



## 2024 Meeting Room Application

*This form is fillable as a PDF. Please consider not printing!*

### Company Information

|                                |  |
|--------------------------------|--|
| Company Name (the "Company")   |  |
| Address                        |  |
| Address 2                      |  |
| City                           |  |
| State / Province & Postal Code |  |
| Country                        |  |

### Contact Information

|       | Primary Contact (On-Site Contact) | Secondary Contact |
|-------|-----------------------------------|-------------------|
| Name  |                                   |                   |
| Title |                                   |                   |
| Email |                                   |                   |
| Phone |                                   |                   |

**Rates** Meeting rooms are available to conference exhibitors and sponsors only.

Your room access will depend on the room selected. ACP will let you know access dates once confirmed. The rate includes space w/ tables and chairs. Any catering, AV, or other services needed for your meeting are your responsibility. You will be provided with contact information to make appropriate arrangements.

|  | Rate    |
|--|---------|
| Show Floor Meeting Rooms – ACP Members (Exhibitors Only) | \$6,000 |
| Show Floor Meeting Rooms – Nonmembers (Exhibitors Only)  | \$8,000 |
| Regular Meeting Rooms – ACP Members                      | \$6,000 |
| Regular Meeting Rooms – Nonmembers                       | \$8,000 |
| PREMIUM Meeting Rooms (ACP Members Only)                 | \$9,000 |

## Please list Room capacity needed & Setup Preference by October 18, 2024.

Please note that changes to requests are not guaranteed after the 10/18 deadline (the "Setup Deadline"). Options: Boardroom, Rounds, Classroom.

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### Payment Information

Amount \_\_\_\_\_  Check  Wire / ACH  American Express  MasterCard  Visa

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_

If you need additional information or changes to your invoice, please contact [exhibition@cleanpower.org](mailto:exhibition@cleanpower.org) or call +1(202) 383-2500. Make checks payable to ACP in U.S. dollars & drawn from a U.S. bank. Applications submitted on or before September 1, 2024 (the "Application Deadline") require the full balance of meeting room fees to be paid within 30 days of invoicing. Applications submitted after the Application Deadline require the full balance of meeting room fees to be paid by October 18, 2024. Fees not paid in full by this schedule risk loss of assignment. Cancellation requests made after the Application Deadline are non-refundable and all fees will remain due and owing. **The undersigned, representing their authority to bind the Company, acknowledges that they have had the opportunity to read the attached Meeting Room Terms & Conditions, which are incorporated herein, and understand and agree to be bound by this Meeting Room Application and Terms & Conditions.**

Authorized Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Meeting Room Terms & Conditions

1. Meeting room rates are based on the exhibiting and membership status of Company. Should the Company's exhibiting and membership status change from the time of application through the date of the event, ACP reserves the right to re-calculate the rental rate and charge any balance to the Company via invoice or the credit card provided. Full payment must be received within 30 days of invoicing or within five (5) business days prior to the first day of the Conference, whichever comes first, or meeting room(s) will be released. ACP has sole discretion to approve or deny any request for a meeting room reservation. If you are unsure of your exhibition or membership status, please contact [membership@cleanpower.org](mailto:membership@cleanpower.org).
2. Meeting rooms may only be used for meetings and as offices. Product demonstrations, seminars and trainings targeted at attendees are prohibited unless the Company is an official Exhibitor at the event, and then only with prior approval from ACP. If approved, these activities must occur prior to the start of the official conference events and on the date(s) provided by ACP. If meeting rooms are used for unauthorized activities, ACP reserves the right to revoke access and reassign space, and all payments will be forfeited.
3. Except when approved by ACP, meeting rooms may not be used to hold private events or receptions unless the Company is an Exhibitor or Sponsor, and any such events may not be held during any official conference event session or activity as provided on the Conference Event agenda.
4. Meeting rooms will be assigned by ACP in the order in which completed applications are received on a first-come, first-serve basis. There are a limited number of meeting rooms available for reservation.
5. The Company agrees to abide by any rules and regulations, exclusive service providers, and other requirements as set forth by the hotel or convention center. The Company shall be responsible for setting up direct billing between the Company and the respective hotel or convention center for all catering, AV, and other services and shall be liable for all charges related thereto.
6. The Company shall be responsible and liable for any violation of Paragraph 5 and any damage occurring to or within the Company's reserved meeting room(s) from the time of first check-in through final check-out as noted in the meeting room reservation confirmation. The Company will indemnify, defend, and hold harmless ACP from and against any such damages or other losses or injuries caused by the Company, its guests, invitees or employees.
7. The Company and any guests or invitees should not leave valuables unattended in meeting rooms. The Company is responsible for hiring and arranging any security personnel (as needed) and is solely responsible for unattended meeting rooms.
8. The Company will vacate the meeting room upon completion of the reserved period for the meeting room. The Company will leave the meeting room in the same condition and state of cleanliness existing at the commencement of the Company's occupancy.
9. All meeting room attendees must be registered to attend the Conference and badges must be worn at all times.
10. ACP will provide signage outside of your meeting room using the Company's logo if provided by the Setup Deadline. Additional signage outside of the meeting room is prohibited unless otherwise approved by ACP.
11. The Company, its guests, invitees and employees are responsible for complying with all rules, policies and regulations in or referenced in the applicable Exhibitor and/or Sponsorship Agreement.