



# 61st ASH® Annual Meeting and Exposition

Orlando, Florida • December 7-10, 2019

## Group Housing Policy

All group blocks for the 61<sup>th</sup> ASH Annual Meeting and Exposition must be secured directly through the ASH Housing Center. **If a group chooses not to utilize the ASH Housing Center to secure its hotel rooms, the group will be charged an additional penalty of \$300 per person when registering for the meeting.** All registration fees must be paid in full before the group's registration can be processed or registration materials can be released to either the group contact or the individual attendees.

### Payment Policy

All ASH group room blocks are offered on an 100% non-refundable prepaid basis. Room blocks must be paid for a minimum of three (3) nights (unless stated otherwise in your group room block confirmation) \*. **Once payment is received, it is 100% non-refundable. Payment will not be refunded for cancellations, shortening of stays, and no-shows.**

**Payment Deadline: Five (5) business days from the date of your room block confirmation. Any rooms not paid in full by the payment deadline will be released without notification.**

(\* If you do not require rooms over the meeting dates, please contact us at [ashgrouphousing@spargoinc.com](mailto:ashgrouphousing@spargoinc.com) for assistance.

### Group Room Block Dates and Reservations

Rooms are only guaranteed on the nights of **December 6, 7 and 8**. All other nights are based on availability; to secure, all nights must be paid in full.

**Group room blocks do not replace individual hotel reservations.** After payment is received, you will receive access to the reservation management website which will allow you to assign your rooms with guest names and reservation dates. Rooms must be assigned within **five (5) business days** of receiving access to the reservation management website.

## Room Block Additions and Rate Information

To add rooms to your existing block(s) or to change your room block to a different hotel, please email us at [ashgrouphousing@spargoinc.com](mailto:ashgrouphousing@spargoinc.com) for us to check availability for you.

**Please note:** Room preferences and special requests are not guaranteed. Room rates are per night, and **do not include taxes, hotel fees, or meals** which are subject to change without notice. Quoted room rates are based on single/double occupancy. Hotel may charge an additional fee for more than two (2) occupants per room.

Standard rooms at the published meeting rate may not be available at the time of booking. Rates reflected online are based on rate/room types that are currently available at the time of booking.