

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, we require all exhibitors to book housing through onPeak. **The 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.** All exhibiting companies are required to 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. Please refer to your exhibition agreement for further information.

Exhibitor Hotel Requests Process

HIMSS25 Exhibitor requests open on **Monday September 29, 2025, at 4 pm, CDT.** For a list of hotels, visit the [GroupSpot webpage here](#). Placement will be based on your identified choices compared to room availability. If none of your choices are available, onPeak will contact you to get additional choices. You may waitlist for your original choices with onPeak and every effort will be made to fulfill your request if it is possible to do so.

Exhibitor Blocks Procedure

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

- **December 10, 2025:** Non Corp, Gold, & Platinum Corporate Members
- **December 17, 2025:** Emerald Corporate Members
- **January 7, 2026:** Premier, 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 Wednesday January 21, 2026, 4pm CDT. 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 2026.

WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14
1%	2%	3%	10%	38%	98%	100%	94%	34%	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.

Block Increases Over 5%

Companies may block the same amount of rooms actualized at HIMSS25. An increase of more than 5% (per night), without a corresponding increase in booth size, over your 2025 final pick up will require HIMSS approval.

Securing and Managing Your Room Block

Credit Card Required to Hold Block

Reservations must be guaranteed with a major credit card within 7 days from receipt of your hotel confirmation email. The credit card must expire after the date of the event. Failure to do so will result in cancellation of your block.

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 guests from your room block based on availability. While you can still make changes after the non-refundable date of Wednesday, January 21, 2026 at 4:00 pm, CDT, all cancellations must be made before that date to avoid loss of one night room and tax deposit. (Two night deposit at Venetian and Palazzo).

Cutoff Blackout Dates Notice

To ensure the hotels receive accurate lists in a timely manner, onPeak will have blackout dates for manual changes from Wednesday, February 11 at 4:01 p.m. CDT through Monday, February 23, 2026. Depending on your hotel(s), all modifications to existing reservations are to be managed directly with the hotel(s) beginning Monday, February 23, 2026, through the close of HIMSS26.

Deposit, Cancellation, Attrition and Other Policies

HIMSS has a one-night room and tax deposit policy per reservation. The deposit for The Venetian and Palazzo is two nights room and tax. This deposit becomes non-refundable starting Wednesday, January 21, 2026 at 4:01 PM CDT. For further details on the policy see below and consult your individual hotel confirmation.

Deposit

Approximately fourteen (14) to twenty-one (21) days prior to start of event, the hotel, not onPeak, will charge your credit card a deposit equal to one night (or two) room plus tax, depending on your hotel(s) policy. This deposit is non-refundable as of Wednesday, January 21, 2026 at 4:01 pm, CDT. 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 initially securing your block, you will be able to adjust payment to individual credit cards should you choose through the online portal until Wednesday, January 21, 2026 at 4:00 pm, CDT. Please note that the card on file as of Wednesday, January 21, 2026 4:01pm will be the card charged by the hotel for the non-refundable deposit and will not be refunded should the credit card be changed after this date.
2. After initially securing your block, 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 Monday, January 5, 2026. After this date, only credit card deposits will be accepted.
3. **20+ Group ATTRITION:** As a courtesy, the companies of 20 or more peak rooms are allowed to release up to 10% of the total Group Room Block Nights held as of January, 21, 2026, without penalty. **After this date, cancellations will result in the deposit being retained and any reductions in length of stay greater than 10% apply to the following attrition policy.** At the end of the Event if the Company's Total Room Night utilization is less than 90% of the **Total Room Nights Reserved (as of January 21, 2026)** in the Group Room Block, Group agrees to pay Informa an amount equal to the **difference** between 90% of the Total Room Nights reserved in the Group Room Block and the actual number of Room Nights utilized by Company multiplied by the Confirmed Rate per night.

Cancellations

Reservations may be canceled or changes to arrival and departure dates are allowed until 4:00 p.m. CDT on January 21, 2025 without charge. After this time, the one or two night room plus tax deposit per reservation is non-refundable.

No-Shows and Early Departures

- Changes to arrival/departure dates and name changes may be made without penalty until 4:00 p.m. CDT on Wednesday, January 21, 2026 through onPeak.
- Failure to check-in on your scheduled arrival date will result in a no-show fee, equal to one night room plus tax and the reservation may be subject to cancellation.
- An early departure fee, equal to one night room plus tax may be charged if hotel is not notified of an early departure 24 hours prior to check in.

Change in Hotel

You may transfer hotels until Wednesday, January 21, 2026 at 4:00 p.m. CDT without penalty. After this date, changing from one hotel to another is considered a cancellation and room nights held are subject to one night room plus tax deposit that is non-refundable, and this may result in being charged by both hotels.