



## EXHIBITOR HOUSING PROCEDURES

Please note: Badge registration cannot be requested until your Housing Room Block is complete with SIR’s designated housing provider, Experient, Inc.

### EXHIBITOR HOUSING REQUEST

No housing request(s) will be processed until booth space is paid in full.

The targeted move in for the Austin Convention Center begins at **8:00am on Thursday, March 21, 2019**. Not all exhibit personnel arrive on March 21 for set-up. Be realistic when booking rooms as penalties do apply.

SIR has separate housing procedures for exhibitors requiring **9 or fewer reservations** and exhibitors requiring **10 or more reservations** for the meeting.

#### 9 OR FEWER RESERVATIONS

You will have the ability to access the Web site to make reservations, and register your exhibitors on the same internet site. The Web site will open on Monday, October 1. Space available is based on first come, first served basis.

Reservations cancelled prior to **December 3, 2018** will not be charged a penalty. On or after December 3, the following cancellation fees apply:

Cancellation Date	Cancellation Fee
On or after December 3, 2018 – January 3, 2019	\$100
January 4 - January 31, 2019	\$200
On or after February 1, 2019	\$300

Cancellations made with the hotels directly will be subject to the same cancellation fees listed above, regardless of and in addition to the individual hotels cancellation policies.

#### 10 OR MORE RESERVATIONS

Exhibitors with 10 or more reservations are subject to **specific policies for room usage**. Exhibitors should carefully consider their total room blocks and housing needs before blocking rooms.

For 10 or more reservations, you can request your room block via the Request A Block website. Room block requests are handled on a first come, first served basis and assignments are made on a space available basis.

**Attrition Policy:** You will be held financially responsible for 90% of the room nights that you request in your block. You will be required to sign a “Sub-Block Contract” with SIR accepting financial responsibility for 90% of your block.

**Block Request** - Once your block request has been filled, you will be contacted via email to guarantee your room block.

You will be asked to provide a credit card to guarantee your block. Providing a credit card for guarantee will serve as your acceptance of the 90% attrition policy above.

**Cancellations** - Any cancellations or reservation reductions received after **January 4, 2019** (whether handled through the housing bureau or with the hotel directly) could result in your group's total room nights being lower than the required 90%, which could result in an attrition penalty fee.

*Example:* If you request 30 rooms on Tuesday, 50 rooms on Wednesday, and 20 rooms on Thursday, you will have 100 total room nights requested. You will be responsible for using at least 90 room nights. If you only use 80 room nights, you will be charged an attrition penalty fee by the SIR Housing Bureau equal to 10 nights room and tax.

**Remember**, if you fail to utilize 90% of your contracted block after **January 4, 2019** you will be charged for those nights directly by the hotel. **BLOCK CAREFULLY**. "Sub-Block Agreements" will be executed on or after January 4, 2019 due date.

**Room Assignments** - The deadline for assigning names is **January 4, 2019**. Beginning **January 7, 2019**, any unassigned rooms will be canceled/released.

**Billing:** Each exhibitor will be responsible for arranging direct billing with their respective hotels. The Austin hotels, designated for SIR require 3 months to process credit applications. Applications for billing arrangements with the hotel should be submitted before **December 1, 2018** to allow ample processing time.

**Name Changes** - You may continue to make name changes directly with Experient until **February 15, 2019**. Changes, cancellations and modifications will only be accepted in writing and online. You can fax changes to (800) 521-6017 or (847) 996-5401 or email SIREXH@experient-inc.com. You may contact the hotel directly starting **March 4, 2019**.

**Suite & Function Space Requests** - Requests for suites and function space must be made in writing via the Exhibitor Suite Request Form and the Hotel Function Space Request Form. Once forms are received, exhibitors will be contacted with space assignments.

The deadline for Exhibitor Suite Requests is **December 7, 2018**. Any company planning to utilize suites for hospitality purposes must state this purpose on the "Exhibitor Suite Request Form".

The deadline for Hotel Function Space Requests is **February 18, 2019**. Function Space assigned via the Hotel Function Space Request Form is intended solely for the purpose of internal company sales, marketing and staff meetings only. Once space has been assigned, SIR will notify the company and pass along hotel contact information. All food and beverage, meeting room rental (if applicable), AV or any other incidental changes are the responsibility of the exhibitor. The exhibitor will need to arrange payment directly with the hotel.

**If you have any questions regarding the information or utilization of this site, please send inquiries to SIREXH@experient-inc.com.**