



## **FUNCTION SPACE REQUEST FORM**

To host an event at SAGES 2024 meeting and/or obtain meeting space at one of the hotels in SAGES room block, your event must be cleared through the Show Office. To get clearance, please complete this form and return via email to the Show Office. Once approved, you will receive notification from Show Management and you may proceed with making arrangements directly with the hotel or off-site venue. The Show Office will communicate with each hotel as to which events have been cleared.

### **SPACE IS EXTREMELY LIMITED.**

**Hotel function space will not be released to exhibitors without Show Management's prior approval. Exhibitors are responsible for contacting the hotel to secure space subsequent to obtaining such approval.**

Meeting space may not be requested for educational or marketing activities aimed at meeting registrants other than as part of an official SAGES 2024 program. Social/hospitality events held during non-program hours must not be in conflict with any official meeting events, including scientific sessions and social events, and must be cleared through the Show Office by use of this form. Failure to do so may affect eligibility to exhibit in future years.

Complete one form per event. If you require more than one form, please copy blank form prior to completion.

### **COMPANY INFORMATION:**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**FUNCTION INFORMATION:**

Type of Function (Sales Meeting, Hospitality, etc.): \_\_\_\_\_

Date of Function: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

ROOM SET PREFERENCE if held at a hotel (check one):

Conference       Theater       Schoolroom       U-shape       Rounds

**PLEASE SELECT YOUR HOTEL PREFERENCE**

\_\_\_\_\_ Hilton Downtown Cleveland  
\_\_\_\_\_ Cleveland Marriott Downtown  
\_\_\_\_\_ Other off-site venue \_\_\_\_\_

**Once you have received approval, please contact the appropriate hotel directly. You will be provided with the appropriate contact information.**

**Approved**     **Not Approved**

\_\_\_\_\_  
Signature of Show Manager verifies approval status

**Policy for Exhibitor Hosted Events**

Neither exhibitors nor their representatives may sponsor, host or participate in any educational or marketing activities aimed at meeting registrants other than as part of an official exhibit or meeting program beginning Wednesday, April 17 at 8:00 am and ending Saturday, April 20 at 3:00 pm. **If there is an official meeting activity taking place, including educational activities, exhibit viewing, or social activity, exhibitors are not permitted to host activities during those times.**

Exhibitors may host social events, meetings, or educational activities, with approval of Show Management at the following times:

- Wednesday, April 17, prior to 8:00 am**
- Wednesday, April 17, after 7:30 pm**
- Thursday, April 18, prior to 8:00 am**
- Thursday, April 18, after 6:30 pm**
- Friday, April 19, prior to 8:00 am**
- Saturday, April 20, prior to 8:00 am**

**Please return form to**

Shelley Ginsberg ● Email: shelley@sages.org