



EXHIBITOR GROUP HOTEL ATTRITION POLICY

The American Society of Human Genetics, a nonprofit organization, contracts with hotels near the Walter E. Washington Convention Center to ensure adequate sleeping rooms to support the ASHG Annual Meeting and to keep costs manageable for meeting attendees. This helps attract the target audience which is central to a successful exhibit hall and education program.

Built into ASHG hotel contracts are minimum numbers of prime, competitively priced sleeping rooms that must be sold in the ASHG block or ASHG will face attrition fees. ASHG requests that exhibitors with large blocks support the ASHG contracted hotels to limit exposure to unbudgeted and unnecessary costs.

How ASHG supports exhibitors with large sleeping room blocks

ASHG supports exhibitors needing large sleeping room blocks through:

- **Inventory availability.** ASHG contracts with hotels in advance on behalf of our exhibitors and attendees so sufficient housing is available. The mix of available hotel properties in our Annual Meeting markets often changes between the time of signing and the time of our meeting. We ask companies needing large blocks to recognize that commitments made at the time the convention space was secured representing the best options available. ASHG is contractually obligated to honor them.
- **Blocks available where ASHG KOLs are staying.** ASHG leaders and key opinion leaders are housed in the same locations where large exhibitor blocks are available. The buzz of the lobby, dining, bar, and elevator traffic in these locations increases the chances of informal mingling and connections.

How exhibitors needing large blocks are asked to support ASHG

Please note the following ASHG housing policies:

- **80% + in the ASHG block.** ASHG expects exhibitors to use ASHG rooms for at least 80% of the room nights needed by their staff and vendor teams.
- **Unsold rooms may lead to attrition charges for your company.** Room block requests begin in April and continue through Friday September 1. Exhibitors will be required to utilize at least 80% of the total room block (total nights, not rooms) they guarantee. Cancellations or room night reductions received after **Friday September 15**, will be placed back in the ASHG room inventory for sale. If the room(s) do not sell and your company falls below the requirement to use at least 80% of the rooms you guarantee, your company may be charged the cost of each room night below the 80% threshold.
- **Hotel cancellation policies.** In addition to the potential for attrition fees charged by ASHG if cancellations are received after Wednesday October 18, the hotels themselves charge a cancellation penalty equal to one night's room and tax for any rooms that are cancelled less than 72 hours in advance of arrival.

- **Honor ASHG deadlines**

Friday September 1, 2023

Deadline for submitting room block request.

Friday September 15, 2023

Final rooming list is due; any unused rooms in your block will be released back into inventory.

Releasing any rooms after this date will be considered a room night not picked up.

Tuesday October 17, 2023

Deadline to complete any name changes in your rooming block.

Wednesday October 18, 2023

Your company will be charged a non-refundable deposit, equal to one night's room and tax, for each room in your block.