

# IMPORTANT DEADLINE DATES



## PRIORITY HOUSING

- PHASE 1 - Companies with 200 or more priority points
  - September 27, 2022 – Request a Hotel Room Block site opens
  - October 10, 2022 – Site closes
  - October 14, 2022 – Exhibitor Hotel Room Block assignments are sent
- PHASE 2 - Companies with 50-199 priority points
  - October 19, 2022 – Request a Hotel Room Block site opens
  - October 31, 2022 – Site closes
  - November 8, 2022 – Exhibitor Hotel Room Block assignments are sent
- PHASE 3 - Remaining exhibitors
  - November 10, 2022 – Request a Hotel Room Block site opens
  - December 1, 2022 – Site closes
  - December 13, 2022 – Exhibitor Hotel Room Block assignments are sent

## GENERAL HOUSING

### **MAY 9, 2023**

- Exhibitor registration and housing opens for all exhibitors

### **JUNE 16, 2023**

- Deadline to agree and guarantee room block with a valid credit card with expiration date after 2023

### **JUNE 19, 2023**

- Deadline to reduce room block without penalty
  - Prior this date, submit all requests to Maritz Global Events at [theutilityexpo-exh@maritz.com](mailto:theutilityexpo-exh@maritz.com) to cancel or release room(s) from the room block without penalty

### **AUGUST 11, 2023**

- \$100 cancellation fee per room will apply to rooms cancelled or released on or before August 11, 2023
- Deadline to enter unique guest name(s) (no duplicates allowed) for all room(s) within your hotel room block.
  - Room(s) without names assigned will be cancelled and one night's room and tax cancellation fee per room at the highest room rate within your room block will be apply on August 12, 2023.

### **SEPTEMBER 5, 2023**

- One night's room and tax cancellation fee per room will apply to rooms cancelled or released on or before September 5, 2023
- Cancellation fee is charged equal to the highest room rate within your room block

### **ON OR AFTER SEPTEMBER 6, 2023**

- Hotels may charge a deposit to the credit card provided in the amount of the first night's room rate plus tax on or after September 6, 2023. Hotel will retain the deposit. Please verify the deposit policy with your specific hotel as policies vary.