



Enabling Connections™

**USB-IF Compliance Workshop #135  
August 6-9, 2024**

**Vendor-Hosted Test Room Form**

The purpose of this form is to get your Vendor-Hosted Test Room placed on the correct testing floor and space appropriately to prevent testing interference. Please fill out and submit your completed form to the USB-IF via fax at +1(503) 644-6708 or by email at [admin@usb.org](mailto:admin@usb.org) by **Friday, July 19<sup>th</sup>**.

- Faxing in this form does NOT register you for the event. To register for CW#135, please visit <https://usb.org/complianceworkshop>.
- Completing this form does NOT make your sleeping room reservation for your test room. For information on how to make your test room reservation at the rate of USD \$163 + tax per night, please read below.

**Making Your Test Room Reservations:** Please make your test room/sleeping room reservation using the hotel event reservation link located on the event page located [here](#).

Test rooms and sleeping rooms cost the same price per night at this hotel.

Use the FIRST and LAST name you listed on your Vendor-Hosted Test Room form if you are required to host a test room so we can find your reservation and place you in the correct room.

The hotel cut-off date is **Friday, July 19<sup>th</sup>**. We recommend you make your reservation as early as possible. This will help ensure your ability to get a room, as the hotel has been known to sell out. Once the group block is filled, rooms will be available at the prevailing rate. If you register and are unable to secure a room for testing days, the standard event cancellation policy will apply. **Please note: if needed, you are responsible for organizing and requesting a late checkout directly with the hotel.**

**HOTEL**

Embassy Suites by Hilton Portland Downtown  
319 SW Pine Street  
Portland, OR 97204-2726USA  
Phone: 1-503-279-9000

**Event Dates:**

August 6-9, 2024

**Cancellation Policy:** Companies that no-show or do not cancel their testing reservation(s) for the upcoming workshop in writing to [cancellations@usb.org](mailto:cancellations@usb.org) by midnight (PT) **Sunday, July 21, 2024** will not be eligible to test at the next scheduled Compliance Workshop, and subject to a \$500 cancellation fee. The cancellation fee must be paid before the company will be eligible to register for future workshops. This policy will be strictly enforced.

**Company:** \_\_\_\_\_

**Product Type:** \_\_\_\_\_ **Product:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Check-in Date:** \_\_\_\_\_ **Check-out Date:** \_\_\_\_\_

**Hotel Reservation Confirmation Number:** \_\_\_\_\_