

# APPLICATION AND CONTRACT FOR MEETING ROOM

## 2026 Annual Clinical and Scientific Meeting (ACSM)

Meeting Dates: May 1-3, 2026

Exhibit Dates: May 1-2, 2026

Walter E. Washington Convention Center | Washington, DC



### Contact Information (English Only)

Company Name .....

Contact ..... Job Title .....

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

Email (direct only) ..... Website .....

Address .....

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

### Meeting Room Rates & Location Preferences

#### Unfurnished Meeting Rooms \$38.00 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 \$53.00 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: 1<sup>st</sup> ..... 2<sup>nd</sup> ..... 3<sup>rd</sup> ..... Total Cost: \$ .....

### Payment Information & Cancellation Penalties

#### Deposit and Payment Schedule:

August 13, 2025: 50% Due for All Applications

August 13, 2025-January 16, 2026: 50% Due Upon Receipt

After January 16, 2026: 100% Due for All Applications

Applications received after due date are "due upon receipt," and must be brought up to date to most recent payment deadline. If Exhibitor fails to pay either 50% Deposit or final 100% Balance by due dates listed above, ACOG may cancel Exhibitor's participation per penalty schedule. ACOG is free to assign released space to other companies. Cancellation does not release Exhibitor from obligation per penalty schedule.

#### Cancellation Penalties:

Through August 12, 2025: 0% Penalty

August 12, 2025 – January 16, 2026: 50% Penalty

After January 16, 2026: 100% Penalty

#### Make checks payable to:

American College of Obstetricians and Gynecologists

#### Mail check payment to:

ACOG Exposition Management, c/o SPARGO, Inc.  
1881 Campus Commons Drive, Suite 350 • Reston, VA 20191

#### Credit Card Payments:

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

**Submit application to:** [acogexhibits@spargoinc.com](mailto:acogexhibits@spargoinc.com)

**Need help? Contact:** [acogexhibits@spargoinc.com](mailto:acogexhibits@spargoinc.com)

703-631-6200 | 800-564-4220

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 ACOG ACSM. 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 ACSM 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.....