

Groups requiring the use of meeting rooms in participating Expo hotel(s) must obtain authorization from SCTE•ISBE and absorb all costs including rental, if any. SCTE•ISBE will not provide approval should events compete with Cable-Tec Expo® hosted events. Contact info: **Melinda Yium** | [myium@scte.org](mailto:myium@scte.org) | **202.251.1233**

**PLEASE TYPE**

Company: \_\_\_\_\_ Booth# (if applicable): \_\_\_\_\_

Contact name: \_\_\_\_\_

On-site contact name: \_\_\_\_\_

Work

Address:  Home \_\_\_\_\_

Work

Street/PO Box

City

State

Zip Code

Phone:  Home \_\_\_\_\_ Fax: \_\_\_\_\_

Work

E-mail:  Home \_\_\_\_\_

Company/Employee Meeting  Hospitality Function

**HOTEL DESIRED:** Space is limited and will be assigned on a first-come, first-served basis. Please e-mail [myium@scte.org](mailto:myium@scte.org), if you require further information.

Official Cable-Tec Hotel \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Time(s) requested: \_\_\_\_\_

Number of people: \_\_\_\_\_

**ROOM SET:**

Schoolroom (q 2 people per 6' or q 3 people per 6')

Conference  Hollow Square  Theater  U-shape  Round

**AUDIO/VISUAL EQUIPMENT:**

Lectern microphone  LCD package  Lavalier microphone  TV/VCR package

Handheld microphone  Flipchart package  Screen  Theater  U-shape  Round

**TELEPHONE:**

Phone Line only  Single line with phone  Speaker phone with line  Polycom speaker with line

**CATERING:**

Yes  No

**THIS FORM MUST BE RECEIVED AT SCTE•ISBE REGISTRATION BY SEPTEMBER 7, 2018.**

SCTE•ISBE Registration | 140 Philips Rd., Exton, PA 19341-1318

Fax: 610-884-7126 | E-mail: [expo@scte.org](mailto:expo@scte.org) | [expo.scte.org](http://expo.scte.org)