

Revision #2 to original contract dated 4/20/15:  
• Posters



**Sheraton**  
**Greensboro**  
AT FOUR SEASONS

**LETTER OF AGREEMENT BETWEEN  
SHERATON GREENSBORO AND  
Southeast Region of the Wound, Ostomy & Continence Nurses Society  
August 23-28, 2016**

ACCOUNT#: 13413  
BOOKING#: 66421965  
MKT SEG: REG  
Res ID: SEH31K  
Today's Date: May 26, 2015

Approved:

Contact Name: Ms. Martha Davidson	Sales Manager: Kelly Roberts
Title: President SER of the WOCN	Title: Sales Manager
Account: Southeast Region of the Wound, Ostomy & Continence Nurses Society	SHERATON GREENSBORO
Address: 1608 Tyne Blvd	3121 High Point Road
City, State: Nashville, TN	Greensboro, NC 27407
Zip Code: 37215	Phone: 336-292-9161
Phone: 615-596-6505	Fax: 336-292-0819
E-Mail: president@serwocn.org	E-Mail: kroberts@sheratongreensboro.com

POST AS: SE Region of the Wound, Ostomy & Continence Nurses Society Annual Meeting 2016  
MEETING DATES: August 23-28, 2016

Southeast Region of the Wound, Ostomy & Continence Nurses Society ("Group") and SHERATON GREENSBORO ("Hotel") agree as follows:

These arrangements will be a definite commitment upon signing of this agreement (the "Contract") by both parties by the return contract date of June 2, 2015.

Unless both parties have agreed upon and fully executed this Contract, should another group request the dates and be in a position to sign an agreement immediately with Hotel, we will advise you, and you will have three (3) business days to sign this Contract and confirm arrangements on a definite basis or Hotel may at it option enter into an agreement with another group or individuals. If this Contract is not mutually executed by the return contract date noted, the room block may be automatically released.

**GUEST ROOM ACCOMMODATIONS**

This Contract applies to the following block of guest rooms:

Total Room Nights: 400

**Revised #2: Southeast Region of the Wound, Ostomy & Continence Nurses Society  
SE Region of the Wound, Ostomy & Continence Nurses Society Annual Meeting 2016  
August 23-28, 2016**

2016	Tue	Wed	Thu	Fri	Sat	Sun	Single Rate
Date	8/23	8/24	8/25	8/26	8/27	8/28	
# Rooms	2	60	170	128	40	c/o	
Double	0	29	99	67	19		\$132
Single	0	20	60	50	10		\$132
Upgrades	1	10	10	10	10		\$132
Presidential Suite	1	1	1	1	1		Complimentary

**CHECK IN:** 3pm      **CHECK OUT:** 12noon

- The above rates are commissionable.
- All guest room rates are quoted exclusive of applicable state and local taxes, currently 12.75% and subject to change without notice.
- These guest room rates will be offered by Hotel three (3) days prior and three (3) days after the meeting dates as indicated on the first page of this Contract, subject to availability of guest rooms at the time of reservation.

**ROOM TYPE**

Actual room type(s) will be honored whenever possible.

**RESERVATION CUTOFF DATE**

The Group will publicize a 30-day cut-off date of July 24, 2016 on reservations. Prior to cutoff, the Hotel will notify the Meeting organizers of actual reservations received to date. The Group will then be given the opportunity to guarantee additional rooms before any portion of the block is released. Additional rooms guaranteed without a specific occupant name will require guaranteed payment by the Group for the duration of the room nights reserved. The Hotel will continue to accept reservations, at the group rate after the cut-off date, pending availability of rooms.

**EARLY DEPARTURE FEE**

In the event that a guest who has reserved a guest room within Group's guest room block checks out prior to the guest's reserved check-out date, an early departure fee equal to 50% of one night room and tax will be charged to that guest's individual account. Guests wishing to avoid this fee must advise Hotel at or before check-in of any change in the scheduled length of stay. Hotel will inform members of Group of this fee upon check-in. Hotel will deduct any early departure fees that are collected by the Hotel from any amount Group may owe as guest room attrition.

**Hotel rooms cancelled outside of 72 hours prior to check in will not be penalized.**

**COMMISSIONABLE**

Group guest room rates (except for rooms offered at below group rate) quoted by Hotel shall be commissionable to as agent of record. Commissions shall be paid at the rate of ten percent (10%) of the guest room rate for all rooms actually used in the room block and paid for by Group or its attendees over the meeting dates. Should the agent of record change, Hotel will not pay any additional commission. Hotel will not pay commission on rooms that are used by your attendees that are not reserved as part of the Guest Rooms Accommodation block. Commissions shall be paid to SER of the WOCN (Federal ID), no later than thirty (30) days after the payment in full of the Master Account. No commissions will be paid on cancellation fees collected under the Cancellation or Attrition clauses below.

**DISCLOSURE**

You agree that the organization has the responsibility for disclosing to attendees that a portion of their room rate is being paid as commission or rebate. You agree to defend and indemnify Hotel, including the payment of any costs, attorney fees, liabilities or expenses, against any claims that any disclosure made was insufficient.

*MD* Initials  
*ME*

## RESERVATIONS

### CALL IN

Each individual will be responsible for making their own reservations. They may do so by calling toll free 1-800-242-6556. In order to receive the special group-discounted rate, individuals must mention that they are with SE Region of the Wound, Ostomy & Continence Nurses Society Annual Meeting 2016.

### ROOMING LIST for STAFF/VIPS

It is our understanding that you will provide us with a rooming list that will include names, arrival and departure dates and type of accommodations requested for each individual with individual billing information. We will need this list by July 24, 2016. All rooms will be guaranteed to Group Master Account. No commissions will be paid on cancellation fees or attrition fees collected under the Cancellation or Attrition clauses below.

### COMPLIMENTARY ROOMS

Group will receive one (1) complimentary guest room-night for every fifty (50) occupied, revenue-producing guest room nights on a cumulative basis actualized by your group (total room nights utilized divided by 50). Cumulative complimentary room nights may be traded for suite(s) or upgrade based on dollar-to-dollar value. Unused complimentary guestrooms will have no monetary value and are extended only for dates of this event.

Following special consideration are being made to SE of the Region Wound, Ostomy & Continence Nurses Society Annual Meeting 2016, based on eighty (80%) contracted guest room utilization. Should pick up fall below this expectation, the Hotel reserves the right to adjust items accordingly:

### ADDITIONAL CONCESSIONS

Hotel will provide the following additional concessions:

- a) Hotel will offer (10) ten staff/speaker rooms at 50% off group rate for up to four nights.
- b) Hotel will accommodate (1) one Board meeting for SER of the WOCN in January 28-30, 2016 based on hotel availability. The hotel will extend the conference rate for up to (15) fifteen guestrooms for the Board meeting, as well as a conference room for two days.
- c) Up to twelve (12) 10 am (earliest) early check in and twelve (12) 2 pm (latest) late checkouts based on availability, at no charge.
- d) The hotel will provide complimentary risers and podiums; and water, candy, pads and pens at each seat.

These additional concessions will not be provided if attrition fees are incurred by Group.

### ROOM AND RELATED CHARGES

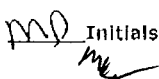
Room Billing: Individual Pay      Incidentals: Individual Pay

**Rates Note:** All sleeping room rates are subject to applicable taxes, and must be guaranteed for late arrival. Any rooms not cancelled seventy-two (72) hours prior to arrival date and left unoccupied will be billed to the guarantee. A cancellation number will be issued at the time of cancellation and must be retained should a discrepancy occur.

### BILLING ARRANGEMENTS

#### DIRECT BILL

Upon request, Direct Bill status will be set up for Group covering its charges. The estimated amount of the Master Account must be paid in advance unless direct billing has been established. Direct billing requests will be reviewed in accordance with Hotel's normal approval process. Should Hotel determine after establishing direct billing or a deposit schedule that your credit status has changed, Hotel will have the option to require payment of all estimated Master Account charges no later than fifteen (15) days before arrival, including any estimated Attrition fees. Should Group not be approved for Direct Bill by Hotel OR choose to settle final bill via direct bill, a 25% deposit is due at contract signing. Group shall review all charges billed to the Master Account to ensure accurate billing. Payment of all direct billing must be made upon receipt of invoice from Hotel. In the event any charges are disputed, Group must notify hotel of such disputes within five business days or disputes will be considered waived. All undisputed charges will be paid upon receipt, and if not paid within 30 days will be subject to interest accruing at the rate of 1 ½ % per month until paid.

 Initials

**Revised #2: Southeast Region of the Wound, Ostomy & Continence Nurses Society  
SE Region of the Wound, Ostomy & Continence Nurses Society Annual Meeting 2016  
August 23-28, 2016**

**MEETING AND FUNCTION SPACE**

Date	Start Time	End Time	Function	Setup	Agr	Room Rental	Meeting Room
Tue, August 23, 2016	3:00 PM	11:00 PM	Office	Table Tops	5	\$265.00	Carolina
Wed, August 24, 2016	9:00 AM	10:00 PM	Office	Table Tops	5	265.00	Carolina
	6:00 PM	9:00 PM	Dinner Meeting	Conference	14	275.00	Old North
Thu, August 25, 2016	6:00 AM	11:59 PM	Registration	Registration			Reg Desk 4
	6:00 AM	11:59 PM	Silent Auction			200.00	Cardinal
	6:00 AM	4:00 PM	Setup	Booths - 8X10	90		Guilford Ballroom DEFGH
	6:00 AM	4:00 PM	Setup	Posters - Tabletop	15		Guilford PF 1
	6:00 AM	11:59 PM	Posters	Posters - Tabletop	15		Guilford PF 1
	6:00 AM	11:59 PM	Meeting	Classroom Style	50	550.00	Auditorium II
	6:00 AM	11:59 PM	Office	Table Tops	5	265.00	Carolina
	11:30 AM	12:30 PM	Lunch Meeting	Ovals of 8	150	2,250.00	Guilford Ballroom A
	6:00 AM	11:59 PM	General Session	Classroom Style	225	4,500.00	Guilford Ballroom B
	3:00 PM	3:15 PM	Break	Existing	225		Guilford Ballroom DEFGH
	4:30 PM	6:30 PM	Reception	Booths - 8X10	225	11,000.00	Guilford Ballroom DEFGH
	6:00 PM	11:59 PM	Exhibit	Booths - 8X10	90		Guilford Ballroom DEFGH
	6:45 PM	9:00 PM	Dinner Meeting	Ovals of 8	150	2,250.00	Guilford Ballroom A
Fri, August 26, 2016	12:00 AM	11:59 PM	Registration	Registration			Reg Desk 4
	12:00 AM	5:00PM	Silent Auction			200.00	Cardinal
	12:00 AM	9:00 AM	Exhibit	Booths - 8X10	90		Guilford Ballroom DEFGH
	7:00 AM	9:00 AM	Breakfast	Booths - 8X10	225	11,000.00	Guilford Ballroom DEFGH
	12:00 AM	11:59 PM	Office	Table Tops	5	265.00	Carolina
	12:00 AM	11:59 PM	General Session	Classroom Style	225	4,500.00	Guilford Ballroom B
	11:15 AM	11:30 PM	Break	Existing	225		Guilford Ballroom DEFGH
	12:45 PM	1:45 PM	Lunch Meeting	Ovals of 8	150	2,250.00	Guilford Ballroom A
	1:45 PM	5:00 PM	Exhibit	Booths - 8X10	90		Guilford Ballroom DEFGH
	5:00pm	7:00pm	Teardown	Booths - 8X10	90		Guilford Ballroom DEFGH
	6:00 AM	5:00 PM	Posters	Posters - Tabletop	15		Guilford PF 1

*ME*  
Initials

**Revised #2: Southeast Region of the Wound, Ostomy & Continence Nurses Society  
SE Region of the Wound, Ostomy & Continence Nurses Society Annual Meeting 2016  
August 23-28, 2016**

Date	Start Time	End Time	Function	Setup	Agr	Room Rental	Meeting Room
Sat, August 27, 2016	12:00 AM	5:00 PM	Registration	Registration			Reg Desk 4
	7:00 AM	8:00 AM	Breakfast Meeting	Ovals of 8	150	2,250.00	Guilford Ballroom A
	12:00 AM	6:00 PM	Office	Table Tops	5	265.00	Carolina
	12:00 AM	6:00 PM	General Session	Classroom Style	225	4,500.00	Guilford Ballroom B
	10:00 AM	10:30 PM	Break	Existing	225		Guilford PF 1
	12:15 PM	2:15 PM	Lunch Meeting	Ovals of 8	150	2,250.00	Guilford Ballroom A

**\*\*\*Hotel reserves the right to change meeting rooms prior to the printing of the agenda with good reason such as loss or gain of attendees, better meeting flow, better use of hotel space, mechanical or technical difficulties by mutual consent of both parties.**

Based on your requirements, we have reserved meeting and function space as outlined above. Based on the contracted guest room commitment and Food and Beverage functions as indicated in this Contract, the function space valued at, **\$49,299.00 (exclusive of exhibit space)**, will be offered **complimentary** with a food/beverage minimum of **\$30,000.00** (exclusive of service charge and tax). Additional space may be added at prevailing rates based on availability.

**Exhibit Rental: \$5,200.00**

Should your conference fall short (\*less than 80%) of your guest room commitment, attrition fees will apply. Refer to attrition clause below. **(less than 80% =320 room nights)**

Should additional space be required, conference space rental will be charged accordingly.

Rental for meeting space reserved for food and beverage event(s) will be waived with minimum food and beverage expenditure (exclusive of service charge and tax).

Cancellation of contracted meal function(s) will result in the prevailing meeting room rental value(s) being charged to the group account.

**ATTRITION AND CANCELLATION POLICIES**

The parties agree that the event which is the subject of this Contract will generate revenue for Hotel from a variety of sources, including guest rooms, food and beverage events, and other charges for additional services (including, incidental charges for food and beverage and other hotel amenities) incurred by both individual guests and by the Group. In the event that Group does not fulfill all of its commitments or cancels this Contract in its' entirety, Hotel will suffer damages that will be difficult to determine. The parties agree that the Attrition and Cancellation clauses provide for liquidated damages that have been specifically agreed upon by the parties are a reasonable estimate of the Hotel's losses and do not constitute a penalty of any kind.

**Guest Room Attrition**

Because sleeping room usage is sometimes hard to determine, the Sheraton Greensboro Hotel allows for up to 20% slippage of your contracted room block without seeking liquidated damages. However, if the room block falls below the allowed 20%, each guest room below this allowed amount will be charged to the group master at the contracted group rate.

Example: Group contracts 100 room nights total. Group picks up 70 rooms total, missing the allowed attrition of 20% (or 20 rooms nights in this example) by 10 room nights. Hotel would assess liquidated damages by multiplying 10 rooms X the contracted group rate.

**CANCELLATION**

If Group elects to cancel this Contract for any reason other than a termination for cause or force majeure, Group agrees to provide written notice to Hotel accompanied by the payment indicated in the following scale:

*MP* *AK*  
MP Initials

**Notification of Cancellation**

Prior to Arrival

Liquidated Damages

	<u>% Guest Room</u>	<u>% of Negotiated Meeting Room Rental Due</u>
0 – 90 days	80%	80% - \$4,160
91 – 180 days	70%	70% - \$3,640
181 – 365 days	60%	60% - \$3,120
366 - 729 days	50%	50% - \$2,600

Liquidated Damages are calculated by adding both Guest Room and Meeting Room Columns together.

If such payment does not accompany the Group's cancellation notice, the amount owed by the Group shall be determined in accordance with the scale above by using the date the payment is actually made by Group to Hotel, rather than the date Group provided written notice to Hotel. The option to cancel is agreed by the parties to constitute the exercise of a contractual option and not a default. The parties further agree that the amounts set forth above are reasonable estimates of the losses that would be incurred by Hotel and include consideration of the possibility of Hotel's ability to mitigate its losses through resale.

**EXHIBIT SPACE**

See attached Exhibit Space Rider.

**FOOD AND BEVERAGE POLICIES**

**FOOD AND BEVERAGE:**

Menu prices will be confirmed by the Convention Services Manager ninety (90) days prior to arrival date.

All food and beverage service is subject to applicable service charge and state sales tax, and is subject to change. **Please note that the service charge is taxable.**

Menu selections are required prior to July 26, 2016.

The meal attendance guarantees, as are applicable, are required by 3:00pm, three working days prior to your event. If no final guarantee is provided, then the expected figure will be used as the guaranteed figure. All charges will be based on the guarantee figure or actual numbers of attendees served, whichever is greater.

No food and/or beverage will be permitted to be brought into the facility. No food and/or beverage will be allowed to be removed from service area.

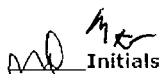
Hotel must be advised of and approve any and all items to be brought on site for décor, display, etc. Decorations must comply with Hotel policy. All candles must be enclosed in compliance with fire codes established by local Fire Marshal. Confetti, glitter, sand and pyrotechnics are prohibited in the Hotel and Convention Center facilities.

Rental items contracted by client or representative of group will be the sole responsibility of client for delivery, set, and return of such items. All items must be removed immediately upon completion of event. Hotel does not accept responsibility for items left in meeting rooms.

**ENTERTAINMENT & PRODUCTION**

Hotel must be advised of entertainment/production scheduled. Set up and teardown times must be scheduled within agenda.

Electrical services required are assessed and billed to the group master unless alternate billing arrangements are made with Sales Office at least thirty (30) days prior to event dates. Electrical requirements must be forwarded to the Convention Services Manager in order to predetermine applicable fees; otherwise, fees will be assessed at time of set.

 Initials

**AUDIO VISUAL SERVICES**

ON EVENT SERVICES of Greensboro, NC is the exclusive audio-visual provider for events scheduled at JOSEPH S. KOURY CONVENTION CENTER. No other audio-visual service companies may be used without the express written permission of hotel management.

In the event you have an existing contract with a third party audio visual company, written permission must be obtained from hotel management. If permission is granted, a facilities fee will be billed to the Group master account and all rigging and flown equipment must be contracted through ON EVENTS SERVICES.

**SECURITY**

Hotel does not provide security in the meeting and function space and all personal property left in the meeting or function space is at the sole risk of the owner. Group agrees to advise its attendees that they are responsible for safekeeping of their personal property. Group may elect to retain security personnel to safeguard personal property in the meeting and function space. Any security personnel retained by Group must be at its own expense and from a licensed security company or the Off-Duty Roster of the Greensboro Police that meets the minimum standards established by Hotel, including insurance and indemnification requirements, and at all times remains subject to Hotel's advance approval. Security personnel are not authorized to carry firearms without advance Hotel approval.

**STARWOOD PREFERRED PLANNER POINTS**

Starwood Preferred Planner points, awarded through the Starwood Preferred Guest Program, are available to qualified meeting planners for business contracted through the sales and catering departments of participating Starwood Hotels & Resorts Worldwide, Inc.

**CLIENT ACCEPTED POINTS**

The client acknowledges that such points have been offered in connection with the rooms and services purchased under this Contract, and that client consents to the awarding of such points as set forth below. If the signatory of this Contract is one of the individual listed below, such signatory, by signing this contract, represents and warrants that he/she is authorized by client to accept such points. Once full payment is received by Hotel for the rooms and services purchased under this Contract, points will be awarded according to the Starwood Preferred Planner Program Rules to the following person(s) and/or charitable organization(s) up to a maximum of three recipients:

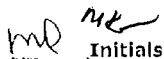
Member name or Charity Organization	Starwood Preferred Guest Membership Number
1. Ms. Martha Davidson	TBD
2. Ms. Angela Howell	TBD

**STARWOOD PREFERRED PLANNER POINTS DISCLOSURE**

As the client is representing Southeast Region Wound, Ostomy & Continence Nurses Society in contracting services outlined in this contract, the client represents and warrants that he/she has disclosed to Southeast Region Wound, Ostomy & Continence Nurses Society that the above named persons are receiving the Starpoints awarded in connection with this contract, and that Southeast Region Wound, Ostomy & Continence Nurses Society has consented to such award.

**FORCE MAJEURE**

The performance of this Contract is subject to acts of God, government authority, disaster or other emergency, which make it impossible for Hotel to provide the facilities and/or services for Group's event or meeting. It is provided that this Contract may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

  
Initials

**INSURANCE**

Group shall obtain and maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from the parties' respective obligations pursuant to this Contract.

**INDEMNIFICATION**

Each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the negligence, gross negligence or intentional misconduct of the party indemnifying or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

**COMPLIANCE WITH LAWS AND HOTEL RULES AND POLICIES**

Group agrees to comply with all applicable federal, state and local laws and Hotel rules and policies governing the Contract and event, including any rules, regulations or requests of the U.S. Department of Homeland Security.

**ASSIGNMENT**

Group agrees that it may not assign its interest, rights or duties under this Contract to any other person or entity without Hotel's prior approval.

**NOTICE**

Any notice required or permitted by the terms of this Contract must be in writing. Notice may be sent via facsimile transmission and will be considered effective as of the date and time of the facsimile confirmation of transmission.

**SIGNATURE**

This Contract, with exhibits rider attached (if applicable), constitutes the entire agreement between the parties, supersedes all other written and oral agreements between the parties concerning its subject matter, and may not be amended or changed unless done so in a writing signed by Hotel and Group. Oral modifications to this written Contract, even if allowed by local law, will not be considered binding. If the parties mutually agree to any adjustments to the guest room block, as well as corresponding changes to Group's meeting and function space block, such changes to the Contract shall be confirmed in writing and signed by both parties.

The undersigned represent that they are authorized to sign and enter into this Contract.

Southeast Region of the Wound,  
Ostomy & Continence Nurses Society

By: Martha Davidson  
Ms. Martha Davidson, President SER of the WOCN

Date: 6/2/15

SHERATON GREENSBORO

By: M. Kelly Roberts  
Kelly Roberts, Sales Manager

Date: 6/22/15

MD MK  
Initials

SHERATON GREENSBORO AT FOUR SEASONS  
JOSEPH S. KOURY CONVENTION CENTER

GENERAL BANQUET INFORMATION

Guarantees:

We require a confirmation of guaranteed attendance by 3:00pm, three working days prior to your event. If no final guarantee is provided, then the expected figure will be used as the guaranteed figure. All charges will be based on the guarantee figure or actual numbers of attendees served, whichever is greater.

Menu Selections:

All menu selections are requested no later than July 26, 2016.

Service Charge and Tax:

Food and beverage prices are subject to service charge (which is taxable) and applicable taxes. These charges are subject to change without notice.

Menu Prices:

Menu prices are guaranteed 3 months prior to your event, unless otherwise specified in writing by the hotel. The hotel will make every reasonable effort to inform you of any changes/revisions to menu prices as they occur.

Seating Arrangements:

Standard Classroom seating arrangement is four (4) persons per 8' table. Standard seating arrangements for all meal functions is 10 people per oval table. Other seating arrangements are available, upon request, but are subject to space availability. Please note that additional charges will apply in these situations, please confirm with your Convention Services Manager.

Food and Beverage Meeting Space Rental

Rental of meeting space reserved for Food and Beverage event will be waived with a minimum Food and Beverage expenditure (exclusive of service charge and tax). Minimum expenditure will be quoted by the Convention Services Manager when Food and Beverage prices are confirmed.

The hotel will contract appropriate space for each event based on the "agreed" number of attendance and the standard set as noted above.

Outside Food and Beverage:

All Food and Beverage items served at the event must be provided by, catered by, and served by the hotel.

Alcoholic Beverage Service:

All alcoholic beverages served on the hotel's premises can only be dispensed by hotel staff employees and in compliance with NC state law(s). The proper photo identification as proof of age 21 is required to receive service of alcoholic beverages. The hotel reserves the right to refuse anyone service who cannot produce the appropriate identification or who appears intoxicated.

Room Set Up and Function Space Assignment:

The Hotel reserves the right to reassign function space at its sole discretion; due to, but not limited to, changing number of people, format or dates of the event.

The hotel reserves the right to charge an additional labor charge for set-up of function space with unusual requirements. The hotel reserves the right to charge an additional labor charge for changing of room set-up on the same day of the event.

  
Initials

Signs, Displays and Banners:

All signs, displays, banners and decorations are subject to the approval of the hotel management. The hotel does not permit the affixing of anything to our walls, floors, columns or ceilings by adhesives, push pins, staples, nails or any other items. The hotel will charge Group final bill for any repair or damage caused as a result of self-installation. The hotel will assist with the placement and appropriate display of banners in approved areas for a fee of \$25 per banner (subject to change). All banners must be received by the Convention Services Manager at least one (1) working day prior to the event to ensure installation at the requested time. We will make every reasonable effort to assist you with on-site requests, but cannot guarantee installation by the requested time. The hotel reserves the right to charge an additional labor charge for on-site requests.

Telecommunications Services:

All requests for telecommunication services must be received by the hotel at least 14 working days prior to your event. Only the hotel preferred provider can make telecommunication connections to the hotel property. Your Convention Services Manager can assist you with these arrangements.

Engineering and Electrical Services:

All requests for special engineering or electrical needs must be received by the hotel at least 21 working days prior to event. Only the hotel Engineering staff can provide electrical connections to the hotel property. The Convention Services Manager can assist you with these arrangements and advise applicable charges.

Shipping/Receiving/Printing

All shipping, receiving, package handling and printing services are handled by the in-house UPS store for a fee. Shipments cannot be received more than seventy-two (72) hours prior to event date.

Your Convention Services Manager can assist you with these arrangements and advise of current fee/rate schedule.

Loading Dock and Deliveries

All deliveries by vendors, decorators, musicians, etc. must utilize the loading dock for both load in/load out. The dock is located at the corner of Pincroft and Koury Boulevard. THIS POLICY IS STRICTLY ENFORCED.

Miscellaneous charges(subject to change):

Skyjack with Operator @ \$95+tax hourly

Phone line access fee @ \$60+tax/per line (one-time fee)

\*Unrestricted House line secured through hotel

\*Direct line must be secured by client through BellSouth and is subject to access fees.

Insurance, Indemnification and Liability:

You agree (as an authorized representative of all attendees of the event) to indemnify and hold hotel, and its affiliates, harmless from any and all claims, suits, losses, damages and expenses to any party in connection with the event. You agree (as an authorized representative of all attendees of the event) to assume full financial and other applicable responsibility for the actions of all your attendees, and any resulting damage to hotel property that may be caused by their actions.

All sub-contracted vendors/suppliers employed by Group must provide the hotel with an appropriate certificate of insurance prior to being allowed to enter, and work on, the hotel's premises.

Parking:

The hotel does not assume any responsibility/liability for any loss or damage to the vehicle(s) of your attendees or vehicle contents.

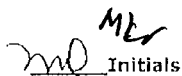
  
Initials

Table Centerpieces, Floral Arrangements and Decorations:

The hotel must approve centerpieces, floral arrangements and other décor to be brought in from an outside vendor. The Convention Service Manager must be made aware of delivery type, date and time. These items can also be arranged through the Convention Service Manager and billed to the master account. **The hotel prohibits the use of confetti, glitter or similar substances; a \$1,000 cleaning fee will be charged if these items are used.**

Outside Vendors/Suppliers/Entertainers:

The hotel must be provided with a list of all outside vendors who have been directly contracted no later than 21 days prior to the event. The list will include the company name, company address, company phone number and the appropriate contact name. All outside vendors/suppliers must provide the hotel with an appropriate certificate of insurance prior to being allowed to enter, and work on, the hotel's premises. Group assumes full financial responsibility for any services/products that the hotel provides directly to any of the outside vendors/suppliers, unless otherwise agreed to in writing between Group and the hotel.

Coat Check:

The hotel can provide a coat check area, upon request. Labor fee(s) will be quoted by Convention Services Manager. A 4-hour minimum is required for each attendant.

Smoking Policy

Smoking is prohibited inside any of the function space or ballrooms.

  
Initials

**SHERATON GREENSBORO AT FOUR SEASONS  
JOSEPH S. KOURY CONVENTION CENTER**

**EXHIBIT SPACE RIDER**

**EXHIBIT SPACE**

- A. Type, Size and Number 8x10, booths, 90
- B. Set-Up Date / Time August 25th, 2016; 6:00am – 4:00pm
- C. Show Date/Time August 25th, 2016; 3:00pm
- D. Tear Down Date/Time August 26th, 2016; 5:00pm-7:00pm
- E. Time for complete removal from Hotel August 26th, 2016; 7:00pm
- F. **The current exhibit rental is \$5,200.00**
- G. Guilford DEFGH is the designated exhibit areas
- H. Name of exhibit Service Contractor: TBD
- I. Type, Size and Number Tabletops, 15
- J. Set-Up Date / Time August 25th, 2016; 6:00am – 4:00pm
- K. Show Date/Time August 25th, 2016; 4:00pm
- L. Tear Down Date/Time August 26th, 2016; 5:00pm-7:00pm
- M. Time for complete removal from Hotel August 26th, 2016; 7:00pm
- N. **The current tabletop rental is complimentary**
- O. Guilford Pre-Function 1 is the designated exhibit areas
- P. Name of exhibit Service Contractor: Hotel

**HOTEL GUIDELINES ON EXHIBITS**

Exhibit space is reserved as indicated within the contracted agenda. Please advise the exhibition decorating company of the "Set-Up" and "Tear Down" times indicated.

HOLLINS EXPOSITION SERVICES of Greensboro, NC is the exclusive decorator for exhibition events scheduled at JOSEPH S. KOURY CONVENTION CENTER. If another decorating service company is used, a facilities fee, equal to 20% of decorating service's total invoice, will be posted to the Group master account. Group agrees to provide hotel with copy of invoice prior to start of event.

All floor layouts for exhibit areas must be approved by hotel management.

All load-in/load-out must utilize loading dock located at corner of Pinecroft and Koury Boulevard. THIS POLICY IS STRICTLY ENFORCED.

\*All shipments must be marked on the outside with the name of the group and event date; and received no earlier than 48 hours prior to event.

\*Current Exhibit equipment fees through Hotel are as follows (subject to change):

Tables: \$20.00 + tax  
Chairs: \$ 2.00 + tax  
Tablecloths: \$10.00 + tax

\* NC STATE SALES TAX IS APPLICABLE AND SHOULD BE INCLUDED IN TOTAL PAYMENT. RATES SUBJECT TO CHANGE

\* Electrical fees are one (1) time charges as follows and are posted to the group master account unless other arrangements are confirmed with the Sales Office:

Initials

- A. 120 volt 20 amp @ \$45+tax
- B. 208 single phase 30 amp @ \$110+tax
- C. Special electrical requirements should be requested prior to arrival & will result in additional fees.
- D. Hotel Electrician available at \$45+tax/hourly (3 hour minimum)

- \* NC STATE SALES TAX IS APPLICABLE AND SHOULD BE INCLUDED IN TOTAL PAYMENT.
- \* RATES SUBJECT TO CHANGE

All items must be removed immediately upon completion of event. JOSEPH S.KOURY CONVENTION CENTER does not accept responsibility for items left in function or exhibit space.

Hotel has a permit on file from the Greensboro Fire Prevention/Inspections Department for vehicles being brought into the facility.

**MOTOR VEHICLE ACCESS INTO EXHIBIT AREA OF JOESPH S. KOURY CONVENTION CENTER:**

In order to assure compliance with all fire code regulations as set forth by the Fire Marshall's office, JOSEPH S. KOURY CONVENTION CENTER requires the following procedures be followed in order to allow entry of any and all motor vehicles into the designated exhibit area of the Hotel/Convention Center:

- Less than ¼ gallon of gasoline in tank
- Battery to be disconnected
- Fuel cap must be taped shut or fitted with locking cap
- Drip pans must be provided under car/truck by exhibitor
- Plastic must be provided under car/truck by exhibitor
- No fire exits/doors may be blocked by display vehicle