



Monday, August 28, 2020

Ms. Laura Shafer
 SOUTHEAST REGION OF THE WOUND, OSTOMY AND CONTINENCE NURSES SOCIETY
 4550 Thicket Trail
 Snellville, GA 30039

Re: Addendum 2 to the original signed agreement dated signed Friday, July 20, 2018 and addendum 1 signed Thursday, June 18, 2020 for the SOUTHEAST REGION OF THE WOUND, OSTOMY AND CONTINENCE NURSES SOCIETY.

Dear Laura Shafer,

Please allow this letter to serve as an addendum to the letter of agreement signed **Friday, July 20, 2018** and addendum 1 signed **Thursday, June 18, 2020** between SOUTHEAST REGION OF THE WOUND, OSTOMY AND CONTINENCE NURSES SOCIETY and ROSEN CENTRE HOTEL. Per your request, we have revised the dates of your room block and meeting space for your program from September 22 – 27, 2020 to August 24 – 29, 2021. Other than the changes noted below, all other terms and conditions (i.e. Cancellation clause, Attrition clause, etc.) remain the same as originally agreed on Friday, July 20, 2018.

1. GUESTROOM BLOCK

As noted on page 2, section 1 of your original agreement– Guestroom commitment: We have changed your definite guestroom block dates and commitment from September 22 – 27, 2020 to August 24 – 29, 2021.

Original contracted guestroom block:

<i>Day</i>	Tue	Wed	Thu	Fri	Sat
<i>Date</i>	9/22	9/23	9/24	9/25	9/26
Run of House	5	52	152	117	42
Staff Rooms	0	6	6	6	6
Executive Parlor	0	1	1	1	1
VIP Parlor	0	1	1	1	1
TOTAL Rooms	5	60	160	125	50

Total Room Nights: 400

Revised guestroom block:

<i>Day</i>	Tue	Wed	Thu	Fri	Sat
<i>Date</i>	8/24	8/25	8/26	8/27	8/28
Run of House	5	52	152	117	42
Staff Rooms	0	6	6	6	6
Executive Parlor	0	1	1	1	1
VIP Parlor	0	1	1	1	1
TOTAL Rooms	5	60	160	125	50

Total Room Nights: 400

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2. GUESTROOM RATES

Guestroom rates will remain as outlined in our original agreement.

3. REVISED RESERVATION

Reservations can be made directly with HOTEL by calling our toll-free number 1-866-996-6338 or locally at 407-996-6338. In doing so, please ask your attendees to request the GROUP rate for SOUTHEAST REGION OF THE WOUND, OSTOMY AND CONTINENCE NURSES SOCIETY, 44th Annual Conference – SER of the WOCN Society. Upon request, HOTEL will also provide a link to book online reservations until reservations due date, **Tuesday, August 3, 2021**.

Please note: Individual departure dates will be reconfirmed upon check-in. Any adjustments to departure date should be made at that time. Thereafter, shortened lengths of stay will result in a one-time \$50.00 administrative fee. Fee excusable in the event of a documented family emergency. Shortened lengths of stay may also increase GROUP’s liability for attrition.

4. REVISED RESERVATION DUE DATE

Twenty-one days prior to your arrival date, **Tuesday, August 3, 2021**, all room nights which have not been reserved as described above will be deemed to be room nights which your GROUP will not use, and they will become subject to the attrition provisions herein. Such room nights will at that date be returned to the Hotel's general inventory. Reservation requests from your attendees received less than twenty one days prior to your arrival date will be accepted on a space available basis, at the higher of the contract rate or rate available at that time. Should such requests be accepted, such room nights will be credited to your block for purposes of any calculation of attrition.

Reservations must be secured for one night’s guestroom and tax at the time of booking with either credit card, cash or check payment or guaranteed to Master Account on reservations due date. Please notify your attendees that there are three (3) ROSEN Hotels, two of which are located on International Drive - each adjacent to the Orange County Convention Center. This meeting is being held at ROSEN CENTRE HOTEL on International Drive.

5. GUEST RELOCATION

In the unlikely event that a guestroom is not available for a guest holding a guaranteed guestroom reservation, HOTEL will make every effort to relocate the guests to one of the ROSEN HOTELS. Should ROSEN CENTRE HOTEL have to relocate guests to a HOTEL other than one of the ROSEN HOTELS; ROSEN CENTRE HOTEL will pay for one night’s lodging (guestroom and tax) at a comparable alternative property, transportation to and from such property, and one five minute long distance phone call. ROSEN CENTRE HOTEL will also list the guest’s name with the HOTEL switchboard in order to facilitate the transfer of the guest’s phone calls to the alternate property. When a guestroom does become available, ROSEN CENTRE HOTEL will accommodate the guest for the remainder of his/her stay. Should guest choose not to return to ROSEN CENTRE HOTEL, ROSEN CENTRE HOTEL will no longer be financially responsible. SOUTHEAST REGION OF THE WOUND, OSTOMY AND CONTINEN together with HOTEL will determine which of GROUP’s guests are relocated. Any relocated guestroom will be included in GROUP’s overall pick up calculations for purposes of complimentary allotment only, but not for the calculation of rebates or commission, etc.

6. REVISED ATTRITION

This agreement is based on GROUP’s use of **400** total guestroom nights. Upon written request to the HOTEL, the following guestroom block shrinkage will be allowed without any attrition liability:

Attrition gateways	From	To	Attrition Allowed Without Liability
From agreement signing up to cut off date	Agreement signing	8/3/2021	20% of contracted Block

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Client initials _____
Hotel initials LJM 8/28/2020

All changes and attrition gateway consumptions must be in writing within the specified time frame. At the conclusion of GROUP's meeting, HOTEL will subtract from the contracted room block any permissible attrition which the GROUP has taken in accordance with the grid set forth above, and the number of rooms GROUP has used within the contracted pattern. Any deficit will be multiplied by the GROUP's single/double rate, and the result will be applied to the GROUP's Master Account.

Should the GROUP pick up less than 40% of the contracted guestroom block, the hotel may determine, at its sole discretion, if it is considered a cancellation of the event and GROUP will be responsible of 100% of cancellation fees as detailed in the cancellation clause, as if the cancellation occurred on the reservations due date.

7. REVISED CONCESSIONS

Please note concessions relating to suites are reflected in the guestroom grid section. We will provide the following value added concession items for your meeting:

- Guestroom rates are good three (3) days pre and post the convention dates of Arrival Date of Tuesday, August 24, 2021, and Departure Date of Sunday, August 29, 2021 and are based on room type availability.
- Complimentary basic Wi-Fi in guestrooms and public areas, excludes meeting/convention area.
- One (1) Two-Bedroom Executive Suite for four (4) nights maximum, over and above complimentary rooms. Arrival Date of Wednesday, August 25, 2021, and Departure Date of Sunday, August 29, 2021 during the conference dates, as outlined in section 1- Guestroom Commitment.
- One (1) One-Bedroom VIP Suite for Four (4) nights maximum), over and above complimentary rooms. Arrival Date of Wednesday, August 25, 2021, and Departure Date of Sunday, August 29, 2021 during the conference dates, as outlined in section 1- Guestroom Commitment.
- Up to six (6) staff/speaker guestrooms per night for four (4) nights maximum each at 50% discount off the GROUP rate. Arrival Date of Wednesday, August 25, 2021, and Departure Date of Sunday, August 29, 2021, as outlined in section 1 – Guestroom Commitment. Staff/speaker rooms are net and do not include commission.
- Hotel will provide six (6) room upgrades to VIP status at the group rate with concierge level access and amenity at the hotel's selection.
- Group will receive up to three (3) complimentary room nights for pre-convention site visit, not over the dates of the meeting and based on room availability.
- Fifteen percent (15%) discount on the 2021 published catering food and beverage menus, excluding service charge and tax. Service charge is based on retail price. Notwithstanding this discount, GROUP must still actualize the contracted amount of banquet food and beverage revenue.
- Fifteen percent (15%) discount on Presentation Services (PSAV) or current in-house audio visual providers published pricing over the dates of the meeting excluding rigging, electrical, tax and service charge, if PSAV or current in-house supplier is used as main audio visual supplier.
- Hotel will not charge a hook-up/patch fee for audiovisual services if in house vendor (PSAV) is used for AV needs.
- Ten percent (10%) discount off all A la carte spa services (packages excluded) for conference participants, excluding service charge and tax.
- Complimentary self-parking for overnight guests over the dates of the meeting. Hotel will honor the discounted rate of \$7.00 for self-parking for non-overnight meeting attendees over the dates of the meeting.
- Hotel will provide one (1) complimentary three (3) day, two (2) night gift certificate for a future stay, not valid over the dates of the meeting.
- Complimentary access to the fitness center over the dates of the meeting.
- Complimentary risers, podiums, and easels (within hotel inventory) with water, pads and candy at each table.
- Group will receive on a complimentary basis up to 225 wireless internet connections using private IP addresses, with maximum speeds of up to 3Mbps per device, in the contracted function space, excluding exhibit halls, for up to length of event. Internet connectivity requires acceptance of terms and conditions via login/portal page. Additional configuration fees will apply for custom networks, redirects, removal of login/portal page, or any other custom requests. Orders must be pre-ordered and signed a minimum of 14 days prior to the group's first arrival date to receive discounted rate. Discounted rate does not apply to on-site orders. All orders must be placed and confirmed directly with Millennium Technology Group, the hotel's in-house Technology Provider.
- Hotel will extend an early check-in time (12:00PM) and late check-out time (2:00PM) to Board Members and staff based on availability.

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- One Complimentary electrical hook up for the SER OF THE WOCN SOCIETY booth in the exhibit hall. All other exhibitors will be charged for their electrical needs.
- Complimentary meeting space for allied groups with their BEOs coming through SER OF THE WOCN SOCIETY , but where each allied group is responsible to sign BEO and guarantee payment, their food and beverage charges are credited toward Southeast Region Wound, Ostomy and Continence Nurse's Society's food and beverage minimum.
- Hotel will accept only SER OF THE WOCN SOCIETY packages up to seven (7) days in advance of the program dates and waive any charges for the first five hundred (500) pounds (only for SER OF THE WOCN SOCIETY packages). After that, SER OF THE WOCN SOCIETY will receive 40% discount off all package handling fees.
- Hotel will accommodate one (1) Board Meeting for SER OF THE WOCN SOCIETY in 2020 based on hotel availability. The hotel will extend the conference rate for up to Fourteen (14) guestrooms for the board meeting for one (1) night, as well as a conference room for two days. Hotel will also offer complimentary self-parking and discounted menus for Board Meeting as negotiated for this contract.
- Hotel will charge \$125.00 bartender fee per bartender, if the bar(s) do not exceed \$500.00 in revenue per bar.
- Hotel does not charge a resort fee. All ancillary items are charged upon usage.

8. REVISED MEETING SPACE

Below is the revised meeting space based on your new dates.

Day	Date	Start Time	End Time	Function	Room Set	Room Name	People
Wed	08/25/2021	12:00AM	11:59PM	Hold Work Room and Storage	Special Set up	Salon 22	5
Wed	08/25/2021	02:00PM	11:59PM	Hold	Existing	Salon 23	0
Wed	08/25/2021	04:00PM	05:00PM	Pre Con with Assn Board and staff	Conference	Salon 24	5
Wed	08/25/2021	06:00PM	10:00PM	Dinner	Conference	Salon 23	14
Day	Date	Start Time	End Time	Function	Room Set	Room Name	People
Thu	08/26/2021	12:00AM	10:00AM	Hold Bag Stuffing	Existing	Salon 23	5
Thu	08/26/2021	12:00AM	11:59PM	Hold Work Room/ Storage	Special Set up	Salon 22	5
Thu	08/26/2021	06:00AM	08:30AM	Pre Conference Registration	Registration	Registration Desk 3	6
Thu	08/26/2021	06:59AM	11:59PM	Hold Exhibits	Exhibits 10x10	Executive Ballroom	85
Thu	08/26/2021	07:00AM	12:00PM	Production Set up	Crescent Rounds of 7	Jr. Ballroom G	225
Thu	08/26/2021	07:00AM	04:00PM	Exhibit Set up	Exhibits 10x10	Executive Ballroom	85
Thu	08/26/2021	08:00AM	11:00AM	Set up	Rounds of 10	Jr. Ballroom F	200
Thu	08/26/2021	08:00AM	11:00AM	Pre Conference The Landscape of Fistula	Schoolroom 3 per 6'	Salon 19	51
Thu	08/26/2021	08:00AM	11:00AM	Pre Conference The Landscape of Fistula	Schoolroom 3 per 6'	Salon 20/21	60
Thu	08/26/2021	08:00AM	11:59PM	Hold Registration	Registration	Registration Desk 3	6
Thu	08/26/2021	08:30AM	06:00PM	Conference Attendee Registration	Registration	Registration Desk 3	6
Thu	08/26/2021	11:00AM	11:59PM	Set up Posters in Foyer	TBD	Executive Ballroom PreFunction	TBD
Thu	08/26/2021	11:15AM	12:15PM	Lunch Symposium: Sponsored by Edgepark	Rounds of 10	Jr. Ballroom F	200
Thu	08/26/2021	12:00PM	04:00PM	Exhibit Registration	Registration	Registration Desk 3	6
Thu	08/26/2021	12:30PM	12:45PM	Conference Greeting / Welcome	Schoolroom 2 per 6'	Jr. Ballroom G	110
Thu	08/26/2021	12:45PM	01:45PM	Topic: Ostomy Outpatient Clinic Topic	Schoolroom 2 per 6'	Jr. Ballroom G	110
Thu	08/26/2021	01:45PM	02:45PM	Topic: Pelvic Muscle Disorders Continence	Schoolroom 2 per 6'	Jr. Ballroom G	110

Thu	08/26/2021	02:45PM	03:00PM	Break	Rolling Carts	Jr. Ballroom G	110
Thu	08/26/2021	03:00PM	04:00PM	What's New in the 2019 NPIAP Guidelines?	Schoolroom 2 per 6'	Jr. Ballroom G	110
Thu	08/26/2021	04:15PM	06:45PM	Exhibits	Exhibits 8x10	Executive Ballroom	85
Thu	08/26/2021	04:15PM	06:45PM	Opening Reception	Mixed Cocktail Tables	Executive Ballroom	250
Thu	08/26/2021	04:15PM	06:45PM	Poster Session	TBD	Executive Ballroom PreFunction	TBD
Thu	08/26/2021	07:00PM	09:00PM	Dinner	Rounds of 10	Jr. Ballroom F	200
Thu	08/26/2021	07:15PM	11:00PM	Free Time On Own for Dinner	Existing	Free Time Available	TBD
Day	Date	Start Time	End Time	Function	Room Set	Room Name	People
Fri	08/27/2021	12:00AM	05:00PM	Hold Exhibits	Exhibits 10x10	Executive Ballroom	85
Fri	08/27/2021	12:00AM	11:59PM	Hold General Session	Schoolroom 2 per 6'	Jr. Ballroom G	110
Fri	08/27/2021	12:00AM	11:59PM	Hold Registration	Registration	Registration Desk 3	6
Fri	08/27/2021	12:00AM	11:59PM	Hold Work Room/ Storage	Special Set up	Salon 22	5
Fri	08/27/2021	06:00AM	06:45AM	Fun Run (Run for Resilience Ostomy)	TBD	***	TBD
Fri	08/27/2021	06:30AM	06:00PM	Registration	Registration	Registration Desk 3	6
Fri	08/27/2021	07:00AM	08:00AM	Breakfast Symposium	Rounds of 8	Jr. Ballroom F	100
Fri	08/27/2021	08:15AM	09:15AM	Topic: Ostomy Challenges in an Outpatient	Schoolroom 2 per 6'	Jr. Ballroom G	110
Fri	08/27/2021	09:15AM	10:15AM	Topic: Podiatry, Lower extremity and DFU	Schoolroom 2 per 6'	Jr. Ballroom G	110
Fri	08/27/2021	10:15AM	12:30PM	Break in Exhibit Hall	Rolling Carts	Executive Ballroom	110
Fri	08/27/2021	10:15AM	12:30PM	Exhibits Open	Exhibits 10x10	Executive Ballroom	85
Fri	08/27/2021	12:00PM	05:00PM	Posters in Foyer	TBD	Executive Ballroom PreFunction	TBD
Fri	08/27/2021	12:45PM	01:45PM	Lunch Symposium: Sponsor Acelity / 3M	Rounds of 8	Jr. Ballroom F	100
Fri	08/27/2021	02:00PM	03:00PM	Chair Yoga	Schoolroom 2 per 6'	Jr. Ballroom G	110
Fri	08/27/2021	03:00PM	04:00PM	Topic: Unraveling Lymphedema: From Start	Schoolroom 2 per 6'	Jr. Ballroom G	110
Fri	08/27/2021	04:00PM	04:15PM	PM Break	Rolling Carts	Jr. Ballroom Foyer	FLOW
Fri	08/27/2021	04:15PM	05:15PM	Deep Tissue Injury Evaluation in Legal	Schoolroom 2 per 6'	Jr. Ballroom G	110
Fri	08/27/2021	05:30PM	06:00PM	Viewing Posters and Meet the Authors	Schoolroom 2 per 6'	Jr. Ballroom G	110
Fri	08/27/2021	06:00PM	09:00PM	Dinner Symposium Possible Sponsor	Rounds of 10	Jr. Ballroom F	TBD
Day	Date	Start Time	End Time	Function	Room Set	Room Name	People
Sat	08/28/2021	12:00AM	05:00PM	Hold General Session	Schoolroom 2 per 6'	Jr. Ballroom G	100
Sat	08/28/2021	12:00AM	11:59PM	Hold Registration	Registration	Registration Desk 3	4
Sat	08/28/2021	12:00AM	11:59PM	Hold Work Room/ Storage	Special Set up	Salon 22	5
Sat	08/28/2021	06:00AM	02:30PM	Registration	Registration	Registration Desk 3	4
Sat	08/28/2021	07:00AM	08:30AM	Breakfast Business Meeting and Awards	Rounds of 8	Jr. Ballroom F	100
Sat	08/28/2021	08:45AM	09:45AM	Topic: Surgery / Trauma	Schoolroom 2 per 6'	Jr. Ballroom G	110
Sat	08/28/2021	09:45AM	10:45AM	Topic: How to Manage Incontinence Issues	Schoolroom 2 per 6'	Jr. Ballroom G	110
Sat	08/28/2021	10:45AM	11:00AM	Break	Rolling Carts	Jr. Ballroom Foyer	100
Sat	08/28/2021	11:00AM	12:00PM	Topic: ID Pending	Schoolroom 2 per 6'	Jr. Ballroom G	110

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Sat	08/28/2021	12:00PM	01:00PM	Lunch Know Before you Go: Application	Rounds of 8	Jr. Ballroom F	100
Sat	08/28/2021	01:00PM	01:15PM	Teardown Posters	Rolling Carts	Jr. Ballroom Foyer	100
Sat	08/28/2021	01:15PM	02:15PM	The WOCN Society's Peristomal Skin Asses	Schoolroom 2 per 6'	Jr. Ballroom G	110
Sat	08/28/2021	01:15PM	02:15PM	Common and Urgent Anorectal Calls	Schoolroom 1 per 6'	Jr. Ballroom G	110
Sat	08/28/2021	02:15PM	02:30PM	General Session	Schoolroom 1 per 6'	Jr. Ballroom G	110
Sat	08/28/2021	02:15PM	02:30PM	Closing Remarks	Schoolroom 2 per 6'	Jr. Ballroom G	110

9. REVISED FOOD & BEVERAGE GUARANTEES

We understand that with the confirmation of this addendum comes the designation of Headquarter HOTEL for the 44th Annual Conference - SE Region WOCN meeting. With this designation, we anticipate that most of the Food and Beverage events within your control will be placed at ROSEN CENTRE HOTEL.

Minimum guarantee of catered banquet Food and Beverage totaling \$30,000.00 (exclusive of tax, service charge and inclusive of discounts).

Should SER OF THE WOCN SOCIETY not achieve the above guarantee; the shortfall will be charged to the Master Account.

10. REVISED EXHIBIT SPACE

- A. Type, size and number: Booths, 10x10 , 85
- B. Setup date: August 26, 2021 (Executive Ballroom). Hour for Setup: 7:00am
- C. Tear down date: August 27,2021. Hour for complete removal from HOTEL: 5:00pm.

11. REVISED CANCELLATION

When you contract for a block of rooms and meeting facilities and for food and beverage services, those room nights, facilities and services are removed from our inventory and considered sold to you, and the Hotel makes financial plans based upon the revenues it expects to achieve from your full performance of the contract. It is impossible for the Hotel to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted room nights, services or facilities if you do not use them, either as the result of a cancellation of your meeting or as the result of less than contracted room block usage or less than contracted usage of food and beverage functions ("attrition"). In most instances, when groups do not use their contracted room nights or services, the Hotel is unable to resell those room nights or services and even when room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized the Hotel at another time, are not resold to groups that have the same needs as the original group, etc. Even when rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling the Hotel's rooms and facilities at other times. While your room block has been held out of our inventory, we may have turned away more lucrative groups in order to meet our commitment to you.

For all these reasons and others, (1) we agree that in the event of attrition, the amounts set forth above, which represent a reasonable effort on behalf of the Hotel to establish its loss prospectively, shall be due as liquidated damages, and (2) we agree that in the event of cancellation, the following charges, which represent a reasonable effort on behalf of the Hotel to establish its loss prospectively, shall be due as liquidated damages. Because the Hotel reasonably expects to derive revenue from your meeting above and beyond that revenue derived from the provision of room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your meeting, the amounts due as and for liquidated damages are intended to compensate the Hotel for all of its losses associated with cancellation and/or attrition.

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Liquidated Damages:

- Cancellation from addendum execution to 2/24/2021
80% of contracted guestroom revenue, 40% of Minimum Guarantee of Catered Banquet Food & Beverage Revenue
- From 2/25/2021 and the scheduled departure date
100 % of contracted guestroom revenue and 60% of Minimum Guarantee of Catered Banquet Food & Beverage Revenue

All liquidated damages shall be paid within thirty (30) days of the date of cancellation.

12. CONFIRMATION

Please sign below to accept the changes noted above and return the agreement to my attention via fax number (407) 996-2659 or email, on or before **Thursday, August 27, 2020**. Once the addendum is signed and returned by all parties this will constitute as a definite binding addendum to the original agreement signed July 20, 2018 and addendum signed June 18, 2020 between SOUTHEAST REGION OF THE WOUND, OSTOMY AND CONTINENCE NURSES SOCIETY and ROSEN CENTRE HOTEL for the 2021 44th Annual Conference - SE Region WOCN.

Authorized confirmation signature for:

SOUTHEAST REGION OF THE WOUND, OSTOMY AND CONTINENCE NURSES SOCIETY

Laura G. Shafer _____
Laura Shafer
President

8/28/2020
Date

Authorized confirmation signature for:

ROSEN CENTRE HOTEL

Lilianne Murr

Lilianne Murr
National Sales Manager

8/28/2020

Date