

## Hotel Room Block Policies

Over-blocking of exhibitor rooms in the past has caused hotels to prematurely sell out of rooms and displace attendees. In addition, the increased number of last minute cancellations has caused financial penalties to ASHP. Therefore, ASHP has established the following policies:

- A room block is considered any request for five (5) or more rooms by the same company or individual.
- Hotel room blocks are for qualified exhibitors, sponsors, and or approved attendee groups. Qualified exhibitors or sponsors must have submitted a contract for exhibit space or sponsorship prior to requesting hotel rooms.
- All blocks requested by exhibitors or sponsors must be based on the exhibitor or sponsoring company's final pick up from the previous year with no greater than a 5% increase. (If needed, contact Michelle Tyler at [mtyler@ashp.org](mailto:mtyler@ashp.org) or Fran Byrnes at [fbyrnes@ashp.org](mailto:fbyrnes@ashp.org) for assistance with your hotel room block flow).
- All blocks are subject to ASHP's approval.
- Exhibitors, sponsors, and attendee groups MUST book all hotel rooms through Orchid Event Solutions, the official ASHP housing company for the meeting. An audit will take place with our official hotels following the meeting.
- Exhibitors, sponsors, and attendee groups found to have blocked rooms in hotels other than those listed as ASHP official hotels or to have booked rooms directly with ASHP official hotels without using Orchid Event Solutions may be subject to denial of exhibit space, hotel rooms, and or request for meeting space at future ASHP meetings.
- Exhibitor or sponsor rooms found booked under the attendee category will be subject to cancellation.
- All rooming lists submitted must contain actual individual names. Place holder names will not be accepted.