AMPP HOUSING CENTER

General Contact Information:
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Steps to Secure a Room Block

1. Secure your room block on-site at the AMPP Annual Conference + Expo 2024 after you secure your booth.

2. Visit https://ace.ampp.org/exhibitors, under Exhibitor Resources - select “Room Block – Create a Block” to redirect to the housing website.
**IMPORTANT HOUSING DEADLINES**

**January 26, 2024**
Reservation information, including but not limited to names, arrival/departure dates and a credit card to guarantee the reservation(s), must be entered via the online exhibitor housing management website by 5:00 p.m. Eastern time on Friday, January 26, 2024. *Any rooms not reserved and guaranteed by a credit card by this date will be released.*

**February 8, 2024**
This is the last day to make changes to existing reservations in your room block via the AMPP Housing Center. Changes must be made online by 5:00 p.m. Eastern time on Thursday, February 8, 2024.

**February 14, 2024**
Beginning Wednesday, February 14, 2024, you must contact your assigned hotel(s) directly to make any changes to reservations in your room block.
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LOGGING INTO THE WEBSITE

• To log in, please use your main contact’s email address and the assigned Contact ID found on the upper right hand corner of the AMPP Annual Conference + Expo 2024 Exhibitor Housing Block Confirmation email.

• If exhibitor does not have this information, email AMPPHousing@spargoinc.com for assistance.
HOW TO MAKE A HOTEL RESERVATION

• Begin to make a reservation by clicking on “Assign Names” by the desired hotel.

• To add a single reservation, please select the desired dates and room type.

• Enter in any additional guest information. Once complete, click “Reserve This Room” to confirm the reservation.
**HOW TO MAKE MULTIPLE HOTEL RESERVATIONS AT ONCE**

- You will have the option to book multiple rooms at the same time. Click on “Add Multiple Names” to access this feature. All rooms must have the same check in and check out dates as well as room type.
- Proceed by entering in the names for each reservation.
- Once complete, click “Reserve these Rooms” at the bottom of the page to confirm the reservations.
EDIT OR CANCEL A HOTEL RESERVATION

- To view a list of booked hotel reservations, click on the “+” sign next to the hotel name of the reservation you would like to change.
- Click on the “Options” link, then select “Change Reservation” or the reservation you would like to revise.
ROOM BLOCK SUMMARY AND ROOMING LISTS

- Once your reservations have been made, you will have the option to print, download, or email yourself the rooming list.
INDIVIDUAL HOTEL CONFIRMATIONS

You will also have the option to email your guests their hotel confirmation.

As you are making each hotel reservation, you can edit the email address of each guest by selecting “Specify a different address and email other than the group contact” button located on each individual hotel reservation page.

The contact details of the block will appear for you to edit.

After updating the contact details, please click on “Email Confirmation to Individual” button located on the Main Menu.
INVOICES

• Please click on “Payment Information/Invoice” on the Main Menu to review payment instructions

• Click “View Invoice” and download an invoice.

• You will be able to download the invoice in your preferred media and make the appropriate adjustments to the billing contact as needed.