

EMERALD 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, we require all exhibitors to book housing through onPeak. HIMSS guideline is to book a minimum of 2 room reservations and a maximum of 4 room reservations per 100 square feet of booth space rented.

Emerald Hotel Allocations

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

Rosen Centre: 3 Standard Rooms at \$249 rate + tax/night
Rosen Plaza: 1 Standard Room at \$227 rate + tax/night

Hotel Requests

The HIMSS20 Emerald initial requests are due on Wednesday, July 10, 2019 at 4 pm, CST. After this date, inventory may be more limited and will be offered based on availability. 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 http://onpeak.s3.amazonaws.com/himss/2020/HIMSS-2020_GroupSpot_Emerald.html. 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.

Block Increases Over 5%

Companies may block the same amount of rooms utilized at HIMSS19. An increase of more than 5% (per night), without a corresponding increase in booth size, over your 2019 actual usage will require HIMSS approval.

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.

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. This can be found by logging in through your confirmation email.

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

January 8, 2020 : Gold Corporate Members and all other exhibitors
January 15, 2020 : Platinum Corporate Members
January 22, 2020 : Emerald Corporate Members
January 29, 2020: Anchor/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 Wednesday, February 12, 2020 at 4:00 pm, CST. 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 2020.

TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14
1%	1%	2%	4%	10%	43%	98%	100%	93%	56%	2%	1%

For example, if you require 20 rooms on Tuesday you should block no more than 1 room (3% of 20) on the prior Thursday.

Managing Your Room Block

You can manage your company's room block online by logging into the onPeak system from your confirmation. This portal allows you to change arrival/departure patterns, name assignments, and add or delete people from your room block based on availability. While you can still make changes after the non-refundable date of Wednesday, February 12, 2020 at 4:00 pm, CST, through the date of your individual hotel's final cut-off date (see individual hotel confirmation for date), your company will be held to the block as of Wednesday, February 12, 2020 at 4:00 pm, CST. If there are any additions, it will be whichever sum is larger.

Policies

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. Prior to implementing this policy three years ago, there had been a significant increase in room nights released by groups. As a result HIMSS requires all groups to read and complete a group acknowledgment form prior to the confirmation of your room block by onPeak.

Full Pre Payment – February 12, 2020

Reservations must be guaranteed with a major credit card within 72 hours from receipt of your hotel confirmation email. Failure to do so will result in cancellation of your block. The full length of stay deposit is non-refundable as of Wednesday, February 12, 2020 at 4:00 pm, CST. Credit cards will not be charged until final cut-off, by the hotel(s). You have two options for submitting a deposit payment:

1. After securing your block within 72 hours, you will be able to adjust payment to individual credit cards should you choose through the online portal until Wednesday, February 12, 2020 at 4:00 pm, CST. Please note that the card on file as of February 12, 2020 will be charged by the hotel for the non-refundable deposit of the full length of stay room and tax and will not be refunded should the credit card be changed after this date.

2. After securing your block within 72 hours, if you wish to send a check or money order for the deposit (made payable to onPeak) you can follow up with this form of payment by Wednesday, January 8, 2020. After this date, only credit card deposits will be accepted.

Cancellations

Reservation(s) may be cancelled until Wednesday, February 12, 2020 at 4:00 pm, CST, without penalty. All cancellations made after Wednesday, February 12, 2020 at 4:00 pm, CST, will be assessed a full length of stay non-refundable deposit.

Arrival or Departure Changes

Reductions in length of stay may be made without penalty until Wednesday, February 12, 2020 at 4:00pm, CST. After this date any reductions in length of stay is non-refundable.

Cutoff Blackout Dates Notice

To ensure the hotels receive accurate lists in a timely manner, onPeak will have blackout dates for manual changes from Wednesday, February 12th, 4:01pm, 2020 through Thursday, February 20, 2020. Starting on February 21st, 2020 all modifications to existing reservations will begin being managed directly with the hotel through the close of the 2020 conference. Please keep in mind that any changes or cancellations made during this blackout period that result in loss in room nights to your block will incur a penalty as they will fall after the February 12th, 2020 nonrefundable date as noted above.

No-Shows

If someone is a no-show on their confirmed check-in date, that reservation is not guaranteed to be held for the following night, or remainder of the stay and will result in loss of the reservation's full length of stay non-refundable deposit.