

20TH

Dallas, Texas



ANNUAL MEETING



April 30 - May 5, 2019

THE AMERICAN SOCIETY OF BREAST SURGEONS

Exhibitor Housing Policies

Housing Deadline: March 21, 2019

Headquarters Hotel: Hilton Anatole, 2201 Stemmons Freeway, Dallas, Texas 75207

This policy must be read and agreed to before any reservations can be booked. All Exhibitors MUST book all rooms through Atlas Travel Meetings & Incentives (ATMI), the Society's official Housing Bureau. Please do not book your sleeping rooms or function space directly with the hotel. **Rooms are subject to availability and will sell out prior to the deadline.**

Once Exhibitor Housing opens, paid exhibitors will be sent a link to our housing reservation site. If you have questions about housing, please contact Laura Lage at ASBrS2019@atlastravel.com, 800-553-5995 (phone), 508-449-3090 (outside of U.S.)

2019 Housing Policy

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

- Hotel reservations will only be accepted from Society-approved exhibiting companies.
- Exhibitor housing will open in **January 2019** and a link will be sent to you to make your hotel reservations after your application is approved.
- Exhibiting companies **must book all rooms within the official housing block** and reservations **must** be made through the Society's housing bureau, Atlas Meetings & Incentives. Contact: Laura Lage, ASBrS2019@atlastravel.com, 800-553-5995 (phone), 508-449-3090 (phone outside of the US). **Please do not try to book your rooms directly with the hotel.**
- A deposit of one night's room and tax will be charged to the credit card supplied for each room reservation.
- All reservation requests must be received **no later than 5:00 pm EDT on March 21**; however, it should be understood that all room blocks are subject to selling out before that deadline. While the Society will attempt to meet requests received after that date or after the room blocks are filled, those reservations will be subject to rate and space availability.
- **PLEASE NOTE: Some Exhibitor reservations might be asked to move to another hotel if the hotel room block is tight and we need rooms for the attendees.**
- Exhibitor attendee reservation confirmations will be sent approximately two weeks prior to arrival date
- **Any exhibitor circumventing the above policy will be considered in breach of this policy.**
- Each exhibiting company is entitled to reserve a specific number of rooms based on the size of exhibit space and support at the Hilton Anatole. **Rooms will be assigned as follows: 10x10=4 rooms; 10x20=8 rooms; 20x20=16 rooms, 20x30=20 rooms.** Any additional rooms requested at the headquarter hotel will be assigned if rooms are available.
- For every additional \$10,000 given in support of the Society, an exhibiting company earns 1 additional room at the headquarters hotel.
- Atlas Travel Meetings & Incentives (ATMI) 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.

It is critical that the Society fulfill their commitment to the hotel by honoring the contracted hotel blocks. Hotel blocks are based on the show's history. We rely on a solid sleeping room pick-up to acquire the exhibit space we need in future meeting hotels, and to provide the complimentary amenities our exhibitors have grown accustomed to receiving. Therefore, not to be punitive, but to continue to provide the services we have in the past, **exhibitors who reserve sleeping rooms outside the ASBrS housing block will be penalized by, but not limited to: 1) a reduction of current priority points and/or forfeiture of future priority points; 2) a per badge charge of \$50 for each exhibitor badges; and/or 3) booth space rental fees increase.**

This policy has been adapted to:

- Ensure that the Society's exhibitors have affordable accommodations at the current meeting, as well as future ones.
- Protect the Society's contractual obligations to the hotels, which are established well in advance of the meeting and holds the Society liable for attrition penalties due to unfilled rooms. (Unfilled rooms include un-booked rooms, as well as early departures; therefore, exhibitor should reserve *only* the number of rooms/room nights needed for the actual time they expect to stay.)

2019 Cancellations & Penalties

- **The hotel reservation cut-off date is 5:00 pm EDT on March 21.** You may cancel your reservation up until this date without penalty. **ASBrS will submit the rooming list and credit card information to the hotel at this time.**
- All reservations canceled after 5:00 pm EDT on *March 21*, but **before 5:00 pm EDT on April 11** will incur a penalty equal to 1 night's room and tax.
- Any reservation canceled or length of stay shortened **after 5:00 pm EDT on April 12** will be charged for the full value of their reservation.
- Prior to the cut-off date, name and date changes can be made by accessing your reservation through the housing website. **After April 12**, all reservation changes or cancellations **must be made by email to ATMI** (email: ASBrS2019@atlastravel.com) and you must receive a confirmation of this change/cancellation. If applicable, stated cancellation penalties will be assessed by the hotel.
- A no-show (not checking in to the hotel on the reserved date) will cancel the reservation and full penalties will apply.
- Any rooms blocked and not used, including no-shows and early departures will obligate you for the full room night and tax cost of the entire length of the stay. This penalty will be calculated according to the number of nights reserved as of **5:00 pm EDT on April 11.**
- Hotels, at their discretion, may charge an additional penalty for early departures and late cancellations.