



Exhibitor Important Deadline Date Checklist

ORDER FORM	DEADLINE DATE
Lead Retrieval Order Discounts	February 15, 2023 (extra early) March 29, 2023 (early)
<u>Hotel Reservations*</u> : Deadline for rooming list submissions (block of 10+). Any cancellations or room night reductions received after Friday March 1, 2023 will be counted as a room night not picked up and could lead to less than 85% pickup of your block.	March 1, 2023
<u>Hotel Reservations</u> : Deadline for name or date changes (block of 10+).	March 7, 2023
Audio Visual Deadline	March 27, 2023
Custom Shepard Rentals Discount	March 28, 2023
Notice of Intent to use EAC	March 28, 2023
Advance Warehouse Shipping	March 28 – April 18, 2023
<u>Hotel Reservations</u> : Cut-off date to book housing (non-block).	March 31, 2023
Electrical Service Order	April 5, 2023
Catering Order	April 7, 2023
Standard Shepard Rentals Discount	April 6, 2023
Network and Telecommunications Services Order Form	April 11, 2023
Direct to Show Site Shipping	April 25, 2023, 8:00 am

***ONS Block Policy:** (Applicable for all groups holding 10+ rooms on April 27, 2023)

Block adjustments are accepted until Friday, March 1, 2023. On March 2, your room block will be considered final. In order to prevent attrition penalties with the Hotel, you will be required to utilize at least 85% of your confirmed TOTAL room block as of March 1, 2023 (total nights, not rooms). Any cancellations or room night reductions on or after this date could lead to less than 85% pickup of your block. In addition, on March 1st all names will be due as well.

Example: As of March 1, 2023 if there are 50 total room nights blocked, you will be required to pick up at least 43 room nights ($50 \times 85\% = 43$ room nights). If only 40 room nights are picked up, an attrition fee of 3 room nights multiplied by nightly room rate will be payable to the Hotel.

In addition to the ONS block policy, if rooms are cancelled less than 72 hours in advance of arrival, you would also be subject to the hotel's cancellation penalty equal to one night's room and tax.