

Exhibitor Housing and Policy (as of August 18, 2009)

The American Society of Breast Surgeons strives to acquire a variety of accommodations addressing both cost (the meeting rate is usually significantly lower than the hotels' quoted rate) and proximity to headquarters hotel. Like many organizations, the Society has a policy requiring exhibiting companies to book all rooms within the official housing block. We do this because:

- It ensures that exhibitors have accommodations at the current meeting as well as future meetings.
- The Society is able to reserve hotel meeting space for the future based on the number of sleeping rooms it has filled in the past.
- Hotels are booked far in advance. To protect the Society and the hotels for this long term commitment, the Society is contractually liable for attrition penalties because of unfilled rooms. (Unfilled rooms include un-booked rooms as well as those caused by early departure. We ask exhibitors to reserve only the number of rooms they need for the time they expect to stay.)

Exhibitor Housing Policy:

In an effort to improve the exhibitor housing experience and to ensure equal opportunity for all exhibitors to obtain hotel rooms, The American Society of Breast Surgeons has adopted the following exhibitor housing policy:

- All room reservations *must* be made through the Society's designated housing agent, Horizons Unlimited Travel. Reservation requests will be handled on a first-come, first-processed basis. *No exhibit hall badges will be issued to any exhibitor who did not reserve a hotel room through Horizons Unlimited Travel. The only exception will be for those exhibitors showing a local drivers license.*
- Exhibitors are required to use the official Society Exhibitor Housing Form included in the prospectus. Please do not send your housing form or housing requests directly to the hotel or to The Society. Any exhibitors circumventing the Society exhibitor housing policy will be considered in breach of our housing policy.
- All reservation requests must be received by **March 22, 2010**. Requests received after **March 22, 2010**, or after the room blocks are filled, are subject to rate and space availability. ***Book early as room block may sell out prior to the March 22 deadline!***
- A block of rooms is reserved at the Bellagio, the 2010 Annual Meeting Headquarters hotel. Additionally, we have contracted rooms at nearby hotels at more economical rates. Please contact Horizons Unlimited Travel for more information.
- Each exhibiting company is entitled to reserve 2 rooms per 10x10 booths at the Bellagio if rooms are reserved by **January 15, 2010**. (Example: 10x10 = 2 rooms; 10x20=4 rooms; 20x20=8 rooms, 20x30=12 rooms.) Any additional rooms requested at the Bellagio will be assigned if rooms are available.
- For every additional \$10,000 given in support of the annual meeting, an exhibiting company earns one additional room to reserve at the Bellagio.
- Horizons Unlimited Travel will be able to accommodate exhibiting companies that request larger blocks at ancillary hotels. As a courtesy to your fellow exhibitors and attendees, please do not block rooms on a speculative basis; block only the rooms that are actually needed.
- Please note that all room blocks are subject to selling out before the reservation deadline, which is March 22, 2010.
- The Society's housing bureau will try to make the additional rooms available to exhibitors after the cut-off date.

Cancellations & Penalties

- The hotel reservation cut-off date is March 22, 2010. You may cancel your reservation up until the cut-off date with no penalty.
- All reservations cancelled after the cut-off date of March 22, 2010, but before April 5, 2010, will be charged a penalty of one night's room and tax.
- Any reservation cancelled after April 5, 2010, will be charged for full value of their reservation.
- All reservation changes or cancellations must be made either by fax or email to Horizons Unlimited Travel and you must receive a confirmation of this change/cancellation. Please contact Horizons Unlimited Travel if you do not receive a confirmation.
- All rooms blocked and not used, including no-shows and early departures will be obligated for the full room night and tax cost of the entire length of the stay. This penalty will be calculated by the number of nights reserved as of March 22, 2010.
- No-shows will cancel your reservation and full penalties will apply.
- Hotels may charge an additional penalty for early departures, late cancellations or no-shows.



EXHIBITOR HOTEL RESERVATION and TRAVEL INFORMATION
The American Society of Breast Surgeons 11th Annual Meeting
 Bellagio, Las Vegas, Nevada
 April 28 – May 2, 2010

Horizons Unlimited Travel is the official travel agency/housing bureau for the American Society of Breast Surgeons 11th Annual Meeting. Services include discounted air reservations, discounted car rentals and hotel reservation processing. Room reservations must be made by **March 22, 2010**, and are subject to availability. Please note that sending in duplicate housing forms can result in duplicate charges to your credit card.

EXHIBITOR HOUSING FORM:

Your Name: _____
 Guest Name: _____
 Company Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email: _____

HOTEL INFORMATION: BELLAGIO (Headquarters hotel)

\$189* Single & Double (Sunday—Thursday Nights) \$299* Single & Double (Friday & Saturday Nights)
 Number of People in Room _____
 One Bed (King or Queen) Two Beds
 Please contact me regarding upgraded rooms and suites.
 Please contact me regarding less expensive alternative hotels.
 Check-In Date: _____ Check-Out Date: _____
****You will receive a confirmation of your hotel reservation fourteen business days prior to arrival****
**Hotel room rates are subject to applicable state and local taxes in effect at the time of check in and rates are subject to change. Currently, taxes are 12 %.*

FORM OF PAYMENT/GUARANTEE: All reservations must be guaranteed with a major credit card.

American Express Discover MasterCard VISA Diners Club
 Credit Card Number: _____ Exp Date: _____
 Please make sure you read and understand the Exhibitor Housing Policy before signing below as you will be responsible for all penalties as outlined on Page 2 of this form.
I, the undersigned have read and understood the Exhibitor Housing Policies of the American Society of Breast Surgeons. Further my signature below will allow any penalties as outlined below to be charged to the above credit card.
 Signature of Card Holder: _____

AIR AND CAR RESERVATIONS:

Horizons Unlimited Travel offers discounted airfares on many airline carriers, with savings of up to 65% without a Saturday night stay. Air and car requests will be processed within two business days.

Yes, please have someone contact me regarding flights; I will be departing from (City) _____
 Departure Date/Time _____ Return Date/Time _____

Preferred Seating Window Aisle
 Preferred Carrier: _____

Please have someone contact me regarding car rental

THREE WAYS TO MAKE YOUR RESERVATIONS:

ON-LINE registration at: www.huttravel.com

FAX completed form to: 508.872.0030

For more information or questions please call: 800.982.6436 or 508.879.4800 and ask for the ASBS Housing Desk

MAIL completed form to: 1253 Worcester Road, Suite 402

Framingham, MA 01701 ATTN: ASBS Reservations