



In order for HIMSS to secure an adequate number of rooms and preferred dates at the convention center in any city, HIMSS must commit to filling the room blocks at the individual hotels. There are contractual agreements with financial liability for HIMSS should the rooms held not fill, or should groups holding blocks cancel rooms or have a large amount of no-shows. Over the 2016 and 2017 events, there has been a significant increase in room nights released by groups, and as a result, HIMSS requires all groups to read and complete this agreement prior to the confirmation of your room block by onPeak.

#### Groups of ten rooms or more

Groups of ten or more rooms may adjust the number of rooms held and the arrival and departure dates without charge until Tuesday, January 30, 2018. After this date, the room nights held are non-refundable. Groups are required to sign a document at the time the room block is confirmed, agreeing to this policy and providing a valid form of guarantee.

#### Groups of nine rooms or less

Reservations may be canceled in their entirety or changes to arrival and departure dates are allowed until Tuesday, January 30, 2018 without charge. After this date, the room nights held are subject to full prepayment that is non-refundable. The Hotel(s) will charge a non-refundable, full length of stay deposit to the credit cards upon receipt of the rooming list.

Checks must be received by Tuesday, January 9, 2018. After this date, blocks must be guaranteed with a credit card. Hotel will charge all credit cards for all nights held in the room block as of Tuesday, January 30, 2018, or the room nights held upon receipt of the rooming list, whichever is greater.

#### **KEY DATES:**

**Tuesday, January 9, 2018:** Wire transfer/check deposits due to onPeak. Credit Card only after this date

**Tuesday, January 30, 2018:** Last day for groups to cancel or to release room nights without liability

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I, \_\_\_\_\_, able to act on behalf of \_\_\_\_\_ company, acknowledge the change in deposit and cancellation policy and agree to the terms noted above. I also authorize the payment(s) on file with onPeak as of the final cutoff date to be charged by the hotel(s) in my block for all nights held in the room block as of Tuesday, January 30, 2018, or the room nights held upon receipt of the rooming list, whichever is greater.

**X**

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Title: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_