ATS 2025

INTERNATIONAL GROUP HOUSING QUICK FACTS

There are two (2) ways for international groups to request a block of hotel rooms. All requests are on a first-come, first serve basis and are subject to availability.

- **Hotel Packages:** ATS and Maritz have partnered with FHTglobal to provide travel packages specially designed for international groups. Start with a base of hotel room & breakfast and choose from other "a la carte" package options designed to fit your groups' needs, inclusive of taxes and other service fees. For more information, please visit http://ats.fht.global. Once you've submitted your request, an FHTglobal team member will be in touch shortly to discuss options and terms.

- **Rooms Only:** If you are interested in securing Rooms Only (no other services), click here to continue. The below terms are applicable only for Rooms Only blocks.

The below timeline and terms are applicable only to groups that are securing a Rooms Only hotel block. Additional terms and conditions are in place for hotel package services.

Timeline

- Wednesday, October 9, 2024
    - The request site is open for room block requests.
    - A credit card valid through June 2025 must be used to guarantee your room block within 10 days of receiving your room assignment.
- Wednesday, January 29, 2025
    - Groups may begin assigning names to their block of rooms at this time
- Thursday, March 13, 2025
    - Groups must submit their rooming list or book all rooms in their block via the website no later than this date. If a room is cancelled after this date, $350 will be charged for each cancelled reservation.
    - Rooms MUST be booked with unique, individual names matching the names used to register each person for the conference. ATS compares registrant names with hotel reservations, and any hotel reservations that are not an exact match to a registrant will be cancelled with cancellation penalty on or after Friday, March 14, 2025.
    - New reservations added to a group room block after Friday, March 14, 2025, must provide proof of valid registration ID number and/or confirmation to be accepted. No unregistered reservations will be accepted.
- Wednesday, April 30, 2025 (5pm EST)

o This is the last day to make changes/cancels with Maritz via the website or by email at ATSgrps@maritz.com (changes subject to availability).

- Tuesday, May 6, 2025
  o Groups must contact the hotel(s) directly to request changes or cancellations. Reservations will be transferred from Maritz to the hotel(s) beginning May 1, 2025. It may take the hotel a few days to have full access to reservations. You may contact the hotel directly beginning May 6, 2025.
  o The credit card provided when booking each reservation is used to guarantee the reservation only and will only be charged by the hotel in the instances of late cancellation or for failure to arrive on your scheduled arrival date (no show). Groups may contact the hotel(s) directly to set-up advance payment for reservations beginning Tuesday, May 6, 2025, if needed.

SUBSTITUTION POLICY
- After Thursday, March 13, 2025, ATS/Maritz will require a new registration ID number for each name change. The lead occupant name on each reservation must match with registered booth personnel for your company.

CANCELLATION POLICY
- Cancellations made after Thursday, March 13, 2025, will be charged a non-refundable fee of $350 per reservation.
- Failure to arrive on your scheduled arrival date will result in forfeiture of one night's room & tax deposit charged to the credit card provided and your room will be released by the hotel. In the event you wish to checkout prior to your confirmed departure date, the hotel may charge an early departure fee. To avoid this fee, please be sure to advise the hotel of any changes in your length of stay before or during check-in.

MEETING SPACE REQUESTS
- Requests for meeting space are managed by ATS.

HOUSING CUSTOMER SERVICE – Maritz
- Call Customer Service at 864-515-6693
- E-mail Customer Service at ATSgrps@maritz.com