

In order for HIMSS to secure an adequate number of rooms and preferred dates at the convention center in any city, HIMSS must commit to filling the room blocks at the individual hotels. There are contractual agreements with financial liability for HIMSS should the rooms held not fill, or should groups holding blocks cancel rooms or have a large amount of no-shows. Over the years, there has been a significant increase in room nights released by groups, and as a result, HIMSS requires all groups to read and complete this agreement prior to the confirmation of your room block by onPeak.

Groups of ten or more rooms may adjust the number of rooms held and the arrival and departure dates without charge until Wednesday, February 12th, 2020 at 4:00pm, CST. After this date, the room nights held are non-refundable. Room nights will be tracked on a per night basis for attrition and will not be based off the total sum of nights. Groups are required to sign a document at the time the room block is confirmed, agreeing to this policy and providing a valid form of guarantee.

If paying by credit card, the Hotel(s) will charge a non-refundable, full length of stay payment to the credit card(s) on file as of Wednesday, February 12th, 2020 at 4:00pm CST. Charges will take place between the dates of February 18th -20th, 2020.

Alternatively, you can pay by check or wire transfer. Those must be received by Wednesday, January 8, 2020. After this date, blocks must be guaranteed with a credit card. Hotel will charge all credit cards for all nights held in the room block as of cut-off, or the room nights held upon receipt of the rooming list, whichever is greater.

KEY DATES:

Wednesday, January 8, 2020: Wire transfer/check deposits due to onPeak. Credit Card only after this date

Wednesday, February 12, 2020: Final date to cancel or release rooms without liability.

Tuesday, February 18, 2020: Final cut-off date, hotels start charging full length of stay nonrefundable payments.

I, _____, able to act on behalf of _____ Company, acknowledge deposit and cancellation policy and agree to the terms noted above. I also authorize the payment(s) on file with onPeak as of the nonrefundable date to be charged by the hotel(s) in my block for all nights held in the room block as of Wednesday, February 12th, 2020, or the room nights held upon receipt of the rooming list, whichever is greater.

X

Title: _____

Company: _____

Email: _____

Phone: _____