

ICUEE – THE DEMO EXPO 2019

Group Room Block Housing Policies & Information

GROUP ROOM BLOCKS (10+ rooms)

MAXIMUM SIZE OF EXHIBITOR ROOM BLOCKS

If your company exhibited in 2017 and requested or utilized a room block through the show housing program, the maximum amount of rooms you will receive for the 2019 show is based on the below. “Peak” night is defined as the maximum amount of rooms assigned/utilized on any one (1) night of your company’s room block.

- **Used some or all of 2017 assigned room block(s)** – maximum number of rooms cannot exceed 10% over and above the number of rooms utilized on peak night in 2017.
- **Used none of 2017 room block(s)*** – maximum number of rooms cannot exceed the requested 2017 Show block on peak night. Show Management may review and reach out if there are concerns with the request.

**This rule does not pertain to new company requests. If you did not have a block in 2017, your requested block for 2019 will not be effected by this rule.*

IMPORTANT DEADLINES AND DATES

Date	Details
MAY 8, 2019	Deadline to reduce room block without penalty <ul style="list-style-type: none"> - You can reduce or cancel rooms in your group room block without penalty until May 8, 2019
MAY 9, 2019 - AUGUST 21, 2019	\$100 Cancellation fee per room <ul style="list-style-type: none"> - If a room is cancelled or released on peak from the room block, a \$100 cancel fee will be applied for each room - The cancellation fee is calculated as <u>Fee x Number of rooms cancelled or released</u> - Prior to August 21, 2019, you must submit a written request to Experient at ICUEE-EXH@experient-inc.com to cancel or release a room from your group block
AUGUST 21, 2019	Name Deadline <ul style="list-style-type: none"> - Rooms will be held in group room blocks until August 21, 2019. Prior to this date, you must provide unique guest names (no duplicate names allowed), individual arrival/departure dates, and a form of guarantee in order to turn the “holding” room into a confirmed reservation - On August 22, 2019, all rooms that do not have names assigned (“holding rooms”) will be released and the one night room and tax cancellation fee per room will be charged.
AUGUST 22, 2019 – SEPTEMBER 5, 2019	One night room and tax cancellation fee per room <ul style="list-style-type: none"> - Cancellation fee is charged equal to one night room and tax and will be charged to the credit card on file.
ON OR AFTER SEPTEMBER 5, 2019	Hotel Deposit Policy <ul style="list-style-type: none"> - Show management requires each room reservation to be guaranteed with a credit card. At their discretion, Hotels may charge the credit card provided a deposit in the amount of one night room plus tax on or after September 5, 2019

OFFICIAL HOUSING PROVIDER

Experient is the official housing provider for ICUEE – THE DEMO EXPO 2019. For questions or assistance, please contact the exhibitor coordinator at:

Phone: 847-996-5430 (Monday – Friday, 8:00 a.m. – 5 p.m. Central Time)

Email: ICUEE-EXH@experient-inc.com