

General Information

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

For each official Cable-Tec Expo 2017 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•ISBE will provide complimentary transportation between the Denver 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 2017 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•ISBE 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•ISBE/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 2017: Hotels will be assigned on a first-come, first-served basis depending on the date the housing block form is received. Guest rooms are always subject to availability.

Your Exhibitor Housing Block Request Form is due on or before July 31, 2017. 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•ISBE/Wyndham Jade Housing no later than August 14, 2017 (If you do not provide all names on this rooming list by August 14, 2017 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•ISBE/Wyndham Jade Housing. Please review the list to ensure all information is accurate. You have until September 22, 2017 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. Acceptable credit cards are American Express, Visa and MasterCard only. Hotel may charge credit cards prior to arrival. The **deposit** may be made via credit card or check, payable to SCTE•ISBE/Wyndham Jade Housing. (All checks must be in U.S. funds drawn on a U.S. bank.)

Please refer to your assigned hotel's policies regarding cancellation, early departures, etc. SCTE•ISBE 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•ISBE/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 August 14, 2017, the Group agrees to pay SCTE•ISBE 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 August 14, 2017. 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•ISBE 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•ISBE/Wyndham Jade Housing, 6100 W. Plano Parkway, Suite 3500, Plano, TX 75093: fax: 972-349-7715



DENVER, CO
OCTOBER 17-20

EXHIBITOR HOUSING BLOCK REQUEST FORM

OCTOBER 17-20, 2017 | COLORADO CONVENTION CENTER | DENVER, CO

Form Will Not be Processed Without Signature Agreeing to Group Attrition Policies and Method of Payment

Company _____ Booth # _____
 Contact name _____
 Address _____
Street/PO Box City State Zip code
 Phone _____ Fax _____
 E-mail _____

I agree to the attrition and cancellation policy, and penalties for booking rooms outside the official block as stated in the exhibitor housing instructions.

Signature _____ Date _____

The contact listed above is the ONLY representative from your company authorized to request rooms or make changes. A request to change the contact name must be made in writing to SCTE•ISBE/Wyndham Jade Housing.

Hotel Preferences (If your choice isn't available, SCTE•ISBE/Wyndham Jade Housing will place you in a comparable hotel.)

1	4
2	5
3	6

Block Pattern Please provide a night by night breakdown on your requested room block. Use the actual arrival and departure dates for your block. (Please see example for a block of 14 rooms.) I would like to manage my block Online Via fax

Rooms Needs	Set Up				Exhibits Open			Dismantle
	Saturday October 14	Sunday October 15	Monday October 16	Tuesday October 17	Wednesday October 18	Thursday October 19	Friday October 20	Saturday October 21
Example	1	2	5	10	14	14	10	5
Single (1 p./1 bed)								
Double (2 p./1 bed)								
Dbl/Dbf (2 p./2 beds)								
Suite								
<input type="checkbox"/> Guestroom <input type="checkbox"/> Hospitality # people? _____								

A credit card **guarantee** is required to reserve room(s). Hotel may charge credit cards prior to arrival! The **deposit** may be made via credit card or check, payable to SCTE•ISBE/Wyndham Jade Housing. (All checks must be in U.S. funds drawn on a U.S. bank.)

Form of Guarantee/Deposit <input type="checkbox"/> Check Payable to SCTE•ISBE/Wyndham Jade Housing <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Amount Enclosed \$ _____	Cardholder name _____
	Signature _____
	Card number _____ CVV# _____
	Expiration date _____

This form must be received at **SCTE•ISBE/Wyndham Jade** by **July 31, 2017**

SCTE•ISBE/Wyndham Jade Housing • 6100 W. Plano Parkway, Suite 3500, Plano, TX 75093
 866-268-0194 • 972-349-5432 • Fax: 972-349-7715 • E-mail: scte@wyndhamjade.com • expo.scte.org



DENVER, CO
OCTOBER 17-20

AFFILIATE HOUSING BLOCK REQUEST FORM

OCTOBER 17-20, 2017 | COLORADO CONVENTION CENTER | DENVER, CO

Form Will Not be Processed Without Signature Agreeing to Group Attrition Policies and Method of Payment.

Company _____

Contact name _____

Address _____
Street/PO Box _____ City _____ State _____ Zip code _____

Phone _____ Fax _____

E-mail _____

I agree to the attrition and cancellation policy, and penalties for booking rooms outside the official block as stated in the group housing instructions.

Signature _____ Date _____

The contact listed above is the ONLY representative from your company authorized to request rooms or make changes. A request to change the contact name must be made in writing to SCTE•ISBE/Wyndham Jade Housing.

Hotel Preferences (If your choice isn't available, SCTE/ISBE/Wyndham Jade Housing will place you in a comparable hotel.)

1 _____	4 _____
2 _____	5 _____
3 _____	6 _____

Block Pattern Please provide a night by night breakdown on your requested room block. Use the actual arrival and departure dates for your block. (Please see example for a block of 14 rooms.) **I would like to manage my block** Online Via fax

Rooms Needs	Set Up				Exhibits Open			Dismantle
	Saturday October 14	Sunday October 15	Monday October 16	Tuesday October 17	Wednesday October 18	Thursday October 19	Friday October 20	Saturday October 21
Example	1	2	5	10	14	14	10	5
Single (1 p./1 bed)								
Double (2 p./1 bed)								
Db/Db/1 (2 p./2 beds)								
Suite								
<input type="checkbox"/> Guestroom <input type="checkbox"/> Hospitality # people? _____								

A credit card **guarantee** is required to reserve room(s). Hotel may charge credit cards prior to arrival! The **deposit** may be made via credit card or check, payable to SCTE•ISBE/Wyndham Jade Housing. (All checks must be in U.S. funds drawn on a U.S. bank.)

Form of Guarantee/Deposit

- Check Payable to SCTE•ISBE/Wyndham Jade Housing
 American Express MasterCard Visa
 Amount Enclosed \$ _____

Cardholder name _____
 Signature _____
 Card number _____ CVV# _____
 Expiration date _____

This form must be received at **SCTE•ISBE/Wyndham Jade by July 31, 2017**

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DENVER, CO
OCTOBER 17-20

EXHIBITOR/GROUP ROOMING LIST FORM

OCTOBER 17-20, 2017 | COLORADO CONVENTION CENTER | DENVER, CO

If the total block is reduced significantly after August 14, 2017 penalties in excess of one night's deposit will be incurred (see Exhibitor Housing Instructions, Group Attrition Policy). Additional penalties will be incurred for housing ANY or ALL rooms outside the official hotel block.

Please TYPE.

Company _____ Booth # _____

Contact name _____

Address _____
Street/PO Box _____ City _____ State _____ Zip code _____

Phone _____ Fax _____

E-mail _____

Name	Room Type	Arrival Date	Dept. Date	Roommate Names/Special Requests
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Reproduce or duplicate this form as needed. If multiple credit cards are being used, please attach duplicate form.

A credit card **guarantee** is required to reserve room(s). Hotel may charge credit cards prior to arrival. The **deposit** may be made via credit card or check, payable to SCTE•ISBE/Wyndham Jade Housing. (All checks must be in U.S. funds drawn on a U.S. bank.)

Form of Guarantee/Deposit <input type="checkbox"/> Check Payable to SCTE•ISBE/Wyndham Jade Housing <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Amount Enclosed \$ _____	Cardholder name _____
	Signature _____
	Card number _____ CVV# _____
	Expiration date _____

This form must be received at SCTE•ISBE/Wyndham Jade by August 14, 2017

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DENVER, CO
OCTOBER 17-20

EXHIBITOR HOUSING CHANGE FORM

OCTOBER 17-20, 2017 | COLORADO CONVENTION CENTER | DENVER, CO

Changes or substitutions must be made on this form and returned to SCTE•ISBE/Wyndham Jade Housing by September 22, 2017. If the total block is reduced significantly after August 14, 2017, penalties in excess of the one night's deposit will be incurred (see Exhibitor Housing Instructions; Group Attrition Policy). You may contact SCTE•ISBE/Wyndham Jade Housing for an update on room availability at each hotel. If the room is being shared, please indicate if both reservations are to be changed. Please TYPE.

Company _____ Booth # _____

Contact name _____

Address _____
Street/PO Box City State Zip code

Phone _____ Fax _____

E-mail _____

CHANGE FROM

CHANGE TO

1 Name _____

1 Name _____

Arrival date _____ Departure date _____

Arrival date _____ Departure date _____

2 Name _____

2 Name _____

Arrival date _____ Departure date _____

Arrival date _____ Departure date _____

3 Name _____

3 Name _____

Arrival date _____ Departure date _____

Arrival date _____ Departure date _____

4 Name _____

4 Name _____

Arrival date _____ Departure date _____

Arrival date _____ Departure date _____

5 Name _____

5 Name _____

Arrival date _____ Departure date _____

Arrival date _____ Departure date _____

6 Name _____

6 Name _____

Arrival date _____ Departure date _____

Arrival date _____ Departure date _____

7 Name _____

7 Name _____

Arrival date _____ Departure date _____

Arrival date _____ Departure date _____

8 Name _____

8 Name _____

Arrival date _____ Departure date _____

Arrival date _____ Departure date _____

Attach duplicate forms as needed.

Special requests:

This form must be received at SCTE•ISBE/Wyndham Jade by September 22, 2017

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