

Hotel Room Block Policies

Over blocking of room blocks 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 pickup from the previous year with no greater than a 5% increase. (If needed, contact Michelle Rasnick Tyler at mrasnickyler@ashp.org or Fran Byrnes at fbyrnes@ashp.org for assistance with your hotel room block flow.)
- All blocks are subject to ASHP's approval.
- After a hotel assignment is made, any reductions in peak room nights or total room nights may result in a hotel reassignment. Consequences of reassignment may include, but are not limited to:
 - Loss of previously assigned hotel and relocation to an alternate property based on availability at the time of the change.
 - Reduced access to preferred hotels, room types, or proximity to the convention center due to limited remaining inventory.
 - Potential increase in room rates if the originally assigned discounted block is no longer available at the new property.
- Exhibitors, sponsors, and attendee groups must book all hotel rooms through Orchid.Events, the official ASHP hotel reservation provider for the meeting.
- **ASHP will conduct a post-meeting audit with all official hotels.** Any exhibitor, sponsor, or attendee group that reserves rooms directly with an official ASHP hotel instead of using Orchid.Events, or that books rooms at non-official hotels, will be subject to denial of exhibit space, hotel rooms, and/or meeting space at future ASHP events.
- Any exhibitor or sponsor rooms booked under the attendee category will be cancelled.
- All submitted rooming lists must include the actual names of individual occupants. Placeholder or fictitious names will not be accepted.

