

# AAGL 2025 PRIVATE MEETING ROOM POLICIES

## EXHIBITOR MEETING ROOMS AND BUSINESS MEETING ROOMS



### Eligibility

Private Meeting Rooms are available to rent at the 2025 AAGL Annual Meeting. AAGL Private Meeting Rooms may not be used to replace an exhibit booth, an Experience Theater session, a Satellite Symposium session or any education-related activity that would compete with the 2025 AAGL Annual Meeting program and may not be subleased to another company.

### Business Meeting Room Availability

Sunday, November 9 - Tuesday, November 11

8:00 am – 5:00 pm - may be rented for half day (4 hours) or full day (8 hours)

### Exhibitor Meeting Room Availability (rental includes all three days)

Sunday, November 9

Monday, November 10 - Tuesday, November 11

5:30 pm - 7:30 pm

8:15 am - 2:00 pm

### Business Meeting Rooms

A limited number of private meeting spaces within the convention center are available for rent. Business meeting rooms are intended for internal staff meetings, only. Meetings with attendees should be held in Exhibitor Meeting Rooms in the Exhibit Hall. Business Meeting Rooms are available for half day or full day rentals. Business Meeting Rooms must be reserved on or before October 24, 2025. **No exceptions.**

### Exhibitor Meeting Rooms

Exhibitor Meeting Rooms are intended for meetings with attendees or internal staff members. All professional guests who are invited to your Exhibitor Meeting Room must be registered attendees and have a valid meeting badge. Exhibitor Meeting Rooms must be reserved on or before October 24, 2025. **No exceptions.**

### Logistics

Exhibitor shall be solely responsible for the management of their Private Meeting Room and for any additional services beyond those that are included in each Private Meeting Room package. Such costs include but are not limited to additional furniture, audio visual equipment, food and beverage, internet, phone, security, etc. All additional services must be approved in advance by AAGL and ordered through AAGL's official service providers through the Exhibitor Resource Center. Please contact AAGL for more information. AAGL does not provide logistical support for your Private Meeting Room apart from those services included as part of your Private Meeting Room package.

### Food Service in Private Meeting Rooms

Exhibitors who would like food and beverage delivered to their Private Meeting Room should order at their own expense directly through the official caterer. All food and beverage must be approved in advance by AAGL.

### Maintenance of Private Meeting Room

Exhibitor is responsible for maintaining their assigned Private Meeting Room. Trash produced from food and beverage, company materials, etc., should be discarded in the trash cans inside of your Private Meeting Room.

### Security and Insurance

Private Meeting Rooms will not be secured. AAGL shall not be liable for damage or loss to Company's property, nor shall AAGL be liable for any injury that may occur in the company's Private Meeting Room.

### Signage

No signage may be affixed to or placed outside any Private Meeting Room. AAGL will provide one company sign outside each Private Meeting Room. Companies with a Private Meeting Room are permitted, at their own expense, to provide one sign within the interior of their meeting room of a size not to exceed 28 inches by 44 inches.