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## **Special Event Space Terms and Conditions**

### **General Conditions**

Special Event space is assigned on a first come first serve basis. ETS reserves the right to decline requests for special event space that it deems to be out of harmony with the purpose of the Annual Meeting.

Organizations sponsoring a special event are required to conform to all union rules as they pertain to the use of the venue. ETS is not responsible for lost, stolen, or damaged property. It is the obligation of the organization sponsoring the event to ensure they are properly insured at all times.

### **Space Assignment**

ETS Staff will schedule the event into an appropriate room at the venue. If for any reason the room assigned to the event is not adequate, a change of room request must be submitted to the ETS staff. Only ETS staff may reassign the event to another room in the venue.

### **Catering Services**

All catering for the event must be arranged through the venue caterer. No outside food of any kind may be brought in for an event. ETS Staff will inform the venue of the event specifics and assign a catering contact for the event. Once the catering contact is established, the sponsoring organization will make all catering arrangements directly with the catering staff including: the room set up and meal selection. All changes to the food order and/or room set up will be made directly with the assigned catering contact.

### **Audio Visual Services**

All audio visual services must be arranged through ETS using the official ETS AV provider. (Note: The official ETS AV provider is not always the venue's in-house provider.) Initial AV service requests should be submitted to ETS by October 25, 2019. Changes to the AV service request must be submitted to ETS at least 72 hours prior to the event. Failure to abide by this policy will result in a \$100 service fee.

### **Deposits, Payments, Cancellations, and Refunds**

All food, beverage, AV, and other event fees will be charged to the ETS Master Account. All services will be invoiced to the sponsoring organization after conference and must be paid in full within 60 days.

Notice of Cancellation must be emailed to [meeting@etsjets.org](mailto:meeting@etsjets.org). The sponsoring organization is responsible for any non-refundable charges submitted by the venue, caterer, or AV provider incurred due to the scheduled special event.