

# AGU23

## Event Space Request Form

### RULES AND REGULATIONS FOR EVENT SPACE REQUESTS

- Meeting requests and approvals are valid only for AGU23.
- 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 AGU23 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 **5:00 p.m. (EDT) Monday, October 9**. The non-refundable administrative fee will increase to \$450 USD for requests submitted on or after **Tuesday, October 10**; 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](mailto:agulogistics@maritz.com) and must be received in writing by **Monday, October 9**.

**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

<b>Date</b>	<b>Ancillary Meetings of more than 50</b>
Sunday, 10 December	No time restrictions
Monday, 11 December	Must be scheduled before 8:30 a.m.; 12:50 p.m. – 2:10 p.m. or any time after 6:30 p.m.
Tuesday, 12 December	Must be scheduled before 8:30 a.m.; 12:50 p.m. – 2:10 p.m. or any time after 6:30 p.m.
Wednesday, 13 December	Must be scheduled before 8:30 a.m.; 12:50 p.m. – 2:10 p.m. or any time after 8:00 p.m.
Thursday, 14 December	Must be scheduled before 8:30 a.m.; 12:50 p.m. – 2:10 p.m. or any time after 6:30 p.m.
Friday, 15 December	Must be scheduled before 8:30 a.m.; 12:50 p.m. – 2:10 p.m. or any time after 6:30 p.m.
<i>Note: The above schedule may be updated to reflect additional Union-wide events.</i>	