



RIMS 18 Exhibitor Hosted Block / Affiliate Housing Site Instructions / Walkthrough

Built-in Instructions

Each page of the sub block request process contains a pop-up with instructions relevant to the page you are on. Follow these instructions to complete each step of the process. This document is a detailed comprehensive walkthrough for further reference.

Navigation

Progress from page to page by simply filling out the required information and clicking the “Next” button at the bottom of each page.

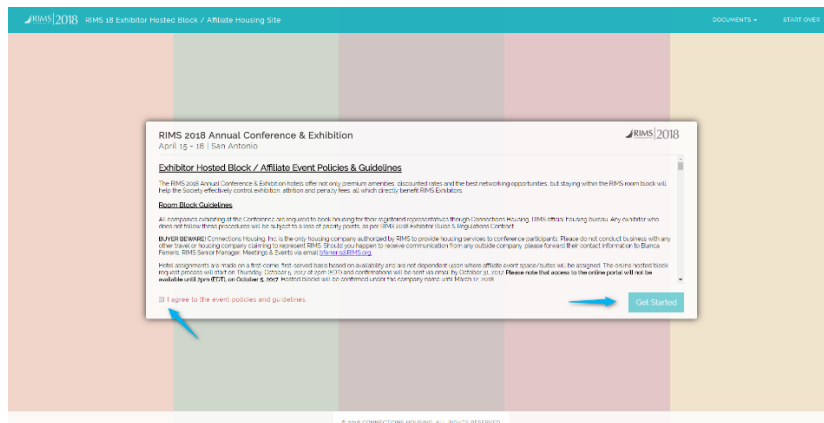
The navigation bar at the top of every page has links for you to access important PDF “Documents” as well as a “Start Over” link to restart the process.



Event Policies & Guidelines

Contains all event policies and guidelines for your review. Scroll through and read all event policies before moving on so that you understand all the terminology and guidelines to follow.

You must check the agreement checkbox before clicking the “Get Started” button to proceed to the housing request process.



Request Requirements

This page is to customize your request process so that you are only asked to provide information that pertains to your request. With the check boxes, indicate which categories you need to add to your request.

Housing Requirements [Instructions](#)

Please indicate which of the following categories apply to your housing request.

- Entitlement Rooms at Headquarter Hotels
- Main Exhibitor Block Room Accommodations

[Next](#)

Contact Info

Contains the contact form to be completed. Complete all required fields for the contact info page to proceed.

Contact Form

Fill out all required fields with the correct format.

Required Fields: First Name, Last Name, Title, Company, Phone, Street Address, City, State/Province, Country, Email, and Confirm Email

Optional Fields: Zip Code (for international reasons)

Fields will give you an indication if your input is valid once you move to the next. Successful inputs will be flagged with a **green check** while errors or incorrect format will be flagged with a **red x**. Fields flagged as incorrect must be corrected before moving on.

Contact Information [Instructions](#)

First Name John

Last Name Doe

Title Manager

Company ABC Company

Email john@hotmail.com

Confirm Email john@hotmail.com

Phone 55555555

Address 123 Happy Street

City Atlanta

State/Province CA

Country United States

Zip Code 30313

[Next](#)

If you try and submit the form with errors, you'll be prompted with a **pop-up** to enter a value of the correct format.

Contact Information Instructions

<p>First Name ✓</p> <input type="text" value="John"/>	<p>Phone ✖</p> <input type="text" value="5555555555"/>
<p>Last Name ✓</p> <input type="text" value="Doe"/>	<p>Address ✓</p> <input type="text" value="123 Happy Street"/>
<p>Title ✓</p> <input type="text" value="Manager"/>	<p>City ✓</p> <input type="text" value="Atlanta"/>
<p>Company ✓</p> <input type="text" value="ABC Company"/>	<p>State/Province ✓</p> <input type="text" value="CA"/>
<p>Email ✓</p> <input type="text" value="john@hotmail.com"/>	<p>Country ✓</p> <input type="text" value="United States"/>
<p>Confirm Email ✓</p> <input type="text" value="john@hotmail.com"/>	<p>Zip Code ✓</p> <input type="text" value="30313"/>

Next

! Please match the requested format.
Phone #:XXX-XXX-XXXX

Note that in cases of extra spaces before or after inputs as well as numbers in fields that should only contain letters will be flagged as errors and you will be prompted to correct them before continuing.

Entitlement Rooms




Specify your exhibitor booth size, your HQ hotel preferences, and number of rooms you require by each night (providing a breakdown of one or two beds requested). Number of beds, as always, are requests only and not guaranteed, although we always do our best to satisfy all requests.

To complete the Entitlement Rooms section, select your appropriate exhibitor booth size and you will be prompted with what your **maximum number of rooms allowed is per night**, based on the event policies and guidelines.

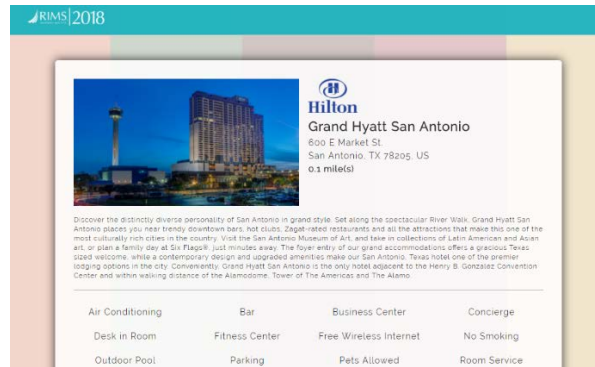
Select Your Booth Size: 30 X 30 Number of Entitlement Rooms Allowed: 5

Next, select your HQ Hotel preferences by using the provided **dropdowns** to rank your choices. There are three HQ Hotel properties, so you will need to provide your first choice through third choice. To see more information on a hotel, click the **"Info"** button.

Entitlement Room Block Request Instructions

 <p>GRAND HYATT SAN ANTONIO</p> <p>from \$258.00</p>	 <p>HILTON PALACIO DEL RIO</p> <p>from \$258.00</p>	 <p>SAN ANTONIO MARRIOTT RIVERCENTER</p> <p>from \$258.00</p>
<p>Select Your Booth Size: 10 X 20</p>	<p>Number of Entitlement Rooms Allowed: 2</p>	

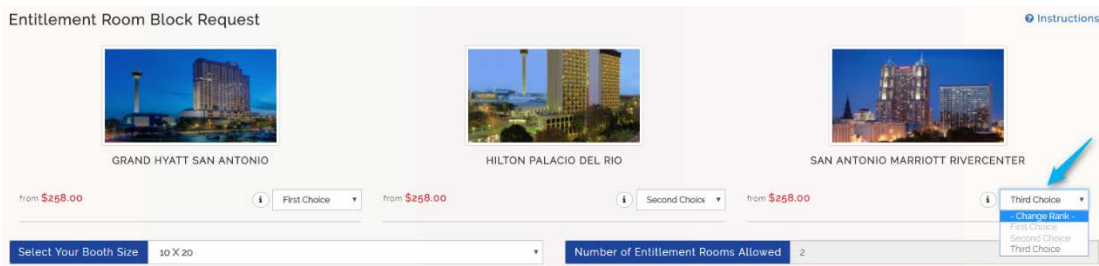
This will open a new window with more detailed information about the hotel including description, directions, amenities, and available room types.



Note that the details page is a static informational page. Simply close this window when done and return to continue the entitlement rooms form section.

You may only associate each choice with one hotel. Notice that once you select a HQ hotel as your first choice, that option is not available from the ranking dropdowns for any other hotels.

If you need to change your choice rankings, select the **"Change Rank"** option from the dropdown, then the choice previously selected for that particular hotel will become available in all the dropdowns again.



Next, provide a breakdown of number of rooms needed per night with the table provided. Notice that total number of one beds and two beds may not exceed the max number of rooms allowed based on your booth size.

Lastly, provide any **"Additional Comments"** regarding your entitlement rooms request in the text area provided. Then click **"Submit"** to move on.

April						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08	09	10	11	12	13	14
					1 Bed 0 2 Bed 0	1 Bed 0 2 Bed 0
					Total 0	Total 0
15	16	17	18	19	20	21
1 Bed 1 2 Bed 1	1 Bed 1 2 Bed 1	1 Bed 1 2 Bed 1	1 Bed 1 2 Bed 1	1 Bed 0 2 Bed 0		
Total 2	Total 2	Total 2	Total 2	Total 0		

Event Dates Setup / Tear-down Dates
 Enter any special request comments pertaining to your entitlement rooms here.

Submit

Main Block Hotel Room Accommodations

First, provide a breakdown of the number of rooms need per night by number of beds in the table provided. The total per night will be displayed based on the number of one and two bed rooms entered above. **Event dates** are styled in gray.

Provide any **"Additional Comments"** regarding your request hotel room block in the provided text area then click the **"Next"** button.

Specify your **six preferred hotels** and rank them in order from first choice to sixth choice. (Entitlement rooms are not included in this section.)

First, **select six hotels** as your preferred properties by clicking the **"Select"** button for each corresponding hotel. *You must choose six hotels before you will be able to rank them.* Selected hotels will have a highlighted border. Click **"Unselect"** to cancel a hotel as a selection.

Once you have **chosen six hotels**, all other options will be removed and you will be prompted with **dropdowns** to rank your six hotels in order of preference.

You must **select a choice** for all six hotels, first choice through sixth choice. To re-rank your choices, select

“change rank” and that choice will be available in all dropdowns again. This works exactly as it does on the entitlement rooms page.

To see more information on a hotel, click the “Hotel Name”. This will open a new window or tab with more detailed information about the hotel including description, directions, amenities, and available room types.

Note that the details page is a static informational page. Simply close this tab or window when done and return to continue the hotel room accommodations form section.

Affiliate Meeting Space & Suite Request

Provide any information regarding a request for meeting space and/or suites.

Affiliate Meeting Space

To request meeting space, fill out the form provided. Select three choices for desired hotel using the dropdowns provided. There are multiple lines for up to three meeting requests. Provide any additional comments regarding meeting space and proceed by clicking the “Next” button. Click the “Add” button to add another row for an additional meeting space request.

#	Start Date	End Date	Start Time	End Time	# of Guests	Room Set
1	mm/dd/yyyy	mm/dd/yyyy	*	*	*	*

Suite Requests

To request suite(s), fill out the form provided. Select three choices for desired hotel using the dropdowns provided. There are multiple lines for up to two suite requests. Provide any additional comments regarding suite requests and proceed by clicking the “Next” button. Click the “Add” button to add another row for an additional suite request.

#	Arrival Date	Departure Date	Suite Type / Room #	Guest One (Main Bedroom)	Guest Two (Connecting Bedroom)
1	mm/dd/yyyy	mm/dd/yyyy			

Request Summary

Review your entire request, correct any mistakes, and submit your housing request for approval and assignment.

All details you provided for each section will be displayed here including Contact Information, Entitlement Rooms, Hotel Room Accommodations, Affiliate Meeting Space, and Suite Requests. Review all of this information before submitting your request.

Click the “Edit” button for the corresponding section if you need to make a change. You will be redirected back to the appropriate form to make your changes, then click “Save and Continue” and you will be taken back to the summary page. If all your request information is accurate, click “Submit Request.”

Request Confirmation

Receive your “**Submission Number**” and confirmation that you have submitted your housing request successfully. **Contact information** is also provided should you have any questions or concerns with your housing request.



Email Confirmation

You will receive an automated email acknowledging your submission that will also have your original request details for your records as well.

Your email will contain your confirmation number and all of your request details including contact information, entitlement rooms, hotel room block accommodations, affiliate meeting space, and suite requests.

Contact information is also provided here should you need to make a change to your request or have any additional question.