

Room Assignment Policy

For a few years now, we have had mounting complaints about how rooms are assigned for those selling glass. There are many who want to sell substantial pieces of glass that have been denied the second floor. Therefore, we are going to institute new requirements beginning Gala 2026.

1. **You must have a reservation booked at the hotel before any assignment is made.**
2. **You must be registered for the Gala before your room is assigned.**
 - We will not begin assigning rooms until registration is open in March.
 - For those of you who have the same room every year, we will do our best to honor your request, but this is not guaranteed.
 - According to the policy of the hotel, guests that are in rooms on the second or third floor that wish to extend their stay will not be moved. This may cause a change in your room assignment. This is beyond our control. This is a rare occurrence.
 - You cannot make room assignments directly with the hotel. If you do so, that assignment will be cancelled. You must go through the Gala chair only.
3. **You must guarantee to have at least 25 pieces of glass to sell out of your room.** If you violate this requirement, you will be barred from the second floor the next year. There are no exceptions to this requirement. If you find after you reserve a room on the second floor and you will not be able to fulfill this requirement, the Gala chair must be notified at least two weeks prior to the Gala so your room can be offered to another attendee on the waiting list who wishes to sell glass.
4. The third floor will be used as overflow when the second floor is completely booked.
5. You are responsible for making your reservations and registrations. **No follow up will be done to remind attendees to do this.**

If you are NOT selling glass:

- **If you are not selling glass, we will no longer be assigning those rooms.**
- **You cannot request a second or third floor room through the hotel.** Any attempt to do so will result in that assignment being cancelled.
 - The hotel will assign you a room upon check-in if you are not selling glass.
 - If you need a handicap room, you may request this in advance for floors other than the second or third. Handicap rooms are very limited in this hotel. Book early. This hotel is equipped with 3 elevators that access all floors.