



# **Exhibitor Priority Request a Block Resource Guide**

**Las Vegas, NV  
March 3-7, 2026**

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# 1 Required Information

1. It is required to select a minimum of 8 properties for your room block (Up to 10 properties may be selected).
  - a. Our best effort will be made to place your hotel room block within your top 5 selections, but that may not always be possible.
2. Providing additional criteria is required to help us select the best option for your room block.
  - a. Criteria will be referenced if your top hotel choices are not available at the time of your block assignment.
3. Selecting dates that reflect the earliest arrival date and latest departure date in your group is required.
4. Select the total number of rooms you need for your group on the main night and click “Apply”.
  - a. After this step, you will enter the total rooms needed for each night of the total stay (up to a 10% increase is allowed from what was utilized for the 2023 event).
  - b. **Very Important** – if you have any additional information to share with the team (splitting your block between multiple properties, number of rooms for each hotel split, etc.) enter that information in the “Special Requests” section.
5. Upon completion of the step above, you will see a request summary and can make edits.
6. Once you have submitted your block request, a confirmation will be received, and we request you complete a brief survey.

***Customer service contact information is at the bottom of every page on the request site, please reach out if you have any questions or concerns about your block request.***

## 2 Step by Step Guide to Request a Hotel Room Block

1. Log in to Map Your Show Exhibitor Resource Center
2. Click on the 'Phase X Hotel Room Block Requests' tile

All Groups

### Planning Checklist

Are you on track with your planning? Reference the checklist for all of the important deadlines.

78%

32/45 Completed

Past Due (5)

Upcoming Deadlines (8)


Completed (0)

[View All →](#)

All Groups

### Boost Your Brand

Purchase an online directory upgrade and get 3x more visibility!



Purchase a package and get **3x more visibility** than exhibitors without a package

[Boost My Listing →](#)

All Groups

### Exhibitor Service Manual

Place orders with official show vendors - rent furniture, order labor and electrical, plan your shipments and much more. Your one-stop shop for booth planning!

All Groups

### Marketing Kit

Coming soon! Utilize the marketing kit to reach attendees and make the most of your show experience.

All Groups

### Show Rules & Regulations

Review show rules and regulations and get more information on exhibiting at the show

[Review show rules & regulation →](#)

All Groups

### Exhibitor Webinars

Access video or PowerPoint versions of our exhibitor webinars where our Customer Success Team shares valuable information to aid in your planning.

Phase 1

### Phase 1 Hotel Room Block Requests

Request a Hotel Room Block

[Request Now →](#)

3. **CONTACT PROFILE** Complete the profile page for the person who will manage the registration and hotel booking process for your group. You must agree to the AEM Privacy Notice and Maritz Terms of Use. Click 'Verify'.
- a. If this information needs to be updated, please contact [exhibitors@aem.org](mailto:exhibitors@aem.org) for assistance and changes will be reflected within 24 hours.

Corfix / Stef ▾

Cart

Dashboard

### CONTACT PROFILE

Please review and verify that the information listed is accurate and specific to the person who will manage hotel reservations and badge purchase for CONEXPO-CON/AGG. If information needs to be edited or updated, please contact [exhibitors@aem.org](mailto:exhibitors@aem.org). Changes will be reflected within 24 hours.

\* Required

\* First Name

\* Last Name

\* Job Title

\* Business Address

Address 2

\* Company

\* Business Phone

\* Mobile Phone

Postal Code

City

Ottawa

\* Country

Canada >

State/Province

Ontario >

▼ \* Job Function

<input type="radio"/> Aftermarket/Customer Support Management	<input type="radio"/> Product Management
<input type="radio"/> CEO/President	<input type="radio"/> Project Management
<input type="radio"/> CFO/Controller/Finance	<input type="radio"/> Purchasing/Supply Chain
<input type="radio"/> Engineering/Design	<input type="radio"/> Sales
<input type="radio"/> Marketing	

\* Email

Email CC

\* AEM Privacy Notice

I agree to the [AEM Privacy Notice](#) and consent to receive email newsletters, alerts and communications from AEM concerning CONEXPO-CON/AGG

☐ Yes, I have read and agree to the terms and conditions of AEM's Privacy Notice

\* Email Newsletters and Alerts

☐ Yes, please send me email newsletters, alerts, and communications about AEM, NSSGA, NRMCA, and NFPA activities, conferences, trade shows, research, programs, publications, and other services

☐ No, I will only receive communications specific to CONEXPO-CON/AGG

**Maritz Terms of Use**

\* ☐ I agree to the [Terms of Use](#).

☐ I agree to the [Privacy Policy](#).

Verify →

Dashboard

4. **ROOM BLOCK REQUEST** This page will only be shown the first time you log in. Please review the information and click ‘Begin’ to proceed.

## ROOM BLOCK REQUEST

Dashboard

You are about to request a room block for CONEXPO-CON/AGG 2026. You will only see this page once.

1. Select at least 8 preferred hotel options for your room block request; you may select up to 10 hotel options.
2. Rank your hotel selections based on preference (1 being most preferred).
3. Add additional criteria notes in case none of your hotel options are available at the time of assignment.
4. Enter the maximum number of rooms you will require over the main event nights (March 3, 2026 - March 7, 2026).
5. Adjust the number of rooms you will need on each night you are requesting.
6. Review and submit your request.

PLEASE CLICK HERE FOR A DETAILED RESOURCE GUIDE TO REFERENCE WHILE REQUESTING YOUR HOTEL ROOM BLOCK.

[← Back](#)

[Begin →](#)

Dashboard

5. **HOTEL PREFERENCES** Select preferred hotels for your group – if you want your block split between more than one property, select the properties you prefer to have it split between in your top 3 choices.
- a. Provide additional details on how you would like your block to be split in the “Special Requests” section prior to submitting your block request.
6. **HOTEL PREFERENCES** Once you have made your hotel selections, rank them in order of preference on the right side of this page. Click ‘Next’.
- a. We will try our best to place you within your top preferred properties based on available hotel room inventory at the time of your request.

## HOTEL PREFERENCES

Dashboard

Hotel Preferences

Additional Criteria

Request Rooms

Block Request Summary

View Hotel Map

Filter Results

Clear Filters

Apply Filters

Max Distance (miles)

–

+

Max Price

–

+

Hotel Brand

Hotel Area

Amenities

☐ WiFi- In room

☐ Restaurant on property

☐ Pool Onsite

☐ Gaming Facilities

☐ Monorail Station

☐ Satellite badge pick-up

☐ No Gaming Facilities


☐ Loop Station

Available Hotel Choices

Once you have made your selections, use the arrows on the right to rank in order of preference.

You will be able to provide additional information if you want to split your room block between more than one hotel later in the process.

ARIA Resort & Casino Deluxe Room



View Nightly Rates


Distance

2.4 miles from Las Vegas Convention Center

Hotel Features

+ Add Hotel

Bellagio Resort Room



View Nightly Rates


Distance

2.5 miles from Las Vegas Convention Center

Hotel Features

+ Add Hotel

Circa Resort and Casino Double King



View Nightly Rates


Distance

3.7 miles from Las Vegas Convention Center


Hotel Features

+ Add Hotel


Circa Resort and Casino Single King



Circus Circus Casino Tower



Circus Circus Skyrise Tower



Rank Your Hotels

To remove a selection, click the red "X"

Use arrows to position in order of preference

#1 is your most preferred hotel

Hotel Choice #1 (required)

Hotel Choice #2 (required)

Hotel Choice #3 (required)

Hotel Choice #4 (required)

Hotel Choice #5 (required)

Hotel Choice #6 (required)

Hotel Choice #7 (required)

Hotel Choice #8 (required)

Hotel Choice #9 (optional)

Hotel Choice #10 (optional)

5

7. **ADDITIONAL CRITERIA** Provide additional criteria for us to consider when assigning your room block(s) ranked in order of importance. Click 'Next'.
- a. These criteria will be considered if your top hotel choices are not available at the time of your block assignment.

## ADDITIONAL CRITERIA

[Dashboard](#)

[Hotel Preferences](#) **Additional Criteria** [Request Rooms](#) [Block Request Summary](#)

Use the arrows to position in order of preference. These criteria will be taken into account if your preferred hotels are not available at the time of the assignment.

↑ ↓	1 Interested in Hotels with Lowest Rates
↑ ↓	2 All Rooms Reserved at Same Hotel
↑ ↓	3 Distance to Las Vegas Convention Center
↑ ↓	4 Distance to West Hall
↑ ↓	5 Newly Renovated and/or New Property

← Back

Next →

[Dashboard](#)

8. **REQUEST ROOMS** Select the earliest arrival date and the latest departure date for your group.
9. **REQUEST ROOMS** Enter the total number of rooms you need to accommodate your full group staying in the block and click "Apply".
- a. If you utilized a room block for the 2023 event, you will be allowed up to a 10% increase in the total number of rooms allocated for the 2026 event.

## REQUEST ROOMS

[Dashboard](#)

[Hotel Preferences](#) [Additional Criteria](#) **Request Rooms** [Block Request Summary](#)

### Room Nights Criteria

- If you requested a room block in 2023, you are allowed a 10% increase in the size of your room block for 2026.
- Show management will review your request and may contact you with questions.

### Main Event Nights:

Tue, Mar 3, 2026 - Sat, Mar 7, 2026

Please select the earliest arrival and latest departure dates for your group

Arrival Date	Departure Date
2026-03-03	2026-03-05

Please select the maximum number of rooms you will need for your group and then click "Apply".

0

Apply

← Back

Next →

[Dashboard](#)

- 10. REQUEST ROOMS** The system will auto-fill each night based on the total number of rooms requested on the main event nights. You may edit the number of rooms per night to meet the needs of your group.
- 11. REQUEST ROOMS** Be sure to provide additional important information in the “Special Requests” section, if needed.
  - a. This can include any important information you want to share with the team – including if you prefer your room block be split between more than one property.
  - b. Please be detailed with what you share in this section so we can best meet your needs.
- 12. REQUEST ROOMS** Click “Next” to review your request.

#### Room Night Detail

The suggested distribution of room nights is shown below. You may make adjustments as needed.

Date	Rooms
Sun, Mar 1 2026	25% 2
Mon, Mar 2 2026	70% 7
Tue, Mar 3 2026	90% 9
Wed, Mar 4 2026	100% 10
Thu, Mar 5 2026	90% 9
Fri, Mar 6 2026	60% 6

#### Special Requests

Please share any additional, detailed information we need to know to assign your block - including if you prefer your hotel block to be split between more than one property. Be as detailed as you can - including number of rooms at each property, etc.

Characters remaining: 4000

- 13. BLOCK REQUEST SUMMARY** Review your request, make edits if needed and when you are ready, click “Submit Block Request”.

#### BLOCK REQUEST SUMMARY

Dashboard

Hotel Preferences Additional Criteria Request Rooms **Block Request Summary**

Review the below information prior to submitting your block request. If you need to make any changes, use the edit button within that section.

You will only be able to adjust your request online until the end of your designated phase for Priority Housing. You will receive an email with your hotel assignment after your phase closes.

Hotel Preferences

(in order of importance)

1. ARIA Resort & Casino (Deluxe Room)

2. Circa Resort and Casino (Double King)

3. Circa Resort and Casino (Single King)

4. Circa Circus (Skyrise Tower)

5. Circa Circus (Casino Tower)

6. Circa Circus (West Tower)

7. Cosmopolitan (Standard Room)

8. Downtown Grand (King Bed)

9. Elara (One Bedroom Suite)

Edit

Additional Criteria

(in order of importance)

1. Interested in Hotels with Lowest Rates

2. All Rooms Reserved at Same Hotel

3. Distance to Las Vegas Convention Center

4. Distance to West Hall

5. Newly Renovated and/or New Property

Edit

Request Rooms

Date	Rooms
Sun, Mar 1 2026	2
Mon, Mar 2 2026	7
Tue, Mar 3 2026	9
Wed, Mar 4 2026	10
Thu, Mar 5 2026	9
Fri, Mar 6 2026	6

Edit

Special Requests



- 14. You will receive a confirmation letter that you have completed your hotel room block request.
- 15. You will have the opportunity to fill out a brief survey about your experience.
- 16. You will be taken to the dashboard once your request has been successfully submitted.

DASHBOARD

Welcome

To protect personal information, this site will time out after 20 minutes of inactivity.

Exhibit Booth Staff

Add/Edit Personnel →

Allocations

Registration Type(s)	Total Registered	Allocations Available
Exhibitor Booth Staff Badge	0	unlimited

View Inventory

Hotel Block Request

View Block Request →

Details

Status:

Submitted

Submitted:

Mar 10, 2025 6:14:07 PM

Last Updated:

Mar 10, 2025 9:14:07 PM

⚠️ Hotel block request process is in progress ▼

Pre-Purchase Booth Staff Badges

Get >

Manage Exhibitor Invited Guests and Dealers

Add/Edit →

Contact Profile

Staff Downers

Edit →

▼ PRIORITY EXHIBITOR HOUSING

**PRIORITY PHASE 1 (500+ Priority Points)**

- March 25, 2025 - Request a Block site opens
- April 8, 2025 - Request a Block Site closes
- April 15, 2025 - Exhibitor Room Block Assignments are sent
- April 29, 2025 - Phase 1 room blocks must be guaranteed

**PRIORITY PHASE 2 (100-499 Priority Points)**

- April 16, 2025 - Request a Block site opens
- April 29, 2025 - Request a Block Site closes
- May 6, 2025 - Exhibitor Room Block Assignments are sent
- May 20, 2025 - Phase 2 room blocks must be guaranteed

**PRIORITY PHASE 3 (0-99 Priority Points)**

- May 7, 2025 - Request a Block site opens
- May 27, 2025 - Request a Block Site closes
- June 17, 2025 - Exhibitor Room Block Assignments are sent
- July 1, 2025 - Phase 3 room blocks must be guaranteed

Phase 1 Request Deadline:

29: 5 :44

days hours min

▼ Helpful Links

Important Deadlines

Hotel Information

### 3 Beware of Unofficial Housing and Registration Offers

1. Maritz is the official housing, registration, lead retrieval, registered attendee outreach and behavioral data vendor for CONEXPO-CON/AGG 2026.
  - a. Please be aware the housing, registration and attendee list scams exist and if you have questions about the validity of an offer, you can contact [exhibitors@aem.org](mailto:exhibitors@aem.org) to confirm if it is from an official show vendor or if it is a scam
  - b. A list of all official show vendors can be found in your Exhibitor Service Manual
2. How to report scams to the FTC:
  - a. [Registration or Attendee List Scams](#)

#### Beware of Unofficial Registration Offers



Maritz® is the official registration provider for CONEXPO-CON/AGG 2026 and is the only company that can sell registration, education and lead retrieval for the show – lists of attendees contact information are never for sale by Maritz® or show management.

Please be aware that some companies may attempt to solicit sales of attendee lists for the CONEXPO-CON/AGG 2026 show. These companies are not authorized by show management and may provide false information regarding attendee data. Show management does not engage in any selling or sharing of attendee registration data and if you are contacted by any organization offering an attendee list, please report this activity immediately to the FTC: [ReportFraud.FTC.gov](https://www.ftc.gov/whistle-blow)

- b. [Housing Scams](#)

## **BEWARE OF UNOFFICIAL HOUSING OFFERS**

Maritz® & FHTglobal are the official hotel providers for CONEXPO-CON/AGG 2026 show and the only companies that can sell rooms within the CONEXPO-CON/AGG 2026 official hotel blocks.

Please be aware some third-party travel companies may attempt to solicit housing for CONEXPO-CON/AGG 2026 show. These companies are not authorized by Show Management and may provide false information regarding the availability of rooms at hotels within the show hotel booking program.

If you are contacted by a travel company other than Maritz® or FHTglobal, **please report this immediately** to the Federal Trade Commission (FTC): [ReportFraud.ftc.gov](https://www.ftc.gov/whistle-blow). We encourage you to report anything you think may be a fraud, scam, or bad business practice. [Click](#) to learn more about impersonator fraud.

AEM continues to be actively engaged in support efforts to stop business impersonation fraud. [click](#) to learn more.

