

Hotel Policies

Please read these important hotel policies.

Guarantee

All reservation requests must be accompanied by a credit card guarantee or check for one night's room and tax deposit. Tax is currently 13.38% (subject to change). Hotel forms received without a valid guarantee/deposit will not be processed. Faxed/emailed requests will require a valid credit card. Check deposits must be mailed with a completed hotel form. Orchid.Events or any one of the participating hotels may charge the credit card for each Room Deposit in accordance with the policies and information provided herein no sooner than November 13, 2025. If the charge to the credit card is denied, we reserve the right to release your reservation. Check deposit must be received by October 10, 2025. If paying by check, make check payable to Orchid.Events and mail payment with hotel reservation form. Check should be in U.S. funds drawn on a U.S. bank. Wire transfers will not be accepted.

Confirmation

An acknowledgment of your room reservation will be sent directly to you by Orchid.Events (ASHP's official hotel reservation partner). Please review all the information for accuracy. If you do not receive one or have questions, email ASHP@orchid.events or call 877-505-0675 or 801-505-4613. You will not receive confirmation from your hotel directly.

Deadlines

October 9 — Exhibitor deadline and a complete rooming list with names and guarantee for each reservation must be submitted for all room blocks held. Any rooms not reserved will be released. Requests for additional rooms will be based on availability. After this date, cancellations will be subject to a \$75.00 processing fee per reservation.
November 13 — (7 p.m. ET or until the room block is sold out, **whichever occurs first**) — Final cutoff date to make a hotel reservation for the meeting. After this date, reservations will be made based on availability, and hotels may charge higher rates. Cancellations after November 3 will also be subject to a \$75.00 cancellation processing fee per reservation.

Cancellation/Changes

Cancellations made after **October 9, 2025** (exhibitor and room block reservations) or **November 13, 2025** (individual attendee reservations) will be subject to a \$75.00 processing fee per reservation. Cancellations made within 2 to 7 days (depending on hotel) of arrival date will be charged one night's room and tax. Please refer to your hotel's individual cancellation policy found in your acknowledgment letter. All cancellations and changes to the names of occupants or arrival and departure dates must be made directly with Orchid.Events via email to ASHP@orchid.events.

