



AMP™

ANNUAL CONFERENCE + EXPO

Exhibitor Room Block and Reservation Management Guide

AMPP HOUSING CENTER



General Contact Information:

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Phone: 571-549-4542 | 866-470-7778

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Amanda H. Tokarski - Housing Manager

Amanda.Tokarski@spargoinc.com | 703-592-4401

Exhibitor Room Block Management
Hotel Changes and/or Cancellations
Exhibitor Hotel Reservation Inquiries
On-Site Room Block Management

IMPORTANT HOUSING DEADLINES

February 10, 2023

Reservation information, including but not limited to names, arrival/departure dates and a credit card to guarantee the reservation(s), must be entered via the online exhibitor housing management website by 5:00 p.m. Eastern time on Friday, February 10, 2023. Any rooms not reserved and guaranteed by a credit card by this date will be released.

This is the last day to make changes to your room block, i.e., increase/decrease number of rooms in block, change hotels or cancel your room block in its entirety. Written notification of requested changes must be received by the AMPP Housing Center by 5:00 p.m. Eastern time on February 10, 2023. Written notifications can be sent via email to AMPPHousing@spargoinc.com or to AMPP Housing Center, 11208 Waples Mill Road, Ste. 112, Fairfax, VA 22030.

February 23, 2023

This is the last day to make changes to existing reservations in your room block via the AMPP Housing Center. Changes must be made online by 5:00 p.m. Eastern time on Thursday, February 23, 2023.

March 1, 2023

Beginning Wednesday, March 1, 2023, you must contact your assigned hotel(s) directly to make any changes to reservations in your room block.



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LOGGING INTO THE WEBSITE

- To log in, please use your main contact's email address and the assigned Contact ID found on the right side of the AMPP Annual Conference + Expo 2023 Exhibitor Housing Block Confirmation email.
- If exhibitor does not have this information, email AMPPHousing@spargoinc.com for assistance.

To manage your reservations online:
Online reservation management
Email: amanda.tokarski@spargoinc.com
Contact ID:

MAIN MENU



Book Hotel Reservation



Edit or Cancel Existing Reservations



Email, Download, or Print a Room Block Summary



View Invoice of Total Room Block

HOW TO MAKE A HOTEL RESERVATION

To view the name(s) assigned to a hotel, click the + sign to the left of the hotel name.

HOTEL	ROOMS	RESERVED	REMAIN	
+ Royal Sonesta Chicago Riverfront (formerly Wyndham Grand)	10	0	10	Assign Name(s)

[← Main Menu](#)

Assign Name(s)

Use the "Add Multiple Names" feature to reserve multiple rooms for individuals with the same hotel, check-in date, check-out date and room type requirements.

Fields noted with an asterisk (*) are required.

Add Single Name

Add Multiple Names



Royal Sonesta Chicago Riverfront (formerly Wyndham Grand) ▼

Check-in * ▼

Check-out * ▼

Select Room * ▼

Reserve this room

Reserve this room and assign more names

- Begin to make a reservation by clicking on **“Assign Names”** by the desired hotel.
- To add a single reservation, please select the desired dates and room type.
- Enter in any additional guest information. Once complete, click **“Reserve This Room”** to confirm the reservation

HOW TO MAKE MULTIPLE HOTEL RESERVATIONS AT ONCE

← Main Menu **Assign Name(s)**

Use the "Add Multiple Names" feature to reserve multiple rooms for individuals with the same hotel, check-in date, check-out date and room type requirements.

Fields noted with an asterisk (*) are required.

Add Single Name **Add Multiple Names**

Royal Sonesta Chicago Riverfront (formerly Wyndham Grand)

Check-in * Check-out *

Select Room *

← Main Menu **Assign Name(s)**

Use the "Add Multiple Names" feature to reserve multiple rooms for individuals with the same hotel, check-in date, check-out date and room type requirements.

Fields noted with an asterisk (*) are required.

Add Single Name Add Multiple Names

Royal Sonesta Chicago Riverfront (formerly Wyndham Grand)

Check-in * Check-out *

Select Room *

To add multiple reservations; check in, check out, and room type must match for all guests you wish to add using this feature.


Reserve these Rooms Reserve these rooms and assign more names


- You will have the option to book multiple rooms at the same time. Click on **“Add Multiple Names”** to access this feature. All rooms must have the same check in and check out dates as well as room type.
- Proceed by entering in the names for each reservation.
- Once complete, click **“Reserve these Rooms”** at the bottom of the page to confirm the reservations

EDIT OR CANCEL A HOTEL RESERVATION

- To view a list of booked hotel reservations, click on the “+” sign next to the hotel name of the reservation you would like to change.
- Click on the “Options” link, then select “Change Reservation” or of the reservation you would like to revise.

To view the name(s) assigned to a hotel, click the + sign to the left of the hotel name.

HOTEL	ROOMS	RESERVED	REMAIN	
 Royal Sonesta Chicago Riverfront (formerly Wyndham Grand)	10	1	9	Assign Name(s)

Resv	Name	Check-in/out	Room Type	Details	Options
5XZ4WT2	Sue, Sally	May 28 - 31	Single (1 Person / 1 Bed)		

1. Click "options" to bring up drop down menu.

- Email Confirmation to Individual
- Change Reservation
- Cancel Reservation

11208 Waples Mill P
Phone: 888-788-1522 (within the U.S.) or 1-708-448-0410 (outside the U.S.)

ROOM BLOCK SUMMARY AND ROOMING LISTS

- Once your reservations have been made, you will have the option to print, download, or email yourself the rooming list.



The screenshot shows a web interface for an account summary. At the top left is the title "Account Summary" and at the top right is a "Logout" button. Below the title is the account information for "TEST Block" (Amanda Test), including address, phone, and email. To the right of this information is a "Payment Information/Invoice" link. A dropdown menu is open, showing options: "Email Room Block Summary", "Download Summary", "Print Summary", "Cancellation Policy", and "Edit/Cancel Your Room Block". Below the menu is a table with columns: HOTEL, ROOMS, RESERVED, and REMAIN. The table has one row for "Courtyard Salt Lake City Downtown" with 2 rooms reserved and 2 remaining. A plus sign is next to the hotel name, and a link "Assign Name(s)" is next to the "REMAIN" column. At the bottom is an "EXHIBITOR HOTEL RESERVATION DISCLOSURE" section with a paragraph of text.

Account Summary Logout

TEST Block
Amanda Test
11208 Waples Mill Road
Fairfax, VA 22033
Phone: 703-596-4401
Email: amanda.tokarski@spargoinc.com

[Payment Information/Invoice](#)

- ✕ Email Room Block Summary
- 📄 Download Summary
- 🖨️ Print Summary
- 📄 Cancellation Policy
- ✕ Edit/Cancel Your Room Block

To view the name(s) assigned to a hotel, click the + sign to the left of the hotel name.

HOTEL	ROOMS	RESERVED	REMAIN
+ Courtyard Salt Lake City Downtown	2	0	2 Assign Name(s)

EXHIBITOR HOTEL RESERVATION DISCLOSURE
By reserving room(s) at one of NACE's official hotels for CORROSION Conference & Expo 2021, Exhibitor understands that NACE and Exhibitor's assigned hotel(s) will exchange personal information regarding Exhibitor's guests staying within the room block for the purpose of facilitating Exhibitor's guests reservations. Exhibitor agrees to release NACE and its agent, NACE's official hotels and their respective officers, directors, employees, and agents from any liability relating to the disclosure of personal information of Exhibitor's guests for this purpose.

INDIVIDUAL HOTEL CONFIRMATIONS

You will also have the option to email your guests their hotel confirmation.

As you are making each hotel reservation, you can edit the email address of each guest by selecting **“Specify a different address and email other than the group contact”** button located on each individual hotel reservation page.

The contact details of the block will appear for you to edit.

After updating the contact details, please click on **“Email Confirmation to Individual”** button located on the Main Menu.

To view the name(s) assigned to a hotel, click the + sign to the left of the hotel name.

HOTEL	ROOMS	RESERVED	REMAIN	
- Courtyard Salt Lake City Downtown	2	1	1	Assign Name(s)

Resv	Name	Check-in/out	Room Type	Details	Options
XMHTYQY	Tokarski, Amanda	Apr 18 - 20	Double (1 bed/ 2 people)		

EXHIBITOR HOTEL RESERVATION DISCLOSURE
By reserving room(s) at one of NACE's official hotels for CORROSION Conference & Expo 2021, Exhibitor understands that Exhibitor's assigned hotel(s) will exchange personal information regarding Exhibitor's guests staying within the room block for the purpose of facilitating Exhibitor's guests reservations. Exhibitor agrees to release NACE and its agent, NACE's official hotel, and its respective officers, directors, employees, and agents from any liability relating to the disclosure of personal information of Exhibitor's guests for this purpose.

[Email Confirmation to Individual](#)
[Change Reservation](#)
[Cancel Reservation](#)

CORROSION Conference & Expo 2021 Housing Center | 11208 Waples Mill Road, Suite 112, Fairfax, VA 22030
Phone: +1-866-470-7778 or +1-571-549-4542 | Fax: +1-703-631-2971 | Email: NACEHousing@spargoinc.com
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Courtyard Salt Lake City Downtown

04/18/2021 (Sunday) 04/20/2021 (Tuesday)

Double (1 bed/ 2 people) - \$179.00

To edit an email address of a guest, click "Specify a different address and email than the group contact" to update the email address.

Name of reservation: Tokarski, Amanda Tokarski

[Specify a different address and email than the group contact](#)

INVOICES

- Please click on **“Payment Information/Invoice”** on the Main Menu to review payment instructions
- Click **“View Invoice”** and download an invoice.
- You will be able to download the invoice in your preferred media and make the appropriate adjustments to the billing contact as needed.

the hotel name.

RESERVED	REMAIN	
1	1	Assign Name(s)

- [Payment Information/Invoice](#)
- [Email Room Block Summary](#)
- [Download Summary](#)
- [Print Summary](#)
- [Cancellation Policy](#)
- [Edit/Cancel Your Room Block](#)

All hotel reservations in your Exhibitor Room Block require a credit card to secure the reservation. A deposit of one night's room and tax will be required for each reservation. This deposit will be taken on/after Friday, March 26, 2021 directly by the hotel using this credit card. Your guest will be asked to provide payment upon check-in unless alternate arrangements have been made between the Exhibitor Contact and the NACE Housing Center.

Click on *View Invoice* below to review your estimated housing costs for all active reservations within your Exhibitor Room Block.

[View Invoice](#)