



**MILCOM EXHIBITOR HOTEL RESERVATIONS**

OCTOBER 31-NOVEMBER 3, 2004  
 MONTEREY, CALIFORNIA

Complete and return form(s) to the MILCOM Housing Center (c/o J. Spargo & Associates, 11212 Waples Mill Road, Suite 104, Fairfax, Virginia 22030 or via fax 703-631-7258 **no later than Friday, October 1, 2004**. After this date, reservations will be processed on a space available basis only and may be subject to higher rates. Reservations provided without a deposit will be immediately returned, unprocessed. **The Housing Center can only accept reservations submitted on this form.** Please note that there is a maximum of 20 rooms per hotel per organization/group.

Please type or print all information clearly.

COMPANY: \_\_\_\_\_ MAIN CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX (required): \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOTEL PREFERENCES: \_\_\_\_\_ THE HYATT REGENCY MONTEREY \$159 SINGLE \$184 DOUBLE  
 \_\_\_\_\_ THE PORTOLA PLAZA ON MONTEREY BAY \$187 SINGLE \$187 DOUBLE  
 \_\_\_\_\_ THE MONTEREY MARRIOTT \$190 SINGLE \$190 DOUBLE

FAX/E-MAIL HOUSING CENTER CONFIRMATIONS TO (✓ only ONE):  INDIVIDUAL OCCUPANT(S) (listed in Column A)  MAIN CONTACT (listed above)

**DEPOSIT METHOD**  
 CREDIT CARD  
*The hotel is authorized to use the card provided on this form for payment of the first night's deposit. We understand the deposit is subject to individual hotel cancellation policies.*  
 If one credit card is to be used for all reservations, please indicate credit card information here:  VISA  MC  AMEX  DISCOVER  DINERS  
 CARD NUMBER: \_\_\_\_\_ NAME ON CARD: \_\_\_\_\_ EXPIRES: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

#	A. OCCUPANT	B. SHARING ROOM WITH <small>If sharing a room, indicate the name of the additional occupant(s)</small>	C. ARRIVAL DATE	D. DEPART DATE	E. ROOM TYPE <small>S (single); D (double); DD (double/double—2 beds/2 people)</small>	F. SPECIAL REQUESTS <small>Indicate handicap needs, SM (smoking), NS (non-smoking), king bed, etc.</small>	G. FIRST NIGHT'S DEPOSIT <small>(VISA, MC, AX, DC, DINERS) REQUIRED</small>	H. EXP. DATE
1	John Smith	Robert Jones	6/10	6/14	DD	NS	Visa 0000 0000 0000 0000	6/00

DO NOT resubmit this form reflecting changes—all date changes, name substitutions and cancellations must be made IN WRITING on the confirmation acknowledgment.



**EXHIBITOR HOTEL ROOM RESERVATIONS  
ROOMING LIST REQUEST INSTRUCTIONS**

MILCOM 2004 • OCTOBER 31-NOVEMBER 3, 2004 • MONTEREY, CALIFORNIA

***PLEASE READ carefully prior to completing the "Rooming List Request Form"***

**ALL reservations require a first night's deposit—forms submitted without payment information will be returned, unprocessed.**

***Please note that there is a maximum of 20 rooms per hotel per company/organization.***

Please review the official MILCOM hotel list and be sure to number **ALL** hotels (availability of hotels is not guaranteed). All companies must submit their forms by October 1, 2004. After October 1, rooms will be processed on a first come first serve basis.

**CANCELLATIONS**

In order to insure proper communication, **ALL new reservations, changes, substitutions and/or cancellations** must be submitted **IN WRITING** to the Housing Center.

When completing the Rooming List Request Form, please remember:

1. Use this form to indicate **EACH ROOM** —duplicate form as needed
2. Be sure to indicate contact for confirmations (room occupant **OR** main company contact—select only ONE)
3. Columns C and D—dates **MUST** be provided or the reservation **WILL NOT** be processed
4. Column F—If additional space is needed for special requests, attach a separate page to list
5. Column G— **ALL reservations require a first night's deposit.** Payment information **MUST** be provided in order to reserve a room—if not, the requests will be immediately returned, **unprocessed.**

**Return housing request forms by October 1, 2004 to:**

MILCOM Housing Center c/o: J. Spargo & Associates

11212 Waples Mill Road, Suite 104

Fairfax, VA 22030

Questions: 800-449-1201 or 703-449-6418

FAX: 703-631-7258

E-Mail: milcomhousing@jspargo.com