



**INDIVIDUAL ATTENDEE**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

COMPANY/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**HOTEL PREFERENCE**

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

- 1) \_\_\_\_\_ 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_
- 5) \_\_\_\_\_ 6) \_\_\_\_\_

**RESERVATION INFORMATION**

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

\*Special Request: Special requests are forwarded to the hotel and cannot be guaranteed.

- Non Smoking or  Smoking
- Single (1 bed/1 person)
- Double (1 bed/2 people)
- Double/Double (2 beds/2 people)
- Triple (2 beds/3 people)
- Quad (2 beds/4 people)

Sharing with: \_\_\_\_\_

Special Needs Comments: \_\_\_\_\_

**PAYMENT INFORMATION**

**NOTE:** The hotels require a deposit equal to one night's room and tax to hold accommodations. Your credit card will be charged when reservation is made. Deposits are non-refundable if accommodations are cancelled after April 5, 2019. Forms received without a form of payment will not be processed. To take advantage of special SATELLITE hotel rates, be sure to book your reservations no later than **April 11, 2019**. Hotel requests received after this date will be processed based on availability and rate. We cannot guarantee discounted rates after this date.

Payment:  American Express  Visa  Master Card  Discover

Card Number: \_\_\_\_\_ Name on card: \_\_\_\_\_  
(as it appears on card, please print)

Signature: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Conf. Code: \_\_\_\_\_

**Return form by Mail:** SATELLITE Housing Bureau  
 6100 W. Plano Pkwy  
 Suite 3500  
 Plano, TX 75093

**Return form by Fax: (972) 349-7715**  
**Return form by Email: [satellite@mcievents.com](mailto:satellite@mcievents.com)**  
**SATELLITEE Housing phone: 866-546-4308**