

Hilton Suites
Nashville Downtown

A-Association Group

REVISED
GROUP SALES AGREEMENT
Monday, January 07, 2002

MEETING NAME: Field Directors and Technologies, International

NAME OF GROUP: Field Directors and Technologies, International

FAX: 617-565-4923

CONTACT NAME: Joyce Sweeney

EMAIL: sweeney_j@bls.gov

ADDRESS: US Bureau of Labor Statistics

PHONE: 617-565-2358

JFK Federal Building Room E310

Boston, MA 02203

DATES BOOKED: Friday, May 16, 2003 - Wednesday, May 21, 2003

BOOKED BY: Rachel Edwards

Room	Single Rate	Double Rate
Run of House	129.00	129.00

For each person after two there will be a \$10.00 per person additional charge

* Guest will be charged \$119.00 and \$10.00 will be posted to the Master Account

ROOM BLOCK

This arrangement will be applicable for May 17-19, 2003 only.
All other nights will be at the \$129 rate,

	05/16/2003	05/17/2003	05/18/2003	05/19/2003	05/20/2003
Run of House	5	75	210	210	30

*** There is a delivery charge of \$2.00 per room for guest amenities (ie: hospitality bags, welcome baskets, etc.). Please make arrangements for delivery and billing with your Catering or Convention Services Manager. Deliveries will be made after check-in of guest arrival date.

CUT-OFF DATE: Wednesday, April 16, 2003

All the rooms provided for in your room block will be reserved on a definite basis for you upon signing of this contract. In order to assign specific room types to your attendees, we ask that all room requests be received thirty (30) days prior to your major arrival date of 05/16/03 12:00:00 AM. After that date, Hilton Suites Nashville Downtown will continue to hold any rooms in your block not assigned to a specific attendee for your group if you can pay for them in full at that time. Advance payments will be refunded by Hilton Suites Nashville Downtown after your convention dates if the rooms you paid for in advance were later paid for by attendees. If you prefer, after consultation with you, Hilton Suites Nashville Downtown will offer unassigned rooms in your block to other individuals or groups in an effort to reduce damages you may be required to pay. If you

121 Fourth Avenue South
Nashville, TN 37201

There will be one hospitality suite at the group rate for May 17-19, 18-20

Tel: +1 615-620-1000
Fax: +1 615-620-1001

Reservations: +1 800-HILTONS

Upgrades - Group will receive 6 upgrades to the Hilton Honors level at no additional charge.

ask us to resell the unused rooms in your block, members of your group may still request rooms based on availability. Such rooms will be available at Hilton Suites Nashville Downtown's prevailing rate.

Your room block will be held at the quoted rate through the cut-off date. Reservation requests received after the cut-off date will be made at the prevailing rack rate. Please advise attendees to identify their affiliation with your group and make Hotel reservations prior to the cut-off date if they want to be assured the convention rate.

RESERVATIONS

Complimentary Rooms - hotel agrees to provide group with 1 Complimentary room night for every 50 revenue generating room nights occupied in night. Earned complimentary units will be credited to the group master account at the conclusion of the group function.

Please indicate how room reservations will be made with the hotel: *of the group function.*

Room List	
Reservation Form	
Individual	X
Own Forms	

Please indicate whether the group or individual will pay for the following:

	Master Acct.	Individual Pay
Sleeping Room and Tax		X
Meeting Room Rental	X	
Food and Beverage	X	
Incidentals		X
Parking		X

PAYMENT POLICY

All accounts are payable upon departure if prior payment has not been established. Current sales and lodging tax: 13.25% (8.25% sales tax + 5% occupancy tax)

Method of payment of Master Accounts:

Direct Bill option available for accounts only with estimated charges above \$3,000.00 pending approval from Accounting Department.

☐ CASH ☐ DIRECT BILL ☐ PREPAID ☐ COMPANY CHECK ☐ CREDIT CARD
Authorization form required

PARKING

Self Parking: \$6.00 per day/overnight - maximum

Valet Parking: \$13.50 overnight

Valet Parking Catered events: \$8.00

Bus parking will be \$25.00 per day at a designated parking lot.

FOOD & BEVERAGE CLAUSE

tel is relying upon the Food & Beverage functions outlined on the Function Information Agenda / Event Agenda. **Field Directors and Technologies, International** agrees that a loss will be incurred by Hilton Suites Nashville Downtown should there be a reduction in the number of Food & Beverage functions and the number of Food & Beverage covers.

Should any of the outlined functions be cancelled early, or should actual attendance be reduced by more than 25% of the expected numbers outlined on the Function Information Agenda / Event Agenda, Hilton Suites Nashville Downtown will charge the full published meal price for reductions beyond 25%. If Food & Beverage prices have not been established at the time of cancellation or reduction, then current Food & Beverage prices will be used to calculate revenues owed to Hilton Suites Nashville Downtown. Appropriate tax will be added to all reduction or cancellation fees.

MEETING/BANQUET SPACE RENTAL

Banquet space has been reserved based on the requirements you have provided. Meeting room names will not be guaranteed until 3 days prior to your event.

Date	Start Time	End Time	Description	Room	Setup	Ag	Room Rental
05/18/2003	2:00 PM	5:00 PM	Registration	Lobby	Registration	250	
05/18/2003	5:00 PM	8:00 PM	Reception- Back-up space	Market Street Restaurant		250	190 JS
05/18/2003	5:00 PM	8:00 PM	Reception	McKissack Terrace		250	140
05/19/2003	6:00 AM	12:00 AM	General Session	Boone/Crockett	Classroom 2 per 6 ft	250	
05/19/2003	6:00 AM	12:00 AM	Breakouts	Ryman 1			150.00
05/19/2003	6:00 AM	12:00 AM	Breakouts	Ryman 2			150.00
05/19/2003	6:00 AM	12:00 AM	Breakouts	Ryman 3			150.00
05/19/2003	6:00 AM	12:00 AM	Breakouts	Robertson			150.00
05/19/2003	6:00 AM	12:00 AM	Breakouts	Donelson			150.00
05/19/2003	8:00 AM	9:30 AM	Breakfast	McKissack 3		30	
05/19/2003	12:00 PM	1:00 PM	Lunch	Boone/Crockett	Rounds of 8	220-250	Armed May be J
05/20/2003	6:00 AM	12:00 AM	Breakout Session	Armstrong	Classroom 2 per 6 ft		150.00
05/20/2003	6:00 AM	12:00 AM	Breakouts	Ryman 1			150.00
05/20/2003	6:00 AM	12:00 AM	Breakouts	Ryman 2			150.00
05/20/2003	6:00 AM	12:00 AM	Breakouts	Ryman 3			150.00
05/20/2003	6:00 AM	12:00 AM	Breakouts	Robertson			150.00
05/20/2003	6:00 AM	12:00 AM	Breakouts	Donelson			150.00
05/20/2003	12:00 PM	1:00 PM	Lunch	Armstrong	Rounds of 8	220	
05/20/2003	12:00 PM	1:00 PM	Lunch	Market Street Restaurant	Rounds of 8		
05/21/2003	6:00 AM	12:00 AM	Breakouts	Ryman 1			150.00
05/21/2003	6:00 AM	12:00 AM	Breakouts	Ryman 2			150.00
05/21/2003	6:00 AM	12:00 AM	Breakouts	Ryman 3			150.00
05/21/2003	6:00 AM	12:00 AM	Breakouts	Robertson			150.00
05/21/2003	6:00 AM	12:00 AM	Breakouts	Donelson			150.00
05/21/2003	6:00 AM	12:00 PM	General Session	Boone/Crockett	Classroom 2 per 6 ft	250	
05/21/2003	12:00 PM	1:00 PM	Lunch	Armstrong	Rounds of 8		
05/21/2003	12:00 PM	1:00 PM	Lunch	Market Street Restaurant	Rounds of 8		

From the outline above, **Field Directors and Technologies, International** will pay no meeting room rental provided they pick-up 85% of stated room nights over the course of the outlined dates and meet food and beverage minimums of \$3000.00 per day.

9000 - Conference
DP

SHIPPING AND RECEIVING

it is necessary for you to ship materials to the hotel, it is imperative that you observe the following instructions to ensure proper handling of your meeting materials. The Convention Services Office must approve shipments at least one week prior to shipping to ensure proper handling and adequate space for storage. An appropriate delivery fee will be assessed as follows;

Boxes: 1-5 boxes @ No Charge
5 and above @ \$1.00 per box

Freight: \$50.00 per 100 lbs. Or fraction thereof.

TAX AND SERVICE CHARGE

A 20 % Service charge and 8.25% Sales tax will be added to all charges. If your group is tax exempt, an approved Tennessee Sales Tax Exemption Certificate must be submitted to the Catering Office (10) days in advance.

PROMOTIONAL CONSIDERATIONS

We have the right to review and approve any advertisements or promotional materials in connection with your function, which specifically reference the Hilton Suites Nashville Downtown name or logo. All decorations, displays and exhibits brought into the hotel must be approved prior to arrival. They must conform to State code, fire regulations and Hilton Suites Downtown policy. Items may not be attached to walls, ceilings and fixtures with mails, staples, tape or any other substances in order to prevent damage to walls and fixtures.

Hilton Suites Downtown may require security for groups whose size, program and nature indicates such a need. The appropriate security is at the discretion of the hotel and additional charges will apply. Liability for damages to the premises will be charged accordingly.

AUXILLARY AIDS

The hotel represents and you acknowledge that the hotel facilities being rented for you including guestrooms, common areas and transportation services will be in compliance with our public accommodation requirements under the Americans With Disabilities Act.

FULL CANCELLATION

Upon execution of this agreement it is understood and accepted by **Field Directors and Technologies, International** that damages will be paid should this agreement be cancelled due to no fault of the Hilton Suites Nashville Downtown.

From one hundred eighty (180) days to sixty-one (61) days prior to arrival damages will be assessed equal to the amount of one night's peak room revenue anticipated.

From sixty days (60) to thirty-one (31) days prior to arrival damages will be assessed equal to the amount of two night's peak room revenue anticipated

From thirty days (30) to day of arrival damages equal to the amount of one hundred percent (100%) of the total room revenue anticipated will be assessed.

If either party due to Acts of God cancels this agreement, no penalty will be assessed.

If the hotel is able to re-sell the cancelled room block at an equal room block and rate to another group, Field Directors and Technologies, International will not be assessed any cancellation penalties. *the group shall be liable for the portion that remains unsold*

The performance of this agreement by either party is subject to acts of God, or government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities or other emergencies that make inadvisable, illegal or impossible to provide the facilities or hold the meeting/convention. It is provided that this agreement may be terminated for any one or more such reasons by written notice from one party to the other. It is further provided that there shall be no right of termination for the sole purpose of holding the same meeting/convention in some other city or facility. *reasonable effort to resell the room*

REVIEW DATE

The hotel will periodically review your function space and room block. If warranted, the hotel reserves the right to adjust the size of the room block prior to your reservation cut-off date of **Wednesday, April 16, 2003**.

ARRANGEMENTS

In order to ensure a successful event, we ask for all food, beverage, set-up and AudioVisual requirements to be submitted as early as **Wednesday, April 16, 2003**. At this time, the hotel will prepare a Banquet Event Order outlining these arrangements for your approval. Group may bring in own Audio Visual equipment. If so, group will be solely responsible for the equipment.

Please note that any changes from the room set-up noted on the Banquet Event Order made less than 72 hours in advance will be subject to a re-set fee determined by the labor required to make the change.

All food and beverage must be supplied by the Hilton Suites Nashville. The enclosed menu prices are subject to change 5% per year. Please contact your Catering representative for any custom menus.

GUARANTEES AND MEETING SPACE

In arranging for Food and Beverage events, a final guarantee must be given at least 72 hours in advance. This number will be considered a guarantee not subject to reduction. All charges will be computed based on this number. If the catering office is not advised by this time, the estimated attendance will become the final guarantee. On final bill, you will be charged the guarantee or the final number, whichever is greater.

FINANCIAL ARRANGEMENTS

Payments for all functions are to be made in full at least 72 hours in advance. In some instances, direct billing can be approved through our Accounting Department. A direct bill application must be submitted for approval 30 days in advance.

BOR CHARGES

Additional staffing charges such as carvers, station attendants, and additionally requested food and beverage servers are available at \$65.00 per attendant plus service charge and tax.

CONSTRUCTION

Hotel must notify client in writing of any remodeling, renovation or construction to hotel over the contracted dates. *when 10 business days notice of*

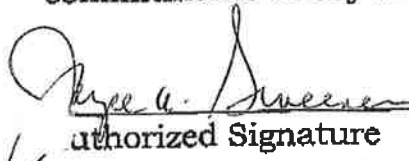
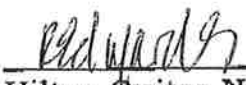
NOTE

Stop the activities scheduled for the contracted dates. The notice will include start/stop, scope of the work + how gip will be impacted and a remedy for the gip.

The room block and function space detailed above are being held on a tentative basis until Monday, January 14, 2002. To confirm these services, please sign and return this agreement. The hotel reserves the right to release this tentative booking any time prior to receipt of this signed document.

ENTIRE AGREEMENT

It is expressly understood that this Agreement constitutes the entire agreement of the parties hereto with respect to the subject matter hereof. This Agreement can only be changed in writing signed by both parties. Any and all prior understandings or commitments of any kind, oral or written, pertaining thereto are hereby cancelled.

 _____ Joyce A. Sweeney, Site Co Chair + Technologies Conference Print Name and Title	 _____ Pamela Edwards, National Sales Mgr. Print Name and Title
<u>1/14/02</u> _____ Date	<u>1/17/02</u> _____ Date