

## RSNA 2023 Technical Exhibitor Hotel Reservations Terms and Conditions

Reserve your hotel rooms for RSNA 2023 before leaving RSNA 2022. Early reservations ensure you will have the finest selection of sleeping rooms at the RSNA-negotiated rates. Exhibitors who reserve their RSNA 2023 hotel rooms by Friday, December 2, 2022, will earn two (2) priority points toward RSNA 2023 Space Selection.\* Additionally, three (3) priority points can also be earned by exhibitors reserving hotel rooms through the RSNA hotel reservation system by Tuesday, October 31, 2023. Visit [RSNA.org/Exhibitor-Housing](https://RSNA.org/Exhibitor-Housing).

### General Information

- Exhibitors contracted for exhibit space (in person and virtual) at RSNA 2023 will be eligible to reserve hotel rooms; access to the hotel reservation system will be determined using the 2023 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 Housing System only for their employees or agents working the technical exhibit booth.
- Request rooms for the 3 peak nights of the annual meeting (November 26, 27, and 28, 2023)
- Confirm full length of stay by providing guest names and arrival/departure dates by September 6, 2023.
- A deposit equal to one night's room and tax is required to confirm a hotel reservation by October 4, 2023. The credit card used must be valid through December 2023 and will be charged by the hotel approximately two weeks before the 2023 annual meeting. If the credit card is declined, the reservation may be canceled by the hotel.
- Hotel availability is not guaranteed on a year-to-year basis.

### 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 request.
- Guest names and deposits required by September 6, 2023.

#### Request a Block — 25 rooms or more on a peak night

- Room Reservation Priority — Earned 2022 exhibitor priority points determine sequential order for processing room block requests if received by 4:00 PM CT on Friday, December 3, 2022; 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 8, 2023

Request a Block hotel assignments are emailed and a credit card is required to guarantee the room block.

#### June 30, 2023

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

#### July 1–September 6, 2023

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, November 27, 2023) by more than 20%.

#### Mid-July, 2023

Exhibitor registration opens.

#### September 6, 2023

Rooming lists and hotel deposits are due.

#### September 7, 2023

Rooms without a name assigned will be automatically released.

#### September 7–October 4, 2023

Cancellation fee is \$200 for each canceled room reservation.

— No penalty for name or date changes occurring before Friday, November 8, 2023.

#### October 5, 2023

Cancellation fee changes to one night's room and tax for each canceled room reservation.

#### November 8, 2023

Exhibitor hotel reservation system closes.

#### November 8–13, 2023

Reservations and deposits will be transferred from onPeak to the hotels and therefore cannot be altered during this period.

#### After November 13, 2023

After this date, hotels will accept 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 your scheduled arrival day will result in forfeiture of your 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.*