



Meeting Room Rental Space Overview Guide

Thank you for expressing interest in securing a Meeting Room Rental Space at ASGCT's 26th Annual Meeting. The ASGCT Annual Meeting presents a prime opportunity for affiliates of ASGCT to hold meetings and events in connection with the meeting. Space can be used for internal stakeholder meetings and board meetings.

Below is a detailed guide describing this opportunity. Please reach out to exhibits@asgct.org with any questions.

Rental Fees:

Convention Center Meeting Rooms:

Dates Available:

Tuesday, May 16

Wednesday, May 17

Thursday, May 18

Friday, May 19

Saturday, May 20

Full Day Rental: \$10,000

8:00 AM – 5:30 PM

Half Day Rental: \$5,000

8:00 AM to 12:00 PM or 1:30 to 5:30 PM

100% of the meeting room fee is required with the contract or within 10 business days upon receipt of the meeting room invoice. Meeting rooms will not be assigned until payment has been received.

The date and time booked must include the meeting and any set up or tear-down. You will not be permitted to enter the space earlier or later than the scheduled time. If the exhibitor goes over the allotted time, they may be subject to a \$100 per hour late fee.

Please review the Meeting Room Rental Space [Terms and Conditions](#). Questions can be addressed to exhibits@asgct.org.

Meeting Room Amenities

Convention Center Meeting Rooms

Outside of the exhibit hall and open to all supporters.

We offer a variety of room rental space for affiliate events at the Los Angeles Convention Center outside of the Exhibit Hall. These rooms should be for quick meetings, internal meetings, focus groups, etc.

- Standard Room Set-Up:
All rooms will automatically be set-up in conference style with 20 chairs. If room set-up changes are needed, the supporter will incur a \$500 room change/administration fee from ASGCT. All requests must be sent to exhibits@asgct.org by April 21, 2023.
- Basic AV Set-up:
 - Projector and screen
 - HDMI to SDI Converter
 - SDI to HDMI Converter
 - Wireless Slide Advancer
- Complimentary Wi-Fi is provided throughout the convention center.
- Signage outside of room with your company name produced by ASGCT.

ROOM ACCESS AND STAFFING:

- As these meeting rooms are within the Los Angeles Convention Center, all individuals accessing your rental space must be registered to attend the Annual Meeting.
- Product displays are not permitted within the meeting rooms unless prior written approval has been provided by ASGCT. Pull up banners and signage provided by the exhibitor is allowed within the meeting room space. No additional signage, other than the identification sign created by ASGCT, can be placed outside the meeting room.

CATERING:

Catering is an optional add-on and not required by ASGCT. Catering can be purchased through the Los Angeles Convention Center. Please contact Rebecca Cooksey at RCooksey@levyrestaurants.com and Caitlin Offill at coffill@levyrestaurants.com with any questions and CC exhibits@asgct.org

[Catering Menu](#)



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