**RSNA Exhibition Services**
Technical Exhibits: Dec. 1–4
820 Jorie Blvd, Suite 200, Oak Brook, IL USA 60523

Phone: 1-630-571-7850
Email: *exhibits@rsna.org*
*RSNA.org/Exhibitors*

# RSNA 2024 Technical Exhibitor Hotel Reservations Terms and Conditions

Reserve hotel rooms for RSNA 2024 before leaving RSNA 2023. Early reservations ensure the finest selection of sleeping rooms at the RSNA-negotiated rates. Exhibitors who reserve their RSNA 2024 hotel rooms by Friday, December 1, 2023, will earn two (2) priority points toward RSNA 2025 Space Selection.* Additionally, three (3) priority points can also be earned by exhibitors reserving hotel rooms through the RSNA hotel reservation system by Thursday, October 31, 2024. Visit *RSNA.org/Exhibitor-Housing.*

## General Information

- Exhibitors contracted for exhibit space at RSNA 2024 will be eligible to reserve hotel rooms; access to the hotel reservation system will be determined using the 2024 Technical Exhibitor Space Selection process.
- One hotel reservation system (Create a Block or Request a Block) may be selected per exhibiting company, regardless of the number of hotels utilized.
- Exhibitors may request rooms through the Exhibitor Hotel Reservation System only for their staff working the technical exhibit booth.
- Exhibitors may request rooms for the 3 peak nights of the annual meeting (December 1, 2, and 3, 2024)
- Confirm full length of stay by providing guest names and arrival/departure dates by September 4, 2024.
- Hotel availability is not guaranteed on a year-to-year basis.

## Deposit Policy and Fee Charges

- A credit card guarantee is required to confirm the hotel reservation(s).
- Exhibitors can provide a credit card or contact onPeak (rsna@onpeak.com) for alternative forms of payment.
- Nothing will be charged to the card at the time of making the reservation(s).
- The credit card used must be valid through December 2024.
- The credit card provided may be charged if the reservation is cancelled starting September 5, 2024.
- The hotel reserves the right to charge a deposit (one night's room and tax) to the card on file on, or after, November 15, 2024. If the credit card is declined, the reservation may be canceled by the hotel.
- Exhibitors will need to provide a credit card at check-in to pay for the full duration of stay unless other payment arrangements have been made directly with the hotel.

## Select One Hotel Reservation System

### Create a Block — 24 rooms or less on a peak night
- Select rooms from real-time hotel inventory.
- Required to provide a credit card to guarantee the hotel rooms requested.
- Guest names and guarantee required by September 4, 2024.

### Request a Block — 25 rooms or more on a peak night
- Room Reservation Priority — Earned 2023 exhibitor priority points determine sequential order for processing room block requests if received by 4:00 p.m. CT on Friday, December 1, 2023; requests after this date/time will be assigned on a first-come, first-served basis. Companies with the same number of exhibitor priority points will have their room block request determined on the date and time the request was received.
- No guarantee or deposit required at this time.

## Important Dates

**March 6, 2024**
Request a Block hotel assignments are emailed and a credit card is required to guarantee the room block.

**June 30, 2024**
For Request a Block (25 rooms or more on a peak night), adjust room blocks without penalty.

**July 1–September 4, 2024**
For Request a Block (25 rooms or more on a peak night), an attrition fee of $100 per room will be charged when reducing number of peak night rooms (Monday, December 2, 2024) by more than 20%.

**July 31, 2024**
Exhibitor registration opens.

**September 4, 2024**
Rooming lists and hotel deposits are due.

**September 5, 2024**
Rooms without a name assigned will be automatically released.

**September 5–October 2, 2024**
Cancellation fee is $200 for each canceled room reservation.
— No penalty for name or date changes occurring before Wednesday, November 13, 2024.

**October 3, 2024**
Cancellation fee changes to one night's room and tax for each canceled room reservation.
— No penalty for name or date changes occurring before Wednesday, November 13, 2024.

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**November 6, 2024**

Round One/Preliminary Lists: reservations and payment information will be transferred from onPeak to the hotels. Reservations received by November 6, 2024 increase the chance of obtaining confirmation numbers on or before Monday, November 18, 2024. Confirmation numbers will be made available as they are provided by the hotels. onPeak will continue accepting changes until November 13, 2024

**November 13, 2024**

Exhibitor hotel reservation system closes.

**November 15–19, 2024**

Final Round/Final Lists: final resevations and payment information will be transferred from OnPeak to the hotels and therefore cannot be altered during this period.

**After November 19, 2024**

After this date, contact hotels directly to make reservation changes and cancellations.

— Name changes accepted without penalty as long as the arrival and departure dates remain the same.
— Early departures will result in the loss of one night's room and tax, retained by the hotel.
— Failure to check in at the hotel on the scheduled arrival day will result in forfeiture of the reservation and one night's room and tax, which will be retained by the hotel.

*\*Reservations made during space selection must be actualized in order to receive priority points. Points will not be awarded to canceled room blocks.*

*\*\* Revised May 2024*