

AGU24

Event Space Request Form

RULES AND REGULATIONS FOR EVENT SPACE REQUESTS

- Meeting requests and approvals are valid only for AGU24.
- Failure to have your meeting/event approved or pay the balance due will result in the cancellation of your meeting/event.
- AGU contracted hotels will not reserve meeting rooms or function space during the meeting dates without prior AGU approval.
- Your organization/company is responsible for all costs associated with your meeting/event, including but not limited to audio-visual/technology and catering charges; hotels could levy a meeting room rental fee if space is outside AGU's contracted space or blocks and **a food & beverage minimum (\$) might be enforced**. You are likewise responsible for requesting billing/payment arrangements.
- Once AGU approves your request for an ancillary meeting/event, AGU will provide hotel contacts for you to discuss further logistical arrangements. AGU's contracted hotels will require a copy of the approved Ancillary Meeting Request Form(s) prior to discussing your meeting/event.
- All organizations/companies requesting space are responsible for the actions of their employees and agents and are expected to follow AGU policies. Failure of a participating company or its agents to follow these policies is subject to penalty.

Important Note: AGU policy outlines that requests from commercial institutions will not be accepted. Space will be available to for-profit companies **only** if they are an official AGU24 sponsor.

By submitting an Ancillary Meeting Request form, you agree to abide by these policies.

ANCILLARY MEETING REQUEST FEES

There is a \$350 USD non-refundable administrative fee for each meeting/event, per day. Payment is required at the time of submission. The administrative fee is a processing fee and does not guarantee availability of a specific hotel/function space nor cover any meeting expenses, including but not limited to audio-visual/technology and/or catering charges.

All ancillary meeting requests must be submitted no later than **17:00 (EDT) Monday 7 October 2024**. The non-refundable administrative fee will increase to \$450 USD for requests submitted on or after **Tuesday 8 October 2024**; this fee is for each meeting request, per every event/meeting per day.

Please allow a minimum of five (5) business days for review of your event. You will receive a response via email. Written cancellation notices may be sent to agulogistics@maritz.com and must be received in writing by **Monday 7 October 2024**.

SCHEDULING POLICY

Groups under 50 attendees: There are no restrictions, but we strongly recommend you review the Union-wide events prior to scheduling.

Groups over 50 attendees: Please see below for time restrictions.

Date	Ancillary Meetings of more than 50
Sunday 8 December	No time restrictions
Monday 9 December	Must be scheduled before 8:30; 12:30 – 13:30 or any time after 18:00.
Tuesday 10 December	Must be scheduled before 8:30; 12:30 – 13:30 or any time after 18:00.
Wednesday 11 December	Must be scheduled before 8:30; 12:30 – 13:30.
Thursday 12 December	Must be scheduled before 8:30; 12:30 – 13:30 or any time after 18:00.
Friday 13 December	Must be scheduled before 8:30; 12:30 – 13:30 or any time after 18:00.
<i>Note: The above schedule may be updated to reflect additional Union-wide events.</i>	