



Exhibitor Housing Policies & Guidelines

Online Registration available: Wednesday, May 10, 2023, 12:00pm Central Time

EXHIBITORS may register, manage, and update their registrant list at:

<https://www.aad.org/member/meetings-education/ia23/exhibitors/resources>

Maritz Global Events. is the Academy's Official Housing Provider for the 2023 AAD Innovation Academy. Exhibiting companies, regardless of booth size, may only secure housing through the link above. Exhibitors or their agents may not negotiate blocks of rooms directly with hotels in the Academy Housing Block. Reservations will be available beginning Wednesday, May 10, 2023 at 12:00pm Central Time. Room availability is limited and is not guaranteed; we suggest you book early.

Exhibitors may reserve rooms only for their employees or agents working in the technical exhibit booth.

HOTEL RESERVATION GUARANTEE

- Reservations must be guaranteed with a credit card. The credit card expiration date must be later than September 31, 2023.
- **Week of July 24, 2023**, the hotel will charge as partial payment, a one (1) night room & current sales tax deposit to the credit card provided for guarantee. This non-refundable deposit will be applied to your hotel reservation charges and should appear on your final hotel reservation folio. Canceling your reservation after the deposit is taken will result in forfeiture of the one (1) night room & current sales tax deposit. Deposit forfeiture will apply regardless of cancellation reason or method.
- You may contact the hotel directly for changes and cancellations beginning **Tuesday, August 1, 2023**.

HOTEL RESERVATION CANCELLATION

- **From the time of booking until July 21, 2023 at 12 P.M. (CT)**, A \$100 per reservation cancellation fee will be processed to the credit card listed for your guarantee. This fee is applicable regardless of cancellation reason or method.
- **Failure to show on day of anticipated arrival** - Failure to check-in on the scheduled date of arrival will result in a "no-show fee" of one (1) night room & current sales tax and cancellation of the reservation. If your travel plans are delayed, please be sure to notify the hotel directly to avoid this fee.
- **Early departure fee** - In the event you wish to depart earlier than scheduled, the hotel may charge an "early departure fee". To avoid this fee, confirm your departure date with the hotel before or during check-in.

HOUSING DEADLINES

- **Wednesday, June 28, 2023**: Final rooming list must be submitted online.
- **Wednesday, July 19, 2023**: Reservation availability cannot be guaranteed after this date.
- **July 20 – August 1, 2023**: Reservations are being transmitted to the hotels. No changes or cancellations will be accepted during this time period.
- **Beginning August 1, 2023**: Contact your assigned hotel directly with changes or cancellations. Housing deposits are non-refundable.

SUITES

- Suite requests are processed based upon availability. The Academy makes no guarantees that suite requests will be fulfilled.
- If you would like to request a suite, you must first book a standard room in the hotel and then check the Suite Request box. A Maritz Exhibitor Coordinator will contact you to review your needs within three (3) business days of completing your standard room reservation. Suite requests will be confirmed based upon availability.

MEETING SPACE

- A completed Meeting & Event request form is required to secure space.
The online submission site is available by logging into the Exhibitor Resources at: <https://www.aad.org/member/meetings-education/ia23/exhibitors/resources>.
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