**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 reject/reduce exhibit hall space requests because hotel rooms are not proportionate to 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.

**Hotel Allocations**

An exhibiting company can have 25% of the overall exhibitor rooms at any one hotel or up to 50 rooms at any one hotel. Whichever amount is less will be the amount provided. Hotel assignments are based on availability in priority point order.

**Hotel Requests Process**

HIMSS22 close on Friday, February 14, 2022 at 4 pm, CST After this date, inventory may be limited and will be offered based on availability. If you wish to make hotel reservations after this date, contact onPeak for assistance in making your reservations, based on availability. For a list of hotels with pricing and amenities, visit the GroupSpot here. Placement will be based on order received 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**

HIMSS requires all exhibiting companies to 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. Please refer to your exhibition agreement for further information.

**Receive Extra Priority Points**

10 points awarded for Companies that book 9 rooms or less with onPeak by Friday, February 14, 2022. 20 points awarded for Companies achieving 90% actualized pick-up per night of the final room block submitted to onPeak on or before the non-refundable date of Friday, February 14, 2022. Points will be applied post conference.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Grouping</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17, 2022</td>
<td>Gold Corporate Members and all other exhibitors</td>
</tr>
<tr>
<td>January 24, 2022</td>
<td>Platinum Corporate Members</td>
</tr>
<tr>
<td>January 31, 2022</td>
<td>Emerald Corporate Members</td>
</tr>
<tr>
<td>February 7, 2022</td>
<td>Anchor Exhibitor &amp; Diamond Corporate Members</td>
</tr>
</tbody>
</table>

All names must be received 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, February 14, 2022 at 4:00 pm, CST.

**Determined Room Block**

**HIMSS Room Block Allocation Pattern**

Your nightly block will be based on the HIMSS Block Flow below:

| WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1% | 3% | 6% | 13% | 47% | 97% | 100% | 92% | 48% | 6% | 1% |

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

**Block Increases Over 5%**

Companies may block the same amount of rooms actualized at HIMSS20. An increase of more than 5% (per night), without a corresponding increase in booth size, over your 2021 final pick up will require HIMSS approval.

**Securing and Managing Your Room Block**

**Credit Card Required to Hold Block**

Reservations must be guaranteed with a major credit card within 7 days from receipt of your hotel confirmation email. The credit card must expire after the date of the event. Failure to do so will result in cancellation of your block.

**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 guests from your room block based on availability. While you can still make changes after the non-refundable date of Friday, February 14, 2022 at 4:00 pm, CST.

**Cutoff Blackout Dates Notice**

To ensure the hotels receive accurate lists in a timely manner, onPeak will have blackout dates for manual changes from Friday, February 14, 2022 at 4:01 p.m. CST through Friday, February 25, 2022. As of Monday, February 28, 2022, all modifications to existing reservations are to be managed directly with the hotel(s) through the close of HIMSS22.

**Deposit, Cancellation, and Other Policies**

HIMSS has a one-night room and tax deposit policy per reservation. This deposit becomes non-refundable starting Friday, February 14, 2022. For further details on the policy see below and consult your individual hotel confirmation.

**Deposit**

Approximately fourteen (14) to twenty-one (21) days prior to start of event, the hotel, not onPeak, will charge your credit card a deposit equal to one-night room plus tax. This one-night room and tax charge is non-refundable as of Friday, February 14, 2022 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 initially securing your block, you will be able to adjust payment to individual credit cards should you choose through the online portal until Friday, February 14, 2022 at 4:00 pm, CST. Please note that the card on file as of Friday, February 14, 2022 at 4:01 pm will be charged by the hotel for the non-refundable deposit of the one night room and tax and will not be refunded should the credit card be charged after this date.

2. After initially securing your block, 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 Tuesday, January 11, 2022. After this date, only credit card deposits will be accepted.

**Cancellations**

Reservations may be canceled in their entirety or changes to arrival and departure dates are allowed until 4:00 p.m. CST on Friday, February 14, 2022 without charge. After this time, the one-night room plus tax deposit per reservation is non-refundable.

**No-Show and Early Departures**

- Changes to arrival/departure dates and name changes may be made without penalty until 4:00 p.m. CST on Friday, February 14, 2022 through onPeak.
- Failure to check-in on your scheduled arrival date will result in a no-show fee, equal to one-night room plus tax, and the reservation may be subject to cancellation.
- An early departure fee, equal to one-night room plus tax, may be charged if hotel is not notified of an early departure 24 hours prior to check-in.

**Change in Hotel**

You may transfer hotels until Friday, February 14, 2022 at 4:00 p.m. CST without penalty. After this date, changing from one hotel to another is considered a cancellation and room nights held are subject to one-night room plus tax deposit that is non-refundable, and this may result in being charged by both hotels.

***All policies are subject to change***