

EXHIBITOR HOUSING POLICIES & GUIDELINES

Exhibitor Housing Registration

Available Wednesday, October 20, 2021, 12:00pm Central Time, at:

<https://www.aad.org/member/meetings-education/am22/exhibitors/resources>

To secure housing through the Academy's housing office (Maritz) exhibiting companies, regardless of booth size, can submit requests online. Exhibitors or their agents may not negotiate blocks of rooms directly with hotels in the Academy Housing Block.

- Requests will be processed on a first come first serve basis beginning Wednesday, October 20, 2021, 12:00pm Central Time. Please be aware that housing is on a **REQUEST BASIS** and not guaranteed.
- Exhibitors may request rooms only for their employees or agents working in the technical exhibit booth.
- **Housing Formula & Grid**
 - Room block requests should reflect actual usage anticipated based on a curved arrival/departure pattern, using the percentages indicated below.
 - Exhibiting companies are allotted up to 3 rooms per 100 NSF of exhibit space per night [Example: (300 sq.ft./100 sq.ft) = (3 x 3 = 9 rooms)].
 - Remaining nights will be allocated based upon the following formula.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Block Request Allowed	2%	10%	30%	98%	100%	98%	55%	10%	1%

HOTEL RESERVATION GUARANTEE POLICY

Reservations must be guaranteed with a credit card.

The credit card expiration date must be later than March 31, 2022.

- The card provided will be charged a one night's room and current sales tax deposit on or after **February 28, 2022**
- This deposit will be posted by the hotel as a credit to the final room folio. Each individual will need to provide a credit card upon check-in for the remaining balance of their stay unless the group arranges for prepayment with the hotel.

HOTEL RESERVATION CHANGES

- **Thursday, March 3 to Sunday, March 6, 2022:**
 - Reservations are being transmitted to the hotels. No changes or cancellations will be accepted during this time.
- **Beginning Monday, March 7, 2022:**
 - Contact your assigned hotel directly with changes or cancellations. Housing deposits are non-refundable.

HOTEL RESERVATION CANCELLATION

- Cancel by **Wednesday, December 1, 2021** to avoid cancellation fees.
- **December 2, 2021 – January 26, 2022** a \$100 per reservation cancellation fee will be processed to the credit card provided for your guarantee. *This fee is applicable regardless of cancellation reason or method.*
 - **January 26, 2022** a rooming list must be submitted on-line or by fax.
 - Room blocks without names at this time will be released and charged a \$100.00 cancellation fee per room.
- **Beginning Thursday, January 27, 2022** a one (1) night room and current sales tax (based on hotel room rate) per reservation will be processed to the credit card provided for your guarantee. *This fee is applicable regardless of cancellation reason or method.*

SUITES

- Suites may be requested during the block request process. Suite requests will be processed based upon availability. The Academy makes no guarantees that suite requests will be fulfilled.
- If not requested during the block request process, you can still request a suite by first booking a standard room in the preferred hotel and then selecting the Suite Request box within the individual's reservation. Maritz will contact you to further clarify your needs within three (3) business days of submitting your request. Suites will be confirmed based upon availability.

MEETING SPACE

- A completed Meeting & Event request form is required to secure space. The on-line submission site will be available October 2021. Notification will be sent when the site is available.