Group Subblock Terms and Conditions

Thank you for your interest in securing a group subblock within the official Work Truck Week Housing contractor. To ensure fair inventory management and a successful experience for all participants, the following terms and conditions apply to all subblock requests and reservations.

Eligibility

Group subblocks are available to approved organizations needing 20 rooms or more (on peak night).

Group subblocks are subject to approval by Work Truck Week Housing. Approval is based on room availability, historical pickup performance, and overall event housing needs.

Group Subblock Request Form

A limited number of rooms are available on a first-come, first-served basis.

The Group Subblock Request Form must be completed and returned to Work Truck Week Housing before booking can begin.

There must be ONE Group Contact for the entire group subblock. This pertains to parent companies with multiple business units. There will be ONE Group Contact for the entire group.

The housing team reserves the right to adjust allocations and reassign hotel placements if necessary. **Please note: Subblocks are not available at Signia by Hilton Indianapolis.**

Submission of Group Subblock Request Form does not guarantee approval or inventory availability.

Historical approval of group subblock does not guarantee a block of rooms for current year.

If company has had prior group bookings, they are only eligible to book the number of rooms they used the previous year. Additions will not be guaranteed and will not be guaranteed the same hotel.

Group Subblock Agreement

Once Work Truck Week Housing has reviewed and approved the request for a group subblock, Group Contact will receive a Group Subblock Agreement detailing the hotel(s) and rooms blocked.

The Group Contact will review the Agreement, provide a valid form of payment to confirm and guarantee all reservations, and return acknowledgement to Work Truck Week Housing.

Room block will NOT be considered confirmed until Agreement has been signed and returned.

Group Contact will be responsible for providing a rooming list (rooming list template provided by housing) to Work Truck Week Housing no later than January 13, 2027.

Work Truck Week Housing will not hold "dummy" or "TBD" rooms and will not hold multiple rooms under one name after the rooming list deadline.

Rooms left unassigned after January 13, 2027, at 5 p.m., ET will be released to public inventory.

Cancellations and Attrition

Subblocks are subject to different cancellation policies than traditional room reservations.

Any cancellation or reduction to group subblock made between January 13, 2027, at 5 p.m. ET and February 11, 2027, at 5 p.m. ET will be charged $150 per room.

Any cancellation or reduction to group subblock received after February 11, 2027, at 5 p.m. ET, will be charged a cancellation fee equal to the group room rate per room, per night.

Excessive cancellations or failure to utilize assigned inventory may impact future subblock eligibility.

The Group Contact is responsible for informing their guests of the subblock cancellation policies.

Companies are allowed to book group business directly with hotels and will be subject to terms and conditions of hotel.

If you have any questions, please call Work Truck Week Housing at 317-262-8191.

WorkTruckWeek® 2027

March 9–12, 2027 | Indiana Convention Center | Indianapolis, IN

Group Subblock Request Form

Company name _____

Group Contact name _____

Address _____

City _____ State/Province _____ ZIP/Country code _____

Phone _____ Email _____

Hotel requested _____ Room rate _____

Please note: Subblocks are not available at Signia by Hilton Indianapolis.

	Friday, March 5	Saturday, March 6	Sunday, March 7	Monday, March 8	Tuesday, March 9	Wednesday, March 10	Thursday, March 11	Friday, March 12	Saturday, March 13
Single room									
Double room									
Totals									

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Rooming list is due January 13, 2027.

By virtue of the authorizing signature, Group Contact agrees to the Group Subblock Terms and Conditions.

Authorizing signature _____ Print name _____

Date _____ Title _____

Please return to Annie Scott, Work Truck Week Housing
by fax at **317-262-8270** or email to **housing@visitindy.com.**