



Meeting Room Rental Space Overview Guide

[ASGCT's 27th Annual Meeting](#) presents a prime opportunity for affiliates of ASGCT to hold their own private meetings and events at the Baltimore Convention Center. Space can be used for internal stakeholder meetings, board meetings, and focus groups.

Below is a detailed guide describing this opportunity, as well as the terms and conditions. Please reach out to exhibits@asgct.org with any questions.

Rental Dates, Times, and Fees:

<p>Dates Available: Tuesday, May 7th Wednesday, May 8th Thursday, May 9th Friday, May 10th Saturday, May 11th</p> <p>Space Available: Variety of small meeting rooms on Level 300 of the Baltimore Convention Center. The exact meeting room space will be assigned when full payment has been received.</p>	<p>Full Day Rental: \$10,000 8:00 AM – 5:30 PM</p> <p>Half Day Rental: \$5,000 Morning Rental: 8:00 AM – 12:00 PM Afternoon Rental: 1:30 PM – 5:30 PM</p> <p>Access Times: The date and time booked must include any set up or tear-down. You will not be permitted to enter the space earlier or later than the scheduled time.</p>
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Meeting Room Design and Amenities:

- **Standard Room Set-Up:**
All rooms will automatically be set-up in conference style with 12 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 12, 2024.
 - **Included Simple A/V Set-up:**
Projector
Screen
Computer – Dell Laptop
Wireless Slide Advancer
- *Please Note*** - Please ensure you bring your personal flash drive. If you choose to bring your own laptop, make sure to have the necessary adapter. **Any additional audio/visual requirements must be arranged at your expense; kindly reach out to exhibits@asgct.org for assistance.***



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- **Complimentary Wi-Fi** is provided throughout the convention center. Onsite signage will be provided to guide you on accessing the Wi-Fi network.
 - **Printed signage** outside of room with your company name produced by ASGCT.
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Room Usage, Access and Staffing:

All individuals accessing your meeting room rental space must be registered to attend the Annual Meeting, either a full conference badge or exhibitor booth personnel badge.

- 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 supporter is allowed within the meeting room space.
 - No additional signage, other than the printed identification sign created by ASGCT, can be placed outside the meeting room.
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Payments and Cancellation Terms:

Full payment is required by March 1, 2024. Meeting rooms will not be assigned until payment has been received.

Private meeting room rental spaces are non-refundable. All cancellations must be made in writing to ASGCT Show Management at exhibits@asgct.org. The supporter will also be liable for any cancellation fees incurred from vendors.

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 your scheduled time (8:00 AM – 5:30 PM, 8:00 AM – 12:00 PM, or 1:30 PM – 5:30 PM). If the meeting room supporter goes over the allotted time, they may be subject to a \$100 per hour late fee.



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Catering (*optional*):

Catering is an optional add-on and not required by ASGCT. Catering can be purchased through the Baltimore Convention Center. Please contact daniel.heigh@sodexo.com with any questions regarding catering and CC exhibits@asgct.org

[Catering Menu](#)

Meeting Room Keys:

Lost keys or keys not returned to Show Management by the deadline provided in your confirmation letter will be charged an additional \$200 per key.

Please contact exhibits@asgct.org with any questions. Thank you for participating at ASGCT's 27th Annual Meeting!