



FUNCTION SPACE GUIDELINES

UTILIZATION OF MEETING/FUNCTION SPACE

CONEXPO-CON/AGG & IFPE have a limited number of meeting rooms at the Las Vegas Convention Center and Westgate Las Vegas Resort & Casino for exhibitor social functions, hospitality suites, promotional events, focus groups, research activities, client meetings, staff offices, and staff training. Space is assigned on a first-come-first-serve basis. Show Management will make every effort to accommodate meeting room size requested, however, due to limited meeting room inventory it may be necessary to place an event in a larger or smaller room and pricing will reflect that need.

Meeting space cannot be used for exhibits or be subleased.

Fees include the usage of the room during specified times, and stock tables and chairs for standard room sets (U-shape, classroom style, banquet rounds or conference style). Groups are responsible for all fees and service charges associated with the meeting room during their rental—including but not limited to additional room set fees, electrical, patch fees, catering, AV, special staging, special furniture, etc.

Requests for reserved space should be submitted [HERE](#).

Size of Room Needed	Rate per day
1,099 sq. ft. or less	\$375
1,100 - 1,600 sq. ft.	\$475
1,601 - 2,000 sq. ft.	\$575
2,001 - 2,600 sq. ft.	\$775
2,601 sq. ft. and over	\$975
Cancellation fee schedule: \$50 through December 31, 2019 \$100 after December 31, 2019	

EXHIBITION LOCATION, DATES & HOURS

CONEXPO-CON/AGG & IFPE 2020 will be held in Las Vegas, Nevada, USA. Exhibition dates and hours will be:

Tuesday, March 10 from 9:00 am to 5:00 pm
 Wednesday, March 11 from 9:00 am to 5:00 pm
 Thursday, March 12 from 9:00 am to 5:00 pm
 Friday, March 13 from 9:00 am to 5:00 pm
 Saturday, March 14 from 9:00 am to 3:00 pm



CATERING, INTERNET, AUDIO-VISUAL, SPECIALTY FURNITURE, FLORAL

Please see the exhibitor services manual if you require any of the above additional services.

PRESS EVENTS

To arrange press or media events please contact Pat Monroe, pmonroe@aem.org or (414) 298-4123.

For questions about your function space request, please contact:

Rebecca Kettlewell, CEM
Event Services Manager
rkettlewell@aem.org
414-298-4136