



ATS 2025

EXHIBITOR REQUEST-A-BLOCK HOUSING QUICK FACTS

WEDNESDAY, JANUARY 8, 2025

- Exhibitor housing is now open. Exhibitors may begin assigning names to their block of rooms at this time.

THURSDAY, MARCH 13, 2025

- Exhibitors must add unique names and badge numbers to all rooms in their block via the website, or submit a rooming list to ATS_EXH@maritz.com no later than this date. The names on all rooms booked **MUST** match the names used to register booth personnel for the conference.
- New reservations added to an exhibitor room block after Thursday, March 13, 2025 must provide proof of valid registration ID number and/or confirmation to be accepted. No unregistered reservations will be accepted.
- Any room canceled on or after Friday, March 14, 2025, or any hotel reservations canceled due to lack of verified registration will incur a non-refundable \$350 per room cancellation fee.
- The credit card provided when booking each reservation is used to guarantee the reservation only and will only be charged in the instances of late cancellation, or for failure to arrive on your scheduled arrival date (no show).
- ATS discounted room rates are available to conference participants only.

WEDNESDAY, APRIL 30, 2025 (until 5 pm EST)

- This is the last day to make changes/cancels with Maritz via the website or by email at ATS_EXH@maritz.com (changes subject to availability).
- The hotel may charge a deposit to the card on file for each room on or after May 1, 2025.

WEDNESDAY, MAY 7, 2025

- Exhibitors must contact the hotel(s) directly to request changes or cancellations. Reservations will be transferred from Maritz to the hotel(s) between Thursday, May 1, 2025 and Tuesday, May 6, 2025. Hotel(s) may not have record of your reservation in their system if contacted prior to Wednesday, May 7, 2025.
- A credit card for individual room payments will be expected at check-in. Exhibitors may contact the hotel(s) directly to set-up advance payment for reservations, if needed.

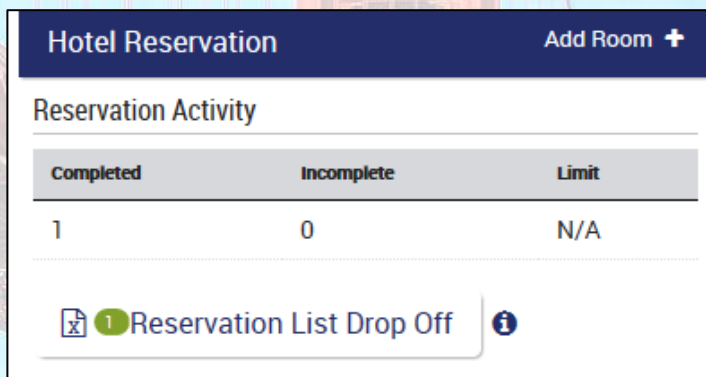
EXHIBITOR REQUEST-A-BLOCK HELPFUL TIPS

HOW TO MAKE CHANGES TO YOUR REQUESTED ROOM BLOCK

- Changes to your initial block request can be made at any time on the website prior to guaranteeing your room block
- Once you have guaranteed your room block, you must contact Maritz at ATS_EXH@maritz.com to adjust your block.




HOW TO UPLOAD A ROOMING LIST

- Once you are logged onto your exhibitor dashboard, click on “Reservation List Drop Off” under Reservation Activity.



The screenshot shows a dashboard for 'Hotel Reservation' with an 'Add Room +' button. Below is a 'Reservation Activity' table with columns for 'Completed', 'Incomplete', and 'Limit'. The values are 1, 0, and N/A respectively. At the bottom, there is a button labeled 'Reservation List Drop Off' with a download icon and an information icon.

Completed	Incomplete	Limit
1	0	N/A

  Reservation List Drop Off 

- Download the reservation template and fill in the details for each reservation.
- Save your completed list and upload it to the site
- Name your list and click “upload”

ROOM PAYMENTS

- All rooms will require a credit card guarantee upon booking. The hotel may charge a deposit to the card on file for each room on or after May 1, 2025.
- If you would like to request for an individual in your group to add their own credit card for their reservation, you can send them an email invitation to securely do so.
 - Visit the “Group Summary” tab from the Dashboard. Select the checkbox next to the individual’s name, and click the “Send Invite” box to send the selected individuals an email request for a credit card to hold their room.
- A credit card for all individual room payments will be expected at check-in. If you would like to make advance payment for your group, you may contact the hotel(s) directly on or after Wednesday, May 7, 2025.

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.

SUITE REQUESTS

- Please include your suite request in the Special Request section at the bottom of the 'Request Rooms' Page when submitting your block request.
- The Maritz team will reach out to the hotel choices you provided for suite rates and availability and will contact you with suite options.

MEETING SPACE REQUESTS

- Requests for meeting space are managed by ATS. Please visit conference.thoracic.org for more information.

HOUSING CUSTOMER SERVICE – Maritz

- Call Customer Service at 864-515-6693
- E-mail Customer Service at ATS_EXH@maritz.com

