

# EXHIBITOR HOUSING INSTRUCTIONS

## General Information

All sleeping room accommodation for SCTE's Cable-Tec Expo® will be handled through SCTE/Wyndham Jade Housing. Participating hotels will not honor direct reservations, and published room rates apply only to rooms reserved through the SCTE/Wyndham Jade Housing Block.

For each official Cable-Tec Expo 2009 hotel, 50% of the rooms in the official blocks will be assigned to exhibitor personnel, with the remaining 50% of rooms reserved for attendees.

SCTE will provide complimentary transportation between the Colorado Convention Center and official overflow hotels during show dates, if necessary.

It is critical that the Society fulfill their commitment to the city of Denver and official Cable-Tec Expo 2009 hotels by honoring the contracted hotel blocks. Hotel blocks are based on the show's history. We rely on a solid citywide sleeping rooms pick up to acquire the exhibit space we need in future Expo cities, and to provide the complimentary amenities our exhibitors have grown accustomed to receiving. Therefore, not to be punitive, but to continue to provide the services we have in the past, **exhibitors who reserve sleeping rooms outside the SCTE Cable-Tec Expo® block will be penalized by, but not limited to:**

- 1) a reduction of current exhibitor points and/or forfeiture of future exhibitor points;
- 2) a per badge charge for exhibitor badges\*;
- 3) forfeiture of complimentary full registrations regardless of Expo Partner status\*;
- 4) meeting space rental fees\*;
- and 5) refused access to shuttles that are complimentary to complying exhibitors and attendees.

\*See individual forms for specific breakout of penalty fees.

## Housing Accommodations

Please complete the Exhibitor Housing Block Request Form in its entirety prior to returning it to SCTE/Wyndham Jade Housing. Incomplete forms will not be processed. Please make sure that you do not "straight-line" your block. Also, make sure you include accurate arrival and departure dates (see form for example).

Hotels will be assigned as follows for Cable-Tec Expo 2009: Guestrooms for exhibiting companies that requested rooms at Expo 2009 Year-Ahead sign up in Philadelphia, were blocked on a Priority Point System. All other hotels will be assigned on a first-come, first-served basis depending on the date the housing block form is received. Guestrooms are always subject to availability.

Your Exhibitor Housing Block Request Form is due on or before August 7, 2009. Once you have sent in your request, you will receive a letter and confirmation of your block within five business days.

In addition to online, the Exhibitor Rooming List Form is available in PDF format, so you can fax or mail your rooming list. To complete this information online use your web identification number. Either way, your rooming list must be completed and returned to SCTE/Wyndham Jade Housing no later than September 4, 2009. (If you do not provide all names

on this rooming list by September 4 any rooms held in your block without names will be released for general sale). Within one week, you will receive a formal rooming list from SCTE/Wyndham Jade Housing. Please review the list to ensure all information is accurate. You have until September 25, 2009 to make any changes to your rooming list. After this date, changes will be determined upon hotel availability.

A credit card guarantee is required in order to reserve a room. The deposit may be made by credit card or check. Acceptable credit cards are American Express, Visa and MasterCard only. Check payable to SCTE/Wyndham Jade Housing. (All checks must be in U.S. funds drawn on a U.S. bank). Hotel may charge credit cards prior to arrival.

Please refer to your assigned hotel's policies regarding cancellation, early departures, etc. SCTE is not responsible for charges incurred by failure to comply with hotel policy.

If occupants of rooms are known at this time, please submit on the Exhibitor Rooming List Form. Include all of the names, dates of arrival and departure, deposit information and return to SCTE/Wyndham Jade Housing. If occupants are unknown at this time, you will receive a block confirmation letter stating your hotel(s) room block location and deadline to submit names. Please call 866-268-0194 or 972-349-5432 if you have any questions.

## IMPORTANT

### Group Attrition Policy

Should the actual room nights utilized by the exhibiting company be less than 90% of the Total Room Nights booked by September 4, 2009, the Group agrees to pay SCTE for the number of sleeping rooms not utilized up to 90% of the Total Room Nights booked.

**Example: The Exhibiting Company contracts for 100 room nights by September 4, 2009. Should the Group actually utilize 85 room nights, the Group would need to pay for the number of room nights not utilized up to 90% of the total room nights.**

i.e.	100 room nights	Guaranteed by Group
	90 room nights	Allowable Without Penalty
	-85 room nights	Actually Utilized by Group
	5 room nights	Variance

Five (5) room nights x cost of room, inclusive of tax and occupancy charges, is the additional dollar amount owed to SCTE and is due within 30 days of receipt of invoice.

### Group Cancellation Policy

All group cancellations must be made in writing and sent via mail or fax to SCTE/Wyndham Jade Housing, 6400 International Parkway, Suite 2500, Plano, TX 75093; fax: 972-349-7715