

# EXHIBITOR HOUSING INFO



88th IASB · IASA · IASBO  
Joint Annual Conference  
November 20-22, 2020

## EXHIBITOR HOUSING REQUEST OVERVIEW

IASB Contact Information: Exhibit Manager, 2921 Baker Drive, Springfield, IL 62703; Phone (217) 528-9688 ext. 1115; Fax (217) 241-2144; email [registrar@iasb.com](mailto:registrar@iasb.com)

- IASB has contracted (8) eight block hotels for the annual conference with a limited number of hotel rooms at each hotel.
- IASB has a limited number of “room-types” available and cannot guarantee you will receive the room-type you have requested. IASB forwards all requested room-types to the hotel(s). Hotels do their best to fulfill as many requests as they can accommodate.
- **Hospitality events** must be approved by the Director of Meetings Management. Email [cbolt@iasb.com](mailto:cbolt@iasb.com) and type “2020 Hospitality Request” in the subject line.
- Be aware, some hotels have additional fees for early-departure and/or extra person(s) in room and no shows.
- Most hotels offer complimentary Wi-Fi in the guestroom(s).
- Housing request(s) require a **\$200 non-refundable deposit**, per hotel room requested. Housing form(s) received without the required \$200 per room non-refundable deposit will NOT be processed until payment has been received in full.
- **All housing requests are assigned based on availability and in order of receipt with payment.**

## REQUESTING HOUSING:

**1. Housing forms and information** are located on the IASB website: [www.iasb.com/conference/exhibit](http://www.iasb.com/conference/exhibit). Complete the housing form and return to IASB with required non-refundable deposit(s).

### 2. Payment.

- **If paying with credit card** (complete the Credit Card Authorization Form) — mail to IASB, Attn: Exhibit Manager, 2921 Baker Drive, Springfield, IL 62703; email to [registrar@iasb.com](mailto:registrar@iasb.com); or fax to (217)241-2144. Please make sure your credit card daily-limit will cover all fees. A 3% credit card processing fee will be added to each credit card transaction.
- **If paying with check**, mail to IASB, Attn: Registrar, 2921 Baker Drive, Springfield, IL 62703.

**3. Confirmation.** An email confirmation of housing placement will be sent to the Exhibit Booth Coordinator.

**Housing Cancellation Deadline: Tuesday, October 16, 2020**

## IASB HOUSING PROCESS

- IASB receives/processes housing form with paid-exhibitor registration and \$200 non-refundable deposit per room requested. **Housing requests will not be placed until receipt of signed Exhibitor Contract and payment of booth space.**
- IASB makes assignments based on availability of preferences **at time of receipt**. Do not list hotels you will not accept. If your preference is unavailable, you will be contacted by email.
- Other hotel requests or room upgrades must be listed on the housing form (example: 2-bedroom suite, higher floor, lower floor, etc.).
- IASB sends housing requests with non-refundable deposits to each hotel in blocks (not daily).
- Hospitality events must be approved by the Director of Meetings Management. Email [cbolt@iasb.com](mailto:cbolt@iasb.com) and type “2020 Hospitality Request” in the subject line.

**NOTICE: IASB is the only official Conference housing bureau.** Be aware of third parties placing calls or sending emails identifying themselves as the “official” housing bureau for Conference or claiming to be “affiliated with” or “working on behalf of” IASB for Conference housing. Sometimes these companies illegally use the IASB or event logo and other information to appear legitimate. Often they issue a warning that room blocks are selling out while providing the lure of a lower room rate. Booking through these third parties may subject attendees to, at worst, credit card fraud opportunities and/or no room reservations in their names upon arrival to Conference, and at best, lower-tier hotels or a hotel away from the Conference host hotel. If you are contacted by anyone other than IASB staff regarding your housing, please get as much information as you can and report it to: [cbolt@iasb.com](mailto:cbolt@iasb.com).

# EXHIBITOR HOUSING FORM



**88th IASB · IASA · IASBO  
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Housing is assigned in order of receipt with payment. An email confirmation of housing placement will be sent to the email listed below. Please review the housing request instructions prior to completing this form. **Please note: housing deposits are non-refundable. Complete one form per hotel.**

Exhibit Booth Coordinator Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Place number (1, 2, etc.) by hotel(s) <u>YOU WILL ACCEPT</u> , in order of preference (1-first choice, 2-second choice)	ROOM RATE	DEPOSIT (NON-REFUNDABLE)
_____ <b>Hyatt Regency Chicago</b> (Co-Headquarters), 151 East Wacker Drive, (312) 565-1234 .....	\$215 .....	\$200 (per room requested)
_____ <b>Sheraton Grand Chicago</b> (Co-Headquarters), 301 East North Water Street, (312) 464-1000 .....	\$215 .....	\$200 (per room requested)
_____ <b>Swissôtel Chicago</b> , 323 East Wacker Drive, (312) 565-0565 .....	\$207 .....	\$200 (per room requested)
_____ <b>Fairmont Chicago</b> , 200 N. Columbus, (312) 565-8000 .....	\$207 .....	\$200 (per room requested)
_____ <b>Chicago Marriott</b> , 540 N. Michigan Avenue, (312) 836-0100 .....	\$207 .....	\$200 (per room requested)
_____ <b>Intercontinental Chicago</b> , 505 North Michigan Avenue, (312) 944-4100 .....	\$207 .....	\$200 (per room requested)
_____ <b>Embassy Suites Chicago</b> , 511 N. Columbus Drive, (312) 836-5900 .....	\$223 .....	\$200 (per room requested)
_____ <b>Royal Sonesta</b> , 71 East Upper Wacker Drive, (312) 346-7100 .....	\$203 .....	\$200 (per room requested)

**2020 Housing dates: Thurs., Nov. 19; Fri., Nov. 20; Sat., Nov. 21; Sun., Nov. 22**

- |   |  |  |
|---|--|--|
| (AR) Hotel Arrival Date   | (S) Single (1 bed)                               | (CO) Company will pay charges upon departure |
| (DP) Hotel Departure Date   | (D) Double (2 beds)                              | (RT) Room and tax charges-only               |
| (GTD) Individual or Company guarantees to pay for this room, even if they do not show | (IND) Individual will pay charges upon departure | (AC) All charges: room, tax, parking, other  |
|   |  | (RTP) Room, Tax, Parking                     |

	Name on Hotel Room Complete one form per hotel requested	November		GTD	Room Type		Billing		Charges		
		AR	DP	X	S	D	IND	CO	RT	AC	RTP
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											

Special needs \_\_\_\_\_

**Other Requests** (example: 2 bedroom suite, higher floor, lower floor, etc.) Please note requests are not guaranteed. Requests are based upon availability at check-in:

**Hospitality Event Request.** Requests must be approved by the Director of Meetings Management. Email [cbolt@iasb.com](mailto:cbolt@iasb.com). Type "2020 Hospitality Request" in your subject line.

**PAYMENT INFORMATION**

**Check Enclosed**, Payable to IASB, Attn: Exhibit Manager, 2921 Baker Drive, Springfield, IL 62703

**Credit Card** (Please complete the Credit Card Authorization Form) — email to [registrar@iasb.com](mailto:registrar@iasb.com); fax to (217) 241-2144

**IASB USE-ONLY** Total Rooms requested: \_\_\_\_\_ X \$200 = \$ \_\_\_\_\_ + 3% Credit Card Fee \$ \_\_\_\_\_ = Total Charges