

**2024 SIOP Annual Conference**  
**EXHIBITOR HOUSING BLOCK REQUEST**  
**Hyatt Regency Chicago, April 17 – 20, 2024**

**FORM INSTRUCTIONS**

- This form is for exhibitors seeking guest rooms in the SIOP Annual Conference hotels.
- A maximum of ten (10) rooms can be held by each exhibiting organization.
- A limited number of rooms are available for exhibitor blocks on a first come, first served basis.
- Completed forms should be sent to Patty Kealy, ConferenceDirect (612-345-1411), at [patty.kealy@conferencedirect.com](mailto:patty.kealy@conferencedirect.com) no later than **December 20, 2023, based upon availability of rooms. Rooms will not be confirmed until the completion and approval of this form.**
- The SIOP Executive Director must approve all requests.
- A **one-night, non-refundable** room and tax charge will be applied for each reserved room at the time the reservation is made.
- The exhibitor will be responsible for making individual name assignments with confirmed arrival/departure dates no later than **Friday, February 16, 2024.**
- Rooms that have not been assigned to an individual by February 16, 2024 will be removed from the exhibitor block and sold to other attendees.
- Cancellations after **February 16, 2024**, will be subject to the full length of stay room and tax charges, unless there is a circumstance making it illegal or impossible to attend.

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Exhibitor Name \_\_\_\_\_ Booth # (if known) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**To secure your guest room block, you will need to provide credit card details to the hotel.**

By signing this form, you authorize the Hyatt Regency Chicago to charge one night's room and tax deposit for each room held for your block. This one night's deposit is non-refundable, and you agree to all other terms listed in the request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please indicate the type and number of rooms needed per night:**

Date	Tue 4/16	Wed 4/17	Thr 4/18	Fri 4/19	Sat 4/20	Sun 4/21
Single Occupancy						
Double Occupancy						