



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 4-May	Sun 5-May	Mon 6-May	Tues 7-May	Wed 8-May	Thurs 9-May	Fri 10-May	Sat 11-May
	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 1person/1 bed								
Double 2 people/1 bed								
Double/Double 2 people/2 beds								
Triple 3 people/2 beds								
Quad 4 people/2 beds								
<b>TOTALS:</b>								

**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, February 8, 2019 for each reservation. Deposits are non-refundable if cancelled after February 8, 2019.
- 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@mcievents.com**