

SPIE Advanced Lithography + Patterning 2025

Exhibitor Sub-Block Request Form

Pre-Reserved Room Block

To help make your hotel arrangements easier and to ensure exhibitors and sponsors who reserve a large sub-block have a fair opportunity to reserve rooms, we have asked the housing bureau to set aside the number of rooms for your group based on the number of rooms actually used in 2024.

If you need additional rooms beyond what we have set aside those will be on a first come first serve basis; please indicate those additional rooms in the rows beneath what we have pre-filled.

Hotel	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
	2/21/25	2/22/25	2/23/25	2/24/25	2/25/25	2/26/25	2/27/25	2/28/25	
TOTAL									
Add/Subtract									

Please let us know if you would like us to hold more or less than we have suggested.

Last Year – Number of Rooms Held vs Used:

Hotel	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
	2/23/24	2/24/24	2/25/24	2/26/24	2/27/24	2/28/24	2/29/24	3/1/24	
Held									
Used									

Guaranteed Reservations Only: All reservations must be guaranteed at the time of your request to the housing bureau. Reservations will not be processed without a form of guarantee. You may do so by using a major credit card or an advanced check deposit with your housing form. Your credit card is only a form of guarantee.

Exhibiting Company:	
Contact Name:	
Billing Address:	
City:	
State:	
Country:	
Telephone:	
Email:	

Note:
Specific names are not needed at the time of booking the block. A rooming list form will be sent to you once your block is approved and will be due on the **Exhibitor cut-off date of 6 January 2025.**

Accommodations:
Guest room reservations at the official hotels are handled on a first-come, first-served basis. Requests for guest rooms should be faxed, emailed or mailed to the San José Housing Bureau. Failure to receive your first choice does not constitute an error. If accommodations are not available at the hotel of your choice, comparable reservations will be made at alternate participating hotels. Make a copy of the form(s) to retain for your records. If you did not receive a response from us within 72 hours please contact us.

Return this form to :
Team San Jose
Email: housing@sanjose.org
Housing Line: 1-408-975-3475
408 Almaden Blvd, San Jose, CA 95110



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Exhibitor Sub-Block Rooming List

- If you book online, you do not need to fill out this form.
- If individual guest names are not yet available, please submit just the *Exhibitor Sub-Block Request Form (page 1)* and a block confirmation will be sent to you with additional details.
- You may complete the *Exhibitor Sub-Block Rooming List* at a later date.

Please fill in the form below:

Organization: _____

Contact Name: _____

Phone: _____

Total Number of Rooms: _____

Contact Email: _____

Fax: _____

Note: If you have more than 15 rooms, please use the attached Excel spreadsheet – “SPIE Exhibitor Rooming List”.

	Guest Name	Check IN	Check OUT	Comments*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

* Comments may include specific requests such as bed preference, special needs, additional guests, or billing information for each room.

<p>Deadlines: All new reservation requests must be received no later than 6 January 2025. Discounted rates are available based upon availability.</p> <p>When to Call the Hotels: Please DO NOT call the hotel directly “just to make sure” or to inquire about your reservation as the hotel will NOT have your reservations until 3 February 2025. Rest assured if you receive a reservation acknowledgement from Team San Jose Housing Bureau, the hotel will honor your booking.</p>	<p>Return this form to: Team San Jose housing@sanjose.org Housing Line: 1-408-975-3475 408 Almaden Blvd San Jose, CA 95110</p>
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