



Meeting Room Rental Policies

All requests for meeting rooms at the MGM Grand during OPTECH require RETTC approval. Any request made directly through the hotel for meeting rooms will be forwarded to RETTC for approval. RETTC reserves the right to decline any requests.

If you are interested in reserving a meeting room at OPTECH, review the policies below.

Eligibility & Priority

- Meeting rooms are available exclusively to sponsor and exhibitor companies. Assignments are prioritized based on sponsorship level and booth size.

Availability & Assignment

- Due to limited inventory, RETTC cannot guarantee meeting room placement, regardless of sponsorship level, membership status, or past participation.
- RETTC will contact the primary sponsor/exhibitor via email, in priority order, with a list of available meeting rooms and instructions to complete your reservation.
- Rooms are assigned in the order requests are received.

Fees, Payment, Cancellation

- Sponsor agrees to abide by these policies upon confirmation of space assignment by RETTC.
- The rental fee is \$5,000, invoiced by RETTC upon assignment. **Payment is due by Friday, October 31, 2025.** RETTC may cancel and reassign unpaid rooms.
- No refunds will be issued for cancellations made by the Sponsor.
- All costs for services (e.g., catering, A/V, décor, vendors) are the sponsor's responsibility and are not included in the rental fee.

Meeting Room Rental Policies (cont'd)

Hotel Coordination

- After assignment, RETTC will notify the hotel, and they will contact you directly to finalize arrangements. Sponsors must confirm all needs with the hotel.

Room Usage

- Rooms may be used for internal meetings or client/prospect meetings only. Hospitality events or programming are not allowed.

Signage & Branding

- One sign or pull-up banner is allowed outside your room.
- Doorway/header clings are permitted if approved by the hotel and comply with hotel guidelines and fees.
- No other promotional or directional signage is allowed.
- A check-in area is allowed at the entrance to your event, space permitting, with hotel approval.

Food & Beverage

- F&B is allowed only inside your assigned room. It cannot be placed in hallways.

Room Décor

- Interior decoration is permitted within hotel guidelines. Coordinate with hotel manager.

Badges and Access

- **All attendees must have valid OPTECH registration and a badge** to access meeting rooms starting Monday, Nov. 17. **No badge = no entry.** Plan meetings accordingly to avoid delays due to registration lines. Registration and badging will be strictly enforced.

Room Access & Hours

- Sponsors have exclusive use/access to their assigned room from 9:00AM on Sunday, Nov. 16 (for setup) through Noon on Wednesday, Nov. 19. *Schedule subject to change.*
- Approved Meeting Hours:
 - **Sunday, Nov. 16:** 9:00 AM – 5:00 PM (setup only)
 - **Monday, Nov. 17:** 11:00 AM – 4:00 PM
 - **Tuesday, Nov. 18:** 8:00 AM – 4:00 PM
- All meetings must end by 4:00 PM to avoid conflicts with Expo Receptions.