

Exhibitor Hotel Reservation Policies

Three unique hotels (linked below) are within a short distance to the Hynes Convention Center and offered at special conference pricing to exhibitors:

- [Marriott Copley Place](#)
- [Westin Copley Place](#)
- [Sheraton Boston](#)

Exhibitor Hotel Reservations

All confirmed exhibiting companies can make hotel reservations for staff members who will be attending the conference. Book rooms via your company account Dashboard and identify staff names when they are available. The purchase of exhibition space is required prior to securing hotel reservations. All reservations are made via the event section of your account Dashboard and require payment in full, in advance. Hotels will not sell rooms directly to exhibitors within the conference block nor at the conference rates. Please remember that all hotel room purchases are subject to the cancellation and refund policy without exception. All staff room reservations must include the **name** of the individual who will be using them by **January 24, 2020** or risk cancellation. *All hotel reservations made on this website must be paid in full either at the time of reservation or within 10 days of such reservation until January 1st.*

Please be aware of possible fraud. Some exhibitors have been contacted by unsavory groups that have attempted to solicit hotel and travel services – [see advisory notice here](#).

Hotel Rates

In order to ensure the best possible rates, the National ESEA Conference contracts several years in advance of each conference for the necessary hotel rooms offered. Part of the contract requirement is that the Conference prepays for all rooms at the contracted rate plus mandated taxes and tourism assessment fees. The rates available to exhibitors are based on the contract rate combined with those prepaid taxes and tourism fees. The Conference does not charge taxes or fees on hotel reservations, but the breakdown of how much of the flat rate is attributed to prepaid taxes and fees is itemized on the invoice for transparency.

Exhibitor Hotel Cancellations & Adjustments

Refunds are granted for exhibitor hotel reservations, based on the following sliding scale:

Cancellation Received	Amount Refunded
Within 7 days of purchase	100% Refund - Buyer's Remorse
May - September	90% Refund
October	75% Refund
November	50% Refund
December - February	No Refund

- Cancellation or Changes to existing exhibitor hotel reservations may be requested by submitting the [Exhibitor Hotel Adjustment/Cancellation Form](#).
- Please note that cancellations are deemed eligible for a refund based on the date the cancellation form is submitted. Phone calls and emails are not acceptable forms of notification.