

APPLICATION AND CONTRACT FOR MEETING ROOM

2023 ACOG Annual Clinical and Scientific Meeting

Meeting Dates: May 19-21, 2023

Exhibits Dates: May 19-20, 2023

Baltimore Convention Center | Baltimore, MD



ACOG

The American College of
Obstetricians and Gynecologists

Contact Information (English Only)

Company Name.....

Contact..... Title.....

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

Email (direct only)..... Web Site

Address.....

City..... State..... Zip..... Country.....

Meeting Room Rates & Location Preferences

Unfurnished Meeting Rooms \$32.00 per sq. ft.

- Hard Wall Meeting Room
- Carpeting
- 1 Electrical Drop
- Lockable Door
- Wastebasket
- 22"x28" Identification Sign

Exhibitors are responsible for ordering furnishings, such as tables, chairs, waste baskets, cleaning service, electrical service, special lighting, and AV equipment.

Furnished Meeting Rooms \$46.00 per sq. ft.

- Hard Wall Meeting Room
- 1 – 5ft Conference Table
- Carpeting
- 1 Electrical Drop
- Lockable Door
- 6 – Standard Chairs
- Wastebasket
- 22"x28" Identification Sign

Size: _____ (min. 10' x 10') Preferences: 1st _____ 2nd _____ 3rd _____ Total Cost: \$ _____

Payment Information

Deposit and Payment Schedule

October 4, 2022...50% due for applications submitted prior to October 4, 2022

October 4, 2022 – December 29, 2022...50% due with application

After December 29, 2022 - 100% due with application

ACOG requires payment in full no later than December 30, 2022. Failure to make payments does not release the contracted or financial obligation of Exhibitor.

Submit application to:

Email: exhibitcontracts@spargoinc.com

Need help? Contact:

acogexhibits@spargoinc.com
703-631-6200 | 800-564-4220

Cancellation Penalties

Cancellation Penalties

Through October 3, 2022 - 0%

October 4, 2022 – December 29, 2022 - 50%

After December 29, 2022 - 100%

Make checks payable to:

American College of Obstetricians and Gynecologists

Mail check payment to:

ACOG Exposition Management, c/o SPARGO, Inc.
11208 Waples Mill Road, Suite 112 ♦ Fairfax, VA 22030

Credit Card Payments:

An invoice will be sent with instructions to submit credit card payment online.

I acknowledge that, as an authorized representative of the above stated Exhibitor, I have received, reviewed, and agree that Exhibitor will comply with the [Rules and Regulations](#). Exhibitor will comply with all updates of such policies applicable to the 2023 ACOG Annual Clinical and Scientific Meeting. Additional furniture, catering, and other items can be ordered through the Exhibitor Kit. No alcohol is allowed in the Exhibit Hall Meeting Rooms during show hours. Exhibitor agrees to receive all written and electronic correspondence from ACOG, SPARGO, Inc. and official event contractors in reference to the 2023 Annual Clinical and Scientific Meeting and all future ACOG events. This meeting room application will become a contract upon Exhibitor's authorized signature and ACOG's acceptance and approval.

Exhibitor Signature..... Date.....

Printed Name..... Telephone.....