

COMPANY/ORGANIZATION _____

CONTACT LAST NAME _____ FIRST NAME _____

ADDRESS _____

CITY/STATE/ZIP _____ COUNTRY _____

PHONE _____ FAX _____

E MAIL _____

HOTEL PREFERENCES (Please select 4 Hotels)

Every effort will be made to place you at one of your preferred hotels. If none are available, SHRM Housing will place you in a comparable hotel.

1) _____ 2) _____

3) _____ 4) _____

BLOCK PATTERN

Please provide a night-by-night breakdown of your requested room block. Use the actual arrival and departure dates for your block. See the example for a block of 30 rooms. Shaded areas are show dates.

	Sat 10-Mar	Sun 11-Mar	Mon 12-Mar	Tues 13-Mar	Wed 14-Mar	Thurs 15-Mar	Fri 16-Mar	Sat 17-Mar
	Move-In	Move-In	Move-In	Exhibit	Exhibit	Exhibit	Move-Out	Move-Out
<i>Example</i>	2	5	5	30	30	20	5	1
Single 1 person/1 bed								
Double 2 people/1 bed								
Double/Double 2 people/2 beds								
Triple 3 people/2 beds								
Quad 4 people/2 beds								
TOTALS:								

GENERAL INFORMATION

- Exhibitor room blocks will be assigned on a first-come, first-served basis. These requests are based on availability at the time the completed request is submitted.
- If you have held a group block at previous SATELLITE Conferences, your history of rooms reserved vs. rooms actualized will be reviewed. SATELLITE reserves the right to make adjustments to your block based on past history.
- There will be a one night room and tax deposit charged at names due, January 5, 2018 for each reservation. Deposits are non refundable if cancelled after January 5, 2018.
- Confirmation of your block will be sent to your designated group contact upon completion of processing.

Send completed form to: SATELLITE Housing • 6100 W. Plano Parkway, Suite 3500 • Plano, TX 75093
Phone: (866)268-0195 or (972)349-5433 Fax: (972)349-7715 Email: satellite@wyndhamjade.com