



Exhibitor's Hotel Room Reservations

For those Exhibitors who receive hotel room accommodations as part of the Exhibitor's Package, please take note of the following:

- **Hotel reservations are made by the Exhibitor.** ITEX takes no responsibility for securing hotel reservations for any sponsor, exhibitor, speaker, or attendee.
- **Hotel reservations must be booked through the following link:**
[ITEX / Gaylord Palms Room Reservations](#)

Reserving rooms directly with the host hotel and not through the ITEX blocked-rooms reservation site will not be recognized or compensated.

- Accommodations are confirmed/changed directly with the host hotel. **The host hotel requires a credit card to 'hold' room reservations.** Your credit card statement will reflect the hold. Upon check-out from the hotel, an invoice will be provided. The invoice will reflect a credit on your statement for the rooms that are a part of your booth package. **Compensated rooms do not include resort fees, taxes, or incidentals.**
- Once your company has made hotel reservations, please provide the names of the persons occupying the rooms, and the reserved dates to:
bmcdonald@evolvedoffice.com
Subject line: Exhibiting Staff – Reservations

By not submitting this information, your room compensations may be jeopardized. The Gaylord Palms requires a report one-week out from the show to know which guests are to receive room credits.

BEWARE OF UNAUTHORIZED HOTEL RESERVATION SOLICITATIONS. **The Gaylord Palms Resort and Convention Center is the only hotel provider** endorsed by ITEX 2020. If you are contacted by third-party companies offering hotel assistance, please be aware they are not endorsed by our event. Entering into financial agreements with these companies can have costly consequences and are not protected by event management.

For further information: **Belinda McDonald**
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