

# DIAMOND EXHIBITOR HOUSING POLICY

## Attention Exhibitors: Mandatory Housing Policy

Convention centers allocate exhibit space to shows based on the amount of hotel rooms picked up. Convention center management may and often will reject or reduce exhibit hall space requests because hotel rooms are not filled proportionately through the housing block. Therefore, to ensure our hotel block is full and that we receive the exhibit floor space needed for all exhibitors, all exhibitors are required to book housing through onPeak.

For exhibiting companies requesting blocks of more than 75 rooms in one hotel, all rooms above 75 must be confirmed by Friday, November 8, 2013 and guaranteed by credit card or company check. There will be a two night non-refundable deposit for all rooms in excess of 75 after Friday, November 8, 2013.

In addition, any exhibitor who wants a block increase of more than 10% of pick up in 2013, without a corresponding increase in booth size, must confirm the increased room block by Friday, November 8, 2013. A non-refundable deposit of two nights' room and tax by credit card or company check is required by Friday, November 8, 2013 to secure the additional rooms.

## Diamond Hotel Allocations

The Diamond only hotels and the number of rooms allowed (inclusive of suites) at each are:

- ▶ Peabody Orlando - 7 rooms (room type is based on availability) Standard at \$247.00 Deluxe at \$277.00,
- ▶ Rosen Centre - 8 rooms \$225.00
- ▶ Rosen Plaza - 5 rooms \$195.00

You may exchange either your Rosen Centre or Rosen Plaza rooms for the same number of rooms at the Hilton Orlando at a rate of \$236.00.

## Hotel Requests

The HIMSS14 room block closes on February 13, 2014. If you wish to make hotel reservations after this date, contact onPeak and they will assist you in making your reservations, based on availability.

For a list of hotels with pricing and amenities, visit the GroupSpot at [onpeak.co/himss/groupspot-diamond](http://onpeak.co/himss/groupspot-diamond)

Placement will be based on priority points and your identified choices compared to room availability. If none of your choices are available, onPeak will contact you to get additional choices. You may waitlist for your original choices with onPeak and every effort will be made to fulfill your request if it is possible to do so.

## Exhibitor Blocks: Housing Policy and Procedure

All exhibiting companies must utilize onPeak to book hotel rooms. Any exhibitor who does not follow this procedure will not be permitted to exhibit and will forfeit all monies paid to HIMSS. Freight will be denied at show site.

onPeak will contact each company to provide assistance with all housing arrangements.

## Receive extra priority points by managing your block online:

Receive 10 points for populating 100% of your names into the online system or providing your rooming list in onPeak's uploadable format. To request the uploadable file, please email [himssdiamond@onpeak.co](mailto:himssdiamond@onpeak.co) and include your Group ID.

Companies may block the same amount of rooms utilized at HIMSS13. An increase in more than 10% over your 2013 actual usage will require an explanation, HIMSS approval and a non-refundable two night room plus tax deposit for additional rooms requested. For approval, please contact onPeak and they will confirm your request with HIMSS staff. Any companies requesting a group room block will receive a confirmation letter (Email) from onPeak, which includes the following terms and conditions:

All reservations may be held on TBA basis until the following dates:

December 6, 2013 : Gold Corporate Members and all other exhibitors
December 13, 2013 : Platinum Corporate Members
December 20, 2013: Diamond Corporate Members

All names must be received on or before the cutoff date outlined above. If names are not received by this date, all rooms without names will be cancelled. You may cancel rooms without penalty until Friday, January 10, 2014. To help plan the amount of rooms needed, see "Determining room block" section.

## Determining Room Block HIMSS Room Block Allocation Pattern

Following is the HIMSS nightly flow to be used as a guide in determining your room block pattern for 2014.

DAY	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI
DATE	2/18	2/19	2/20	2/21	2/22	2/23	2/24	2/25	2/26	2/27	2/28
%	1%	3%	5%	12%	55%	95%	100%	98%	60%	9%	2%

*For example, if you require 20 rooms on Monday you should block no more than 1 room (5% of 20) on the prior Thursday*

## Managing Your Room Block

Until February 13, 2014 for all your hotels, you can manage your company's room block online, which allows you to change arrival/departure patterns, substitute one employee for another, and add or delete people from your room block based on availability. Just follow the easy steps on the web and take control using GroupSpot, onPeak's online room block management system; [onpeak.co/himss/groupspot-diamond](http://onpeak.co/himss/groupspot-diamond)

## Manual Change Blackout Dates

To ensure the hotels receive accurate lists in a timely manner, onPeak will have blackout dates for manual changes from Thursday January 30, 2014 through Monday, February 3, 2014, and Wednesday, February 12, 2014 through Thursday, February 13, 2014. During these dates, you may still make changes to your block through onPeak's online reservation management system.

## Deposit and Cancellation Policies

### Deposit Payment

A two-night room and tax deposit per room is required to secure your reservations. You have two options for submitting a deposit payment:

1. Reservations may be guaranteed with a major credit card at the time of booking. Guaranteeing the reservation with a credit card will result in the deposit being charged by the hotel to the credit card approximately 2 weeks before the conference.

2. You may send a check or money order for the deposit (made payable to onPeak). All checks must be received by Friday, December 20, 2013. After this date, only credit card deposits will be accepted.

## Substitutions/Arrival or Departure Changes

Changes to reservations may be made until Friday, January 17, 2014, without penalty. Any manual changes made after Friday, January 17, 2014, may be assessed a \$15 fee per room reservation. Changes made online are not subject to charge.

## Cancellations

Reservation(s) may be cancelled until Friday, January 10, 2014, without penalty. All cancellations made after Friday, January 10, 2014, will be assessed a two-night room and tax deposit. All cancellations should be made through onPeak's online room block management system.

## Important Information

Once your reservations have been made, any changes are based on availability. Please note: Failure to arrive at the hotel on the scheduled arrival date will result in the reservation being cancelled and the deposit being forfeited. At that point, hotel accommodations will be on a space-available basis. Based on each hotel's policy, early departure fees may also be assessed in addition to applicable HIMSS fees.