

OPTECH 2025 – Subgroup Event Guidelines

Please review the guidelines below before submitting an event request.

All subgroup events require RETTC approval. Requests made directly through the event host hotel will be declined and turned over to RETTC for review and approval. RETTC reserves the right to decline any request for any reason.

Conference Information

Conference Dates: November 17-19, 2025
Expo Dates: November 17-18, 2025
Location: MGM Grand Resort & Casino, Las Vegas, NV
Conference Website: <https://rettc.org/events/optech-2025>

Who can host an event at the MGM Grand during OPTECH?

Sponsors and Exhibitors are eligible to host subgroup events after program and expo hours at the MGM Grand.

Non-sponsoring and non-exhibiting RETTC member companies are not eligible to reserve event space at the MGM Grand.

When can I host an event?

Subgroup events and hospitality functions hosted by Sponsor **may not conflict with or compete for the time of event attendees during conference program and expo hours.**

- No daytime buyouts (e.g., restaurants or full spaces) are permitted
- Please view the agenda on the conference website. If the agenda is not yet published, please email sponsorships@rettc.org for information.

What is the policy for off-site events?

Off-site events and transportation do not require RETTC approval; however, **off-site events and transportation may not be held during conference program and expo hours.**

How to submit an event request

- Submit the [Subgroup Event Request Form](#) — a separate form is required for each event you wish to host.
 - **Do not contact the hotel directly.** RETTC must approve all event requests.
 - **Request and Approval Schedule**
 - **Sponsor requests will receive priority processing before August 15, 2025;** Requests will be processed in the order received.
 - **After August 15th,** Exhibitor requests will be processed; Requests will be processed in the order received.
 - **Requests are due by September 30, 2025.** Requests will not be accepted or processed after this date.
 - Space is limited and not guaranteed.
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After your request is approved

- RETTC will forward your request to the hotel, and you'll be contacted by a hotel representative to review the available space.

- Once you choose your space, you'll handle all booking and planning directly with the hotel and applicable vendors.
 - **Sponsor is responsible for all event costs**, including but not limited to space rental fees, catering, audio-visual equipment, electricity/power, furnishings/décor, vendor fees, etc.
 - **Cancellations:** Sponsor is responsible for abiding by the cancellation terms and policies of any event space or vendor agreements booked by the Sponsor.
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Additional Guidelines

- **Signage:** One sign outside your event space is allowed. No other promotional or directional signs are permitted.
 - **Check-In Area:** Allowed at the entrance to your event, with hotel approval.
 - **Invitations:** Sponsor is responsible for distributing event invitations. Use of the RETTTC or OPTECH logo or event name requires approval by RETTTC. Submit materials for approval to sponsorships@rettc.org (allow 3 business days for review).
 - **Final Review:** RETTTC may review your final event order (BEO) after the event.
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Important Notes

- **Event space is not guaranteed to any company.** If space isn't available, you'll be added to a waitlist.
- **Values and Expectations:** Sponsors, exhibitors, and attendees are expected to maintain professional conduct in connection with RETTTC

events.

- **Media Policy:** Please review [RETTTC's Media Policy](#)
 - Violations of these guidelines may affect your ability to sponsor or host subgroup events at RETTTC events.
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Questions

If you have questions on sponsorship or subgroup events, please contact Melissa Rowan, Associate Vice President, Sponsorships & Exhibits, at mrowan@rettc.org.