

## AANS Annual Meeting Group Housing Policies and Procedures

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### Room Blocks

- Exhibitor Housing Agreements **must be** received no later than 5:00 PM Central Standard Time on Monday, November 2, 2009 to ensure priority placement at choice hotels.
- A maximum of (4) rooms per exhibiting company may be accommodated at the Philadelphia Marriott Downtown (Headquarter Hotel). Any additional rooms above (4) will be placed in second or third choice hotels.
- After being assigned your respective blocks, an email confirmation will be sent to the e-mail address provided on the housing form. The e-mail confirmation will also contain log-in information to access the Exhibitor web site, where you may assign staff badges and access your room block.

### Rooming Lists

- To book reservations within your assigned block, you may access the Exhibitor web site or provide a rooming list.
- Room blocks must be assigned no later than Monday, March 1, 2010. Any unassigned room within room blocks are subject to cancellation policies as noted below.
- Rooming List may be sent to:

Todd Kolpak  
Conference Technology Enhancements, Inc. (CTE)  
PO Box 783  
Elk Grove Village, IL 60009  
Fax (847) 228-1840  
Email: [todd@cteusa.com](mailto:todd@cteusa.com)

- If providing a rooming list, please include full name(s) of occupants, room type, arrival & departure dates, and method of guarantee (if different from the block guarantee) for each room.
- If additional rooms are required within your block before March 1, 2010, please e-mail Todd Kolpak at [todd@cteusa.com](mailto:todd@cteusa.com) with the number of rooms you require.
- After March 1, 2010 additional reservations will be accepted only on a space available basis, all reservation changes and/or cancellations must be made with CTE before March 1, 2010.
- After March 1, 2010, each exhibitor will be responsible **for one room night and tax for each room** in the block that is cancelled.
- After April 8, 2010 all cancellations will require full payment for **ALL ROOM NIGHTS** in your sub-block. Exhibitors will also **be deducted 1 priority point for each guest's name that is not subcontracted**. New reservations will continue to be accepted on an individual and space available basis. In the event of an attrition situation, AANS will be held without liability as a result of unfilled exhibitor sub-blocks.

### Deposits and Methods of Payment

- A credit card guarantee must be provided on the Exhibitor Housing Form in order to accommodate a request for a block.
- Failure to remit deposit will result in the cancellation of your entire room block.
- Upon submitting the rooming list to the hotel, the hotel will place the credit card for each respective reservation within the block on file. The credit card will not be charged and funds will not be placed on hold unless there is a no show.
- If an attendee in your block is a no show, you will be charge **FOR ALL ROOM NIGHTS** that were contracted regardless of the hotel cancellation/no show policies.
- All guests are expected to provide a credit card upon check-in unless prior arrangements have been made for billing via direct billing or Third Party Authorization Form. Providing a credit card for guarantee does **NOT** cover payment for the duration of stay for any reason.

**Cancellation Policy and General Information**

- Cancellation of an entire group block must be made in writing via mail, fax or e-mail to:

Todd Kolpak, Manager, Housing Services  
Conference Technology Enhancements, Inc. (CTE)  
PO Box 783  
Elk Grove Village, IL 60009  
Fax: 847-288-1840  
Email: [todd@cteusa.com](mailto:todd@cteusa.com)

- Cancellation of room block after March 1, 2010 will result in the exhibitor paying **one night room and tax** for each room cancelled. Exhibitors will also **be deducted 1 priority point for each guest's name that is not subcontracted**. Cancellation after April 8, 2010 will result in the exhibitor paying **ALL ROOM NIGHTS** contracted. Exhibitors will also **be deducted 1 priority point for each guest's name that is not subcontracted**.
- Early check out from your hotel (departure date earlier than what was booked) may result in an "early departure fee" charged by the hotel. It is imperative that the information submitted to the AANS Housing Bureau is accurate. Guests should also reconfirm their departure dates upon check-in.

If you are cancelling directly with the hotel, you will be subject to the AANS housing policy and cancellation dates outlined above. **The hotels have been instructed to follow these policies to ensure AANS is not left in an attrition situation.**

CTE will assign exhibitor guest room block as sub-blocks to the overall AANS program and submit the information to the corresponding hotels. Rooms within the exhibitor's respective block must be assigned no later than 5:00 PM Central Standard Time on Monday, March 1, 2010. After this date, any unused rooms within each block will be considered cancelled and released for general sale. You will also be charged **one night room and tax** for each reservation. If you cancel after April 8, 2010 you will be liable for **ALL ROOM NIGHTS**. In an attrition situation, exhibitors will be held liable for any cancelled reservations as a result of unused rooms; therefore AANS will be held without liability. AANS will receive credit for all guest room nights used within exhibitor sub-blocks.

I have carefully read and understand the above Policies and Procedures and agree to all terms outlined.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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Exhibiting Company/Organization