 2025

West Vancouver Convention Center | Vancouver, BC, Canada



Exhibiting Company Contact Information (English Only)

Company Name..... Booth #.....

Contact.....

Tel (direct only)..... Mobile(required).....

Email (direct only).....

Details

Date(s) Requested..... Expected Attendance.....

Full Day (\$4,000): 7:00 am – 6:00 pm (includes set-up and break down times)

Half Day (\$2,500): 7:00 am – 12:00 pm (includes set-up and break down times)

Half Day (\$2,500): 1:00 pm – 6:00 pm (includes set-up and break down times)

Purpose of Business Meeting Room.....

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Room Set Requested (If Not Preset).....

Ordering Audio Visual Equipment? Yes No

Ordering Food & Beverage? Yes No

Policies

Business Meeting Rooms are located on Level 1 of the Convention Center and are available for half day or full day rental.

Business Meeting rooms are available empty or preset. Deadline to reserve: October 24, 2025.

Eligibility

AAGL is offering a limited number of meeting rooms for rent. These rooms are ideal for exhibitors seeking a conveniently located private space within the exhibit hall or at the convention center for company meetings, press conferences, sales consultations, VIP hospitality, and more. Please note, these rooms are not intended for product displays or as a replacement for exhibit booths.

Availability

Sunday, November 9 - Tuesday, November 11, 7:00 am – 6:00 pm - may be rented for half day (5 hours) or full day (11 hours).

Full Day Rental Hours: 7:00 am – 6:00 pm (this includes set-up and break down times)

Half Day Rental Hours: 7:00 am – 12:00 pm or 1:00 pm – 6:00 pm (this includes set-up and break down times)

Half Day Rental Rate: \$2,500 | Full Day Rental Rate: \$4,000

Additional Information:

- Exhibitors must order and pay for any services needed, such as security, catering, cleaning, additional furniture, electrical, etc. from official service provider (Heritage) via the online exhibitor service manual.
- All food and beverage service must be ordered and paid for through the convention center caterer. No outside food and beverages are permitted.
- Loud music or disruption to the other booths, meetings or sessions, will not be permitted.
- Meeting rooms cannot be used or reserved for non-exhibiting companies or groups.
- All attendees accessing the meeting rooms must be badged appropriately.
- Early access or late extensions are not permitted.
- AAGL will provide (1) complimentary sign with company name and logo, outside each Meeting Room. Contracted exhibitors may provide signage inside their meeting rooms at exhibitor expense. Signs outside meeting rooms, in foyer, or around the venue are not permitted and will be removed by show management.
- Meeting rooms are not intended for product demos or as a substitute for exhibit space.
- Exhibitor agrees to abide by the AAGL Exhibitor Terms and Conditions which are part of the Meeting Room contract and all conditions which govern exhibit space in the Convention Center that is leased to AAGL.
- AAGL reserves the right to decline applications for Meeting Rooms if, in the sole discretion of AAGL, it is determined that such room assignments would create a conflict with the purpose of AAGL 2025 Global Congress.

We agree to the [Meeting Room Policies](#) | Submit form to: exhibitcontracts@spargoinc.com | For Help: aaglexhibits@spargoinc.com