

IMPORTANT DEADLINES DATES



April 12, 2022

- Exhibitor registration and housing opens for all exhibitors

May 10, 2022

- Deadline to agree and guarantee room block with a valid credit card with expiration date after 2023.

June 28, 2022

- Deadline to reduce room block without penalty

June 29, 2022 – January 31, 2023

- \$150 cancellation fee per room will apply.
- The cancellation fee is calculated as \$150 multiplied by the number of rooms cancelled or released
 - Prior to January 31, 2023, you must submit a written request to Maritz Global Events at showmgmt-exh@maritz.com to cancel or release room(s) from the room block at this cancellation rate.

JANUARY 31, 2023

- Deadline to enter name(s) for all room(s) within your hotel room block
- Rooms will be held in the block until January 31, 2023. Prior to this date, you must provide unique guest names (no duplicates allowed), individual arrival/departure dates, and a credit card to guarantee the room(s).
- If the above is not provided by January 31, 2023, any room(s) without names assigned may be cancelled on February 1, 2023 at the rate of one night's room and tax cancellation fee per room at the highest room rate within your room block.

FEBRUARY 1, 2023 - FEBRUARY 14, 2023

- One night's room and tax cancellation fee per room will apply.
- Cancellation fee is charged equal to the highest room rate within your room block

ON OR AFTER FEBRUARY 15, 2023

- Per the hotel's deposit policy, show management requires each room to be guaranteed with a credit card. Hotels may charge a deposit to the credit card provided in the amount of the first night's room rate plus tax on or after February 15, 2023. Hotel will retain the deposit. Please verify the deposit policy with your specific hotel as policies vary.