



EXHIBITOR BLOCK HOUSING POLICIES & GUIDELINES

Block Housing online request system available Friday March 17, 2023 at:

<https://registration.experientevent.com/ShowAAD241/Flow/EXH#!/registrant//ExhibitingCompanySearch/>

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 in June 2023. 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

September 20th – Accept and guarantee your block with a credit card. Individual reservations will need guaranteed at the time of booking. The credit card expiration date must be later than March 31, 2024.

- The card provided will be charged a one night's room and current sales tax deposit on or after **February 16, 2024**
- 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, February 15 to Sunday, February 18, 2024:**
 - Reservations are being transmitted to the hotels. No changes or cancellations will be accepted during this time.
- **Beginning Monday, February 19, 2024:**
 - Contact your assigned hotel directly with changes or cancellations. Housing deposits are non-refundable.

HOTEL RESERVATION CANCELLATION

- Cancel by **Wednesday, November 29, 2023** to avoid cancellation fees.
- **November 30, 2023 – January 24, 2024** 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 25, 2024** 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 Friday, January 26, 2024** 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 June 2023. Notification will be sent when the site is available.