

NON CORPORATE EXHIBITOR HOUSING POLICY

Attention Exhibitors: Mandatory Housing Policy

Convention centers allocate exhibit space to shows based on the amount of hotel rooms picked up. Convention center management may and often will reject or reduce exhibit hall space requests because hotel rooms are not filled proportionately through the housing block. Therefore, to ensure our hotel block is full and that we receive the exhibit floor space needed for all exhibitors, all exhibitors are required to book housing through onPeak. HIMSS guideline is to book a minimum of 2 room reservations and a maximum of 4 room reservations per 100 square feet of booth space rented.

Hotel Requests

The HIMSS19 room block closes on January 21, 2019. After this date limited inventory may be available. If you wish to make hotel reservations after this date, contact onPeak and they will assist you in making your reservations, based on availability.

A link of available hotels with pricing and amenities will be posted on October 9, 2018.

Block Increases Over 5%

Companies may block the same amount of rooms utilized at HIMSS18. An increase of more than 5% (per night), without a corresponding increase in booth size, over your 2018 actual usage will require an explanation and HIMSS approval.

Exhibitor Blocks: Housing Policy and Procedure

All exhibiting companies must utilize onPeak to book hotel rooms. Any exhibitor who does not follow this procedure will not be permitted to exhibit and will forfeit all monies paid to HIMSS. Freight will be denied at show site.

Receive Extra Priority Points by Managing Your Block Online

Receive 10 points for populating 100% of your names into the online system or providing your rooming list in onPeak's unloadable format. To obtain an up loadable file login through your hotel confirmation to the onPeak system and click on the "Group Roster" tile to download an excel file of your group. Once filled out, please email himss@onpeak.com and include your Group ID.

Any companies requesting a group room block will receive a confirmation letter (Email) from onPeak, which includes the following terms and conditions:

All reservations may be held on TBA basis until the following dates:

| |
|--|
| December 4, 2018 : Gold Corporate Members and all other exhibitors |
| December 11, 2018 : Platinum Corporate Members |
| December 18, 2018 : Emerald Corporate Members |
| January 7, 2019: Pinnacle/Anchor/Diamond Corporate Members |

All names must be received on or before the cutoff date outlined above. If names are not received by this date, all rooms without names will be cancelled. You may cancel rooms without penalty until Monday, January 21, 2019. To help plan the amount of rooms needed, see "Determining room block" section.

Determining Room Block

HIMSS Room Block Allocation Pattern

Following is the HIMSS nightly flow to be used as a guide in determining your room block pattern for 2019.

| TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|------|------|------|------|------|------|------|
| 2/5 | 2/6 | 2/7 | 2/8 | 2/9 | 2/10 | 2/11 | 2/12 | 2/13 | 2/14 | 2/15 | 2/16 |
| 1% | 1% | 2% | 4% | 10% | 43% | 98% | 100% | 93% | 56% | 2% | 1% |

For example, if you require 20 rooms on Tuesday you should block no more than 1 room (3% of 20) on the prior Thursday.

Managing Your Room Block

You can manage your company's room block online by logging into the onPeak system from your confirmation. This portal allows you to change arrival/departure patterns, name assignments, and add or delete people from your room block based on availability. While you can still make changes after the non-refundable date of January 21, 2019 through the date of your individual hotel's final cut-off date (see individual hotel confirmation for date), your company will be held to the block as of January 21, or if there are any additions, it will be whichever sum is larger. After your final cut-off date, you may begin to make block changes directly with the hotel.

Deposit and Cancellation Policies

Updated Deposit Policy

In order for HIMSS to secure an adequate number of rooms and preferred dates at the convention center in any city, HIMSS must commit to filling the room blocks at the individual hotels. There are contractual agreements with financial liability for HIMSS should the rooms held not fill, or should groups holding blocks cancel rooms or have a large amount of no-shows.

Over the last four events, there has been a significant increase in room nights released by groups, and as a result, HIMSS requires all groups to read and complete this agreement prior to the confirmation of your room block by onPeak.

Deposit Payment

Reservations must be guaranteed with a major credit card within 72 hours from receipt of your hotel confirmation email (failure to do so will result in cancellation of your block). The full length of stay deposit is non-refundable as of January 21, 2019. Credit cards will not be charged until final cut-off, by the hotel(s). You have two options for submitting a deposit payment:

1. After securing your block within 72 hours, you will be able to adjust payment to individual credit cards should you choose through the online portal until January 21, 2019. Please note that the card on file as of January 21, 2019 will be charged by the hotel for the non-refundable deposit of the full length of stay room and tax and will not be refunded should the credit card be changed after this date.

2. After securing your block within 72 hours, if you wish to send a check or money order for the deposit (made payable to onPeak) you can follow up with this form of payment by Tuesday, December 4, 2018. After this date, only credit card deposits will be accepted.

Substitutions/Arrival or Departure Changes

Changes to reservations may be made until Monday, January 21, 2019, without penalty. Any manual changes made after Monday, January 21, 2019, may be assessed a \$15 fee per room reservation. Changes made online are not subject to charge. Charges made to credit cards after January 21st will not be reversed please see deposit option one above.

Cancellations

Reservation(s) may be cancelled until Monday, January 21, 2019, without penalty. All cancellations made after Monday, January 21, 2019, will be assessed a full length of stay non-refundable deposit. All cancellations should be made through onPeak's online room block management system.

No-Shows

If someone is a no-show on their confirmed check-in date, that reservation is not guaranteed to be held for the following night, or remainder of the stay and will result in loss of the reservation's full length of stay non-refundable deposit.

Important Information

Once your reservations have been made, any changes are based on availability. Please note: Failure to arrive at the hotel on the scheduled arrival date will result in the reservation being cancelled and the deposit being forfeited. At that point, hotel accommodations will be on a space-available basis. Based on each hotel's policy, early departure fees may also be assessed in addition to applicable HIMSS fees.