

# Exhibitor/Group Housing INSTRUCTIONS

## GENERAL INFORMATION

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

For each official Cable-Tec Expo® 2019 hotel, fifty percent (50%) of the rooms in the official blocks will be assigned to exhibitor personnel, with the remaining fifty percent (50%) of rooms reserved for attendees.

It is critical that the Society fulfill their commitment to the city of New Orleans and official Cable-Tec Expo® 2019 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. **Exhibitors reserving sleeping rooms within the official show block will be awarded additional Priority Points for 2020 booth space selection.\***

\*See Priority Points document for specific points amounts.

## HOUSING ACCOMMODATIONS

Please complete the Exhibitor Housing Block Request Form in its entirety prior to returning it to SCTE•ISBE/MCI USA 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® 2019: 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 15, 2019. Once you have sent in your request, you will receive a letter and confirmation of your block within five (5) business days.

To complete your rooming list online, use your web identification number. Your rooming list must be completed and returned to SCTE•ISBE/MCI USA Housing no later than August 5, 2019. (If you do not provide all names on this rooming list by August 5, 2019 any rooms held in your block without names will be released for general sale).

Within one (1) week, you will receive a formal rooming list from SCTE•ISBE/MCI USA Housing. Please review the list to ensure all information is accurate. You have until September 3, 2019 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 by check, payable to SCTE•ISBE/MCI USA 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/MCI USA 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 ninety percent (90%) of the Total Room Nights booked by August 5, 2019, the Group agrees to pay SCTE•ISBE for the number of sleeping rooms not utilized up to ninety percent (90%) of the Total Room Nights booked.

Example: The Exhibiting Company contracts for one hundred (100) room nights by August 5, 2019. Should the Group actually utilize eighty-five (85) room nights, the Group would need to pay for the number of room nights not utilized up to ninety percent (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 thirty (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/MCI USA Housing  
 6100 W. Plano Parkway, Suite 3500,  
 Plano, TX 75093  
 F: 972.349.7715