

# KEY DATES & DEADLINES

## DOMESTIC BUYERS AND EXHIBITOR BUYERS

Revised 1/17/24

---

### SEPTEMBER 27, 2023

- **Registration Opens**

Registration opens for Domestic Buyers and Exhibitor Buyers.

#### REMINDERS

- Companies that qualify for the Exhibitor Buyer category (Receptive Tour Operators, OTAs, Marketing and Technology providers, etc.) are required to purchase and pay for their exhibit/MTP booth prior to registering Exhibitor Buyers.
- Cannot register an individual as both booth staff and exhibitor buyer.
- Maximum number of Exhibitor Buyer delegates per company:
  - Per 10' x 10' exhibitor or MTP booth: 6 (2 complimentary and 4 paid)
  - Per exhibitor Express Booth: 4 (1 complimentary and 3 paid)
  - Per MTP Express Booth: None

**NOTE: The room block for hosted Domestic and Exhibitor Buyers is very limited in Los Angeles, and once filled, accommodations will be at the expense of the individual buyer. We therefore recommend registering and submitting your request for housing early.**

### JANUARY 19, 2024

- **Early Registration Discount Deadline**

Registration fees for increase from \$1,400 (members)/\$2,000 (non-members) to \$1,600 (members)/\$2,200 (non-members) for any payments not received by this date.

### JANUARY 29, 2024

- **Housing Opens**

Hosted delegate housing is open for appointment-taking buyers. Reserve your complimentary hotel accommodation at your delegation's assigned hotel.

### FEBRUARY 20, 2024

- **Online Appointment Scheduling Available**

Appointment scheduling instructions will be emailed to registered delegates and online appointment scheduling will go live.

### FEBRUARY 23, 2024

- **Full Refund Deadline**

Last day to receive a 100 percent refund for cancellations. Cancellations submitted between February 24-March 22, 2024, will receive a 50 percent refund.

### MARCH 6, 2024 (5:00 P.M. CENTRAL DAYLIGHT SAVING TIME)

- **Hotel Reservation Deadline (Guaranteed placement at Delegation Hotel)**  
Deadline to reserve your complimentary hotel accommodation at your delegation's assigned hotel. Requests must be submitted through the Hosted Delegate Housing Bureau by **5 p.m. Central Daylight Saving Time**. U.S. Travel cannot guarantee placement with your delegation after this date.

Reservations will be accepted between March 7-April 10; however, your final hotel assignment will not be available until April 26.

REMINDER: The room block for hosted Domestic and Exhibitor Buyers is very limited in Los Angeles, and once filled, accommodations will be at the expense of the individual buyer. We cannot guarantee availability at this deadline. Buyers who submit their request for housing after the block has filled will be notified.

### MARCH 22, 2024 (11:59 P.M. EASTERN DAYLIGHT SAVING TIME)

- **Appointment Requests Due**  
Appointment requests must be submitted through the My IPW portal by this date to be included in the computer-generated scheduling process.
- **50 Percent Refund Deadline**  
Last day to receive a 50 percent refund of fees for cancelled registrations. Cancellation notices submitted after March 22 will receive no refund.

### MARCH 29, 2024

- **Membership Dues Deadline**  
U.S. Travel Association 2024 membership dues must be paid by this date to qualify for the member rates.

### APRIL 5, 2024

- **Registration Closes**  
Registration closes for Domestic Buyers and Exhibitor Buyers. We will not accept onsite registrations.

### APRIL 10, 2024 (5:00 P.M. CENTRAL DAYLIGHT SAVING TIME)

- **Hotel Reservation Deadline (Placement not guaranteed at Delegation Hotel)**  
Last day to reserve your complimentary hotel accommodations at one of IPW's host hotels *as space permits*. Requests must be submitted through the Hosted Delegate Housing Bureau by **5 p.m. Central Daylight Saving Time**.

After this date, you are responsible for securing your own accommodations. No adjustments will be made to registration fees.

You will receive a reservation confirmation upon submission. You will be notified of your hotel assignment by April 26 via the My IPW portal.

REMINDER: The room block for hosted Domestic and Exhibitor Buyers is very limited in Los Angeles, and once filled, accommodations will be at the expense of the individual buyer. We cannot guarantee availability at this deadline. Buyers who submit their request for housing after the block has filled will be notified.

### APRIL 12, 2024

- **Appointment Lists Distributed**  
You will receive your list of pre-scheduled appointments and Manual Appointment Scheduling will begin.