

EXHIBITOR MEETING ROOM REQUEST

Need a meeting room?

[CONEXPO-CON/AGG](#) has a limited number of meeting rooms at the [Las Vegas Convention Center](#) for meetings, offices, storage, hospitality, networking, employee lounges, leadership meetings, meal functions, or entertainment for exhibitors. Rooms cannot be sublet and can only be requested by exhibitors of [CONEXPO-CON/AGG](#).

Meeting Room request site will open on June 24, 2025.

[Request Meeting or
Function Space](#)

Meeting Space Fees	
Square Footage	Fee Per Room Per Day
1,099 sq ft or less	\$775
1,100 sq ft - 1,600 sq ft	\$995
1,601 sq ft - 2,000 sq ft	\$1,250
2,001 sq ft - 2,600 sq ft	\$1,675
2,601 sq ft and over	\$1,950

REFUND POLICY

- All requests before January 9, 2026 will incur a 25% processing fee.
- All requests between January 9, 2026 and February 6, 2026 will incur a 50% processing fee.
- CONEXPO/CON-AGG does not issue refunds for no-shows or functions canceled after February 14, 2026.

FURNITURE

Standard tables and chairs are included. Special furniture (example: couch, coffee table, high-top table, etc.) can be ordered through the official show provider, **Freeman**. See exhibitor service manual for options and pricing.

FOOD & BEVERAGE SERVICE

Sodexo has exclusive rights to all food and beverage at the Las Vegas Convention Center. All food and beverages consumed, prepared, or distributed, including food and beverage items used for promotional purposes, must be purchased through **Sodexo** and are subject to regulations and permit requirements. See exhibitor service manual for menus.

AUDIO-VISUAL

Audio-visual equipment is not provided in meeting rooms. Audio-visual equipment can be ordered through the official show provider, **Freeman**. See exhibitor service manual for options and pricing.

PRESS EVENTS

To arrange press or media events please contact Show Media Services: showmediaservices@aem.org.



MEETING ROOM FAQ's

Q: Is there a priority process for meeting room requests?

A: No, meeting room requests are on a first come first served basis.

Q: When can I get into a room to set up?

A: When making your request, please include any setup time needed in your request. We will assign according to the full time needed.

Q: Will there be a sign for the meeting room?

A: At the Las Vegas Convention Center, many meeting rooms have a digital sign at the entrance of the room. If you are assigned to one of those rooms, your event name will be displayed here. If the room does not, Show Management will create a sign to be placed outside the room for you.

Q: Can I provide my own signage?

A: You may provide a sign to be placed at the entrance of your room. You may not provide any additional signage throughout the convention center, including directional signage.

Q: Can I get a meeting room key, and is there a charge?

A: Yes, you can get a key to the room, but there will be a \$500 charge issued by Show Management if the key is not returned by the close of the show. You may not pick up the key until your rental period has begun. Keys can be picked up in the Show Management Office, located in North Hall, Room N243.

Q: How can I place orders for my meeting room?

A: Once your request has been approved and you have received a room assignment, Show Management can provide you with the vendor contacts for the meeting rooms.