



The group request file must be named **XPONENTIAL2025 – {Your Group Name}** and [uploaded here](#).

Group Housing Request

XPONENTIAL negotiated special rates with the most convenient hotels to make your trip to Houston more affordable. Attendees can **save up to \$1,000 per reservation** when booking directly through the official housing company, Showcare, the **ONLY** official housing provider for XPONENTIAL 2025. Groups are encouraged to take advantage of these special rates.

The closest hotels fill up first - so reserve your sub-block early!

When XPONENTIAL secures room blocks at hotels for the event, properties are researched to make certain that attendees and exhibitors are adequately accommodated. These room blocks are established to ensure that rooms meet show standards.

Piracy Warning

Unauthorized housing companies may contact you and advertise cheaper rates or imply that they are affiliated with XPONENTIAL 2025. If any company contacts you that is not Showcare, we encourage you not to provide any information to them.

XPONENTIAL 2025 Subsidy Disclosure

XPONENTIAL receives a minimal subsidy from official XPONENTIAL hotels based on the number of XPONENTIAL guestrooms used at these hotels. The subsidies received are used toward various event-related expenses, such as production and housing. Therefore, everyone benefits when you select an official Conference hotel for your lodging. If you require more information regarding these subsidies, please contact Daniela Knoll at dknoll@mdna.com.

Important to know

Special rates and added complimentary amenities will only be available to groups who book through the official Housing Partner. A **minimum of 10 rooms on peak** is required to qualify for group housing. All hotels are within walking distance (5-16 min) of the event location. Request processing times are up to 7 days.

Due to compliance regulations, emails containing credit card information will automatically be rejected.

[Thank you for your interest in a sub-block at the upcoming XPONENTIAL!](#)



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Choice of Hotel *

Indicate your preferred hotel by marking the selection numbers. Use the numbers 1, 2, and 3 next to the hotels in the list according to your preference to rank your choices:

1. Your top choice (most preferred hotel)
2. Your second choice
3. Your third choice

- _____ Marriott Marquis Houston (*from \$ 329.00/night*)
- _____ Hilton Americas Houston (*from \$ 309.00/night*)
- _____ The Westin Houston Downtown (*from \$ 249.00/night*)
- _____ AC Hotel by Marriott Houston Downtown (*from \$ 199.00/night*)
- _____ Aloft Houston Downtown (*from \$ 229.00/night*)
- _____ Courtyard Houston Downtown/Convention Center (*from \$ 169.00/night*)
- _____ Embassy Suites Houston Downtown (*from \$ 299.00/night*)
- _____ Four Seasons Hotel Houston (*from \$ 340.00/night*)
- _____ Hampton Inn Houston Downtown (*from \$ 289.00/night*)
- _____ Homewood Suites Houston Downtown (*from \$ 299.00/night*)
- _____ Le Meridien Houston (*from \$ 209.00/night*)
- _____ Residence Inn Houston/Downtown Convention Center (*from \$ 179.00/night*)
- _____ SpringHill Suites Houston Downtown Convention Center (*from \$ 189.00/night*)
- _____ The Laura Hotel, Houston Downtown, Autograph Collection (*from \$ 269.00/night*)

Alternate suggestions will be provided, should it be impossible to accommodate the request. Indicate by which priority you wish to receive property suggestions:

- Similar rate Similar location Similar quality



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Billing Address & Contact Information

Booking Organization * _____

3rd Party (if applicable) _____

Contact Name * _____

Phone * _____

Email * _____

Address * _____

City, State * _____ Postal/Zip * _____

Country * _____

Credit Card Guarantee

The credit card must be valid through May 2025.

Credit Card # * _____

Name on Card * _____

Expiry Date (mm/yy) * _____ CVV * _____

Cardholder Signature * _____ Today's Date * _____

Showcare shall ensure that all systems, processes, and personnel involved in the processing of payment card transactions are PCI compliant. In the event of a data breach or security incident involving payment card information, Showcare shall promptly notify the group in accordance with applicable laws and regulations.



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Payment Details *

Group Guarantee only

- Individuals Pay on their own**
No sub-block master account with the hotel is required. Individual credit cards will be provided during the online reservation process prior to the Reservation Deadline.
- Group guarantees rooms only**
A sub-block master account with the hotel is required. Individual credit cards will be provided upon check-in. No-shows & cancellations will be charged to the group's sub-block master account. The hotel must be provided with a credit card.

Group Payment via sub-block master account

Group pays for

- Room & tax**
- Room, tax & breakfast**
- Room, tax & all incidentals**
- Room, tax & other**

Please specify: _____

Master Account will be paid for by

- Credit Card**
- Pre-paid**
(Hotel and group will agree on the best payment method.)



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Group Housing Policies

Please read the policies carefully and ensure the request form is filled out fully before the upload.

- All hotel rates are quoted in USD and exclude tax.
- Hotel room rates are subject to applicable taxes that are in effect at check-out time.
- Nightly rates are reflective of single/double occupancy.
- A minimum of 10 rooms on peak is required to qualify for group housing.
- A credit card and a cardholder signature are required to guarantee the sub-block.
- Sub-blocks are assigned on a first-come, first-serve basis.
- The secured inventory will be reflected in a confirmation notice.
- Change requests must be submitted in writing and will be made on a space-available basis.
- Rooms must be assigned to registered attendees by the Reservation Deadline. Otherwise, rooms may be canceled, and penalties apply as per the Room Release Schedule. Penalties if applicable will be billed and charged to the card on file. Alternate payment methods can be agreed upon.
- Attendee substitutions after the Reservation Deadline will be accepted without penalty.
- Hotels will provide confirmation numbers approximately 2 weeks before arrival.
- XPONENTIAL is not responsible for no-shows or early departure fees charged by the hotels or rooms resold due to non-arrival.
- US government employee ID card may be required upon check-in at the hotel for government room rate validation.
- XPONENTIAL takes no responsibility should a room preference not be available at check-in.
- Early check-in requests cannot be guaranteed.
- Independent of the payment details, each guest may be required to present a valid credit card upon check-in.

Room Release Schedule

Until December 13, 2024	100% of the total room nights can be released without penalty.
December 14, 2024 to February 28, 2025	10% of the <u>remaining</u> room nights can be released without penalty.
March 1, 2025 to March 18, 2025	5% of the <u>remaining</u> room nights can be released without penalty.

Other Important Dates

February 28, 2025	Group Housing Request Deadline & Rooming List Deadline <i>(if Rooming List is chosen as Room Reservation Method)</i>
March 18	Reservation Deadline <i>Cancellations of room nights after the Reservation Deadline may be charged room & tax for all room nights canceled.</i>
May 1, 2025	Sub-block master account setup <i>(if applicable, based on payment selection)</i>

Contact xponential@showcare.com for any questions regarding group housing.



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Signature *

I agree to the Group Housing Policies.

Name _____

Date _____

Signature _____