

DELRAY BEACH MARRIOTT

10 North Ocean Boulevard Delray Beach Florida 33483
Phone: 561-274-3200 Sales Fax: 561-274-3201 Guest Fax: 561-274-3202

SHORT FORM STANDARDIZED MEETING & ROOMS AGREEMENT

The following represents an agreement between **DELRAY BEACH MARRIOTT HOTEL** and **International Field Directors & Technologies** and outlines specific conditions and services to be provided.

DESCRIPTION OF GROUP AND EVENT

DATE WRITTEN: January 31, 2008

ORGANIZATION: **International Field Directors & Technologies**

NAME OF EVENT: **International Field Directors & Technologies**

CONTACT: Ms. Joyce Sweeney

ADDRESS: C/O U.S Department of Labor
Bureau of Labor Statistics
JFK Federal Building-Room E-310
Boston, MA 02203

PHONE NUMBER: 617-565-2358

FAX NUMBER: 617-565-4923

SLEEPING ROOM COMMITMENT

The Hotel has reserved a block of rooms as follows for **5/16/2009 - 5/21/2009:**

	Sat 05/16/09	Sun 05/17/09	Mon 05/18/09	Tue 05/19/09	Wed 05/20/09
Run of House	125	210	210	210	25

The above room block is *run of house rooms* only. Suites or oceanfront rooms are available at an additional charge and are subject to availability.

The **DELRAY BEACH MARRIOTT** is pleased to confirm the following special room rates for **International Field Directors & Technologies**:

Room	Single Rate	Double Rate
Run of House	177.00	177.00

Rates are based on single or double occupancy; additional person sharing room (above age 12) will be charged \$15.00 per person, per day. Room rates are subject to applicable taxes currently 11.5% per room, per night and are non-commissionable.

The **DELRAY BEACH MARRIOTT** will be happy to extend your special group rates three (3) days prior to your arrival date of 5/16/2009 12:00:00 AM and three (3) days after your departure date of 5/21/2009 12:00:00 AM, subject to availability.

SPECIAL CONCESSIONS

One (1) complimentary room night for every fifty (50) actualized revenue generating room night based on a cumulative basis.

Three (3) complimentary suites for Group VIPS from May 16-May 20,2009 (4 nights each) for a total of 12 room nights

Four (4) Suite upgrades at the group rate of \$177.00 per suite per night

One(1) complimentary hospitality suite from May 16-21,2009

Complimentary Meeting room rental based on a minimum of \$30,000.00 in contracted food and beverage

Complimentary Self Parking for all overnight attendees - valet will be a \$12.00 charge

CONTRACT RECEIPT & DEPOSIT

To guarantee the said contract agreement, the **DELRAY BEACH MARRIOTT** requires the return of this contract by **Monday, February 18, 2008**. Space will automatically be released if the signed agreement and deposit is not received by this date. Before this option date, if another group requests these dates and is willing to confirm on a definite basis, we will request an earlier decision. An advance deposit of **\$5000.00** will be required with return of the signed contract in order for the Hotel to hold your arrangements on a definite basis. This advance deposit is due payable to the Delray Beach Marriott Hotel on **Monday, February 18,2008**.

RESERVATIONS & CUT-OFF

Reservations will be made by individuals calling 877-433-5729 or 561-274-3200. The cut-off date is 4/16/2009 12:00:00 AM. Reservation requests received after the cut-off date will be accepted on a space and rate availability basis up to the Group block. If the group rate is not available after the cut-off date, the prevailing rack rates will apply for any reservations.

Should International Field Directors & Technologies exceed or expect to exceed your room block, it is necessary for you to notify the Hotel immediately to verify that additional rooms are available.

GUARANTEED RESERVATIONS

Upon no show, the individual credit card or the group master account will be charged for the stay.

METHOD OF PAYMENT

(A) Individuals will be responsible for their own room, incidental charges and any other charges not authorized by the Group to be billed to the Master Account. All charges incurred are to be paid upon check-out. The Group's Master Account is defined as, but not limited to, charges for meeting/function room rental, food and beverage functions and other requested services.

A Master Account for direct billing may be established by the Group, provided a direct bill form is filed and approved by the Hotel and credit approval process. Credit approval must be granted at least three (3) months in advance of check-in.

In the event credit is not requested by the Group, or is not approved, payment of the Group's total estimated Master Account will be due to the Hotel one month prior to the function. Failure to remit the appropriate payment on a timely basis will result in cancellation of all arrangements outlined in this contract and the Group shall be liable for amounts as described in the Full Cancellation provision section set forth in this document.

The outstanding Master Account balance is due in full no later than thirty (30) days from receipt of the bill. Amounts invoiced but not paid within thirty (30) days of the date of invoice will be assessed an interest charge equal to one and one-half percent (1-1/2%) per month or the maximum allowed by state law. The Group must appoint a contact to review and approve all charges billed to the Master Account.

CHECK IN/CHECK OUT TIME

Check in time is after 4pm. Check out time is prior to 11am. Message and mail services as well as complimentary baggage storage can be arranged after the 11am check out time. The Hotel will make every effort to honor requests for early check in and late check out for VIP's having suite accommodations.

RELOCATION CLAUSE

In the unlikely event that the hotel is oversold during the Group's contracted dates and any Group member is relocated to another hotel, the Hotel agrees to provide the following:

- *Payment of room and tax until accommodation becomes available
- *Complimentary phone call
- *Transportation to and from the alternate hotel

*VIP status upon return

*Every effort will be made by the Hotel to place the guest back into the **DELRAY BEACH MARRIOTT** as soon as space is available.

GRATUITIES AND SERVICE CHARGE

In room deliveries authorized by the group will be at a charge of \$3.00 per room and will be billed to the Master Account.

CONVENTION SERVICES & CATERING POLICIES

At the time of receipt of this signed agreement, or one year prior to your event, a convention services manager will be assigned to discuss all details from ***rooming list, initial planning, meeting room set up, catering events – including theme parties – through the final billing and post conference.*** All food and beverage pricing will be provided six months prior, based upon the receipt of the final Schedule of Events.

Menu selections must be received by your assigned convention services manager, at least twenty-one (21) days prior to the function. All food and beverage items consumed in banquet rooms, Hotel outlets and hospitality rooms must be purchased at the Hotel.

Minimum guarantees for all food and beverage functions must be stated to the Hotel, in writing, at least three (3) business days (not to include Saturday and Sundays). All charges are based upon guarantee, or the actual number of guests served if greater than the guarantee. The Hotel will set for 5% over the guarantee.

All food and beverage functions are subject to a 21% taxable service charge and local tax, currently 6.5%. **All banquet checks must be signed by the on-site contact once the food and beverage function is completed and any discrepancies in counts or charges must be identified and resolved at this time.**

All Food and Beverage arrangements must be made through the Hotel. Licensing restrictions required that only Marriott purchased food and beverage can be served on the Marriott property. The Hotel, reserves the right to cease service of alcoholic beverages, in the event that persons under the state mandated age limit are present at the function, and attempt to receive service of alcoholic beverages.

International Field Directors & Technologies attendees will be admitted into the banquet rooms and expected to depart at the times stated on the function agenda of this contract unless times are changed in writing to the convention services manager assigned to your group and reflect on the final Schedule of Events.

The Hotel reserves the right to charge a clean up fee if excessive cleaning is needed, i.e.: use of glitter, confetti or the likes are used as part of decorations for the functions.

Continental Breakfast, Full Breakfast & Lunch Buffets are scheduled for one hour only. If said group wishes to extend the buffet past one hour, or re-fresh existing food and beverage, a per person fee will be assessed.

SIGNAGE

The Hotel reserves the right to approve all signage in advance of the function. All signage must be professionally printed. No signs are allowed on the guest levels, elevators and main lobby of the Hotel. No signage inside the meeting rooms will be taped or tacked to the banquet room walls. If bulletin boards are needed, they will be provided by the Hotel's audio visual department, for a charge. If banners need to be hung, a banner hanging fee of \$150.00 per banner will be assessed and charged to the Master Account.

FUNCTION AGENDA / SCHEDULE OF EVENTS

Based on the requirements outlined by **International Field Directors & Technologies**, the Hotel has reserved the following function space as understood here below. Once meeting room names are given to **International Field Directors & Technologies**, the Hotel reserves the right to move functions to other banquet rooms to accommodate for better usage of meeting space and meet the needs of all of the Hotel's business.

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
5/17/2009	8:00 AM	5:00 PM	Registration	Seacrest Foyer	Classroom Style		
5/17/2009	8:00 AM	11: 00 PM	Hospitality Room	Island Breeze			
5/17/2009	5:00 PM	8:00 PM	Back-up Room	SB-Salons ABCD	As Is	200	
5/17/2009	5:00 PM	8:00 PM	Reception	Pool South	As Is	200	
5/18/2009	7:00 AM	8:00 AM	Continental Breakfast	Seacrest Foyer	Buffet Table	250	
5/18/2009	8:00 AM	5:00 AM	Hospitality Room	Island Breeze			
5/18/2009	8:00 AM	10:00 AM	General Session	SB-Salons EF	Theater Style	250	
5/18/2009	8:00 AM	5:00 PM	Registration	Seacrest Foyer	Classroom Style		
5/18/2009	10:00 AM	10:30 AM	Break	Seacrest Foyer	Buffet Table	250	
5/18/2009	10:00 AM	12:00 PM	Breakout	SB-Salon D	Theater Style	125	
5/18/2009	10:00 AM	12:00 PM	Breakout	SB-Salons EF	Theater Style	125	
5/18/2009	12:00 PM	1:00 PM	Lunch Buffet	O'Grady's & Atrium	Rounds of 10	100	
5/18/2009	12:00 PM	1:00 PM	Lunch Buffet	Coral Reef Ballroom	Rounds of 10	150	
5/18/2009	1:00 PM	5:00 PM	Breakout	SB-Salon A	Theater Style	50	
5/18/2009	1:00 PM	5:00 PM	Breakout	SB-Salon B	Theater Style	50	
5/18/2009	1:00 PM	5:00 PM	Breakout	SB-Salon C	Theater Style	50	
5/18/2009	1:00 PM	5:00 PM	Breakout	Palm Breeze	Theater Style	50	
5/18/2009	1:00 PM	5:00 PM	Breakout	SB-Salon D	Theater Style	50	
5/18/2009	1:00 PM	5:00 PM	Breakout	Ocean Breeze	Theater Style	50	
5/18/2009	2:00 PM	2:30 PM	Break PM	Seacrest Foyer	Break Table	250	
5/18/2009	6:00 PM	9:00 PM	Dinner	SB-Salons DEF	Rounds of 10	250	
5/19/2009	7:00 AM	8:00 AM	Continental Breakfast	Seacrest Foyer	Buffet Table	250	
5/19/2009	8:00 AM	5:00 AM	Hospitality Room				
5/19/2009	8:00 AM	5:00 PM	Registration	Seacrest Foyer	Classroom Style		
5/19/2009	8:00 AM	5:00 PM	Breakout	SB-Salon A	Theater Style	50	
5/19/2009	8:00 AM	5:00 PM	Breakout	SB-Salon D	Theater Style	50	
5/19/2009	8:00 AM	5:00 PM	Breakout	Ocean Breeze	Theater Style	50	
5/19/2009	8:00 AM	5:00 PM	Breakout	SB-Salon B	Theater Style	50	
5/19/2009	8:00 AM	5:00 PM	Breakout	SB-Salon C	Theater Style	50	
5/19/2009	8:00 AM	5:00 PM	Breakout	Palm Breeze	Theater Style	50	
5/19/2009	10:00 AM	10:30 AM	Break	Seacrest Foyer	Buffet Table	250	

5/19/2009	12:00 PM	1:00 PM	Lunch Buffet	SB-Salons EF	Rounds of 10	250
5/19/2009	2:00 PM	2:30 PM	Break PM	Seacrest Foyer	Break Table	250
5/20/2009	7:00 AM	8:00 AM	Continental Breakfast	Seacrest Foyer	Buffet Table	250
5/20/2009	08:00AM	1:00 PM	Hospitality			
5/20/2009	8:00 AM	10:00 AM	Breakout	SB-Salon D	Theater Style	50
5/20/2009	8:00 AM	10:00 AM	Breakout	Palm Breeze	Theater Style	50
5/20/2009	8:00 AM	10:00 AM	Breakout	SB-Salon C	Theater Style	50
5/20/2009	8:00 AM	10:00 AM	Breakout	SB-Salon B	Theater Style	50
5/20/2009	8:00 AM	10:00 AM	Breakout	SB-Salon A	Theater Style	50
5/20/2009	8:00 AM	5:00 PM	Breakout	Ocean Breeze	Theater Style	50
5/20/2009	10:00 AM	10:30 AM	Break	Seacrest Foyer	Buffet Table	250
5/20/2009	10:00 AM	12:00 PM	General Session	SB-Salons EF	Theater Style	250

PACKAGE RECEIVING

Should boxes need to be shipped for any function, **International Field Directors & Technologies** must address all boxes and/or packages to the attention of convention services and include the following information:

Function Name: **International Field Directors & Technologies**
Arrival Date: **Saturday, May 16, 2009**

Due to limited storage space, the Hotel must request that all shipments not arrive any earlier than 7 days prior to the Group's arrival on **Saturday, May 16, 2009**. A fee will be assessed for shipments (6 boxes or more, \$5.00 per box) received that will require additional storage space and/or handling. If packages are shipped to Hotel, the approximate number of packages must be given to the Convention Service Manager handling the group at least 3 days prior to arrival of initial shipment.

SECURITY

Should **International Field Directors & Technologies** require Security support, the Hotel will assist in securing these arrangements. The Hotel will not be held responsible for any items left in the meeting rooms. If meeting rooms need to be secured, a key will be issued to the on-site contact and will need to be returned at the close of the conference. If keys are not returned, a \$50.00 re-keying charge will be billed to the Master Account. No meeting room is completely securable, unless a Security Guard is hired and the Hotel will not be held responsible for any lost or stolen items. **International Field Directors & Technologies** will assume all risk and responsibility for any personal property and/or equipment that you may bring into the Hotel that may be damaged, lost or stolen during your event, and will not hold the Hotel responsible for any such loss or damage.

HOSPITALITY SUITES

We recognize and support the need for hospitality suites in the Hotel. Consideration of all guests must be observed at all times. Due to local liquor laws, Marriott licensing, and the Hotel policy, all food and beverage must be purchased from the Hotel.

INDOOR ENTERTAINMENT

All indoor entertainment must conclude by 11:00 PM as not to disturb our other guests.

OUTDOOR ENTERTAINMENT AND POOL FACILITIES

All Hotel outdoor entertainment must conclude no later than 10:00 PM as not to disturb our other guests.

RECREATIONAL FACILITIES

Pool and fitness facilities are for registered guests only; management must approve any exceptions.

PARKING CHARGES

Overnight self - parking fees have been waived for the group, if valet is used the charge will be \$12.00 per day (applicable taxes apply, currently 6.5%).

AMERICANS WITH DISABILITIES ACT:

The Hotel represents that it is in compliance with all applicable federal, state and local laws, regulations and orders with regard to equal employment opportunity, the Immigration Reform and Control Act of 1986 as amended, the Occupational Safety and Health Act of 1970 and the Americans with Disabilities Act of 1991.

With regard to the Americans with Disabilities Act of 1991, the Hotel will be responsible for compliance in all common areas, paths of travel and guestrooms with **International Field Directors & Technologies**. **International Field Directors & Technologies** will be responsible for providing auxiliary aids and services to disabled persons within the meeting/function rooms assigned during their event. Both the Hotel and **International Field Directors & Technologies** each warrant that they will comply with their respective ADA obligations as allocated by the contract and will not hold the other harmless from any liability resulting from their breach.

The Hotel will specify the number of accessible lodging rooms to **International Field Directors & Technologies** and will assist in developing contingency arrangements if inadequate space becomes a problem. **International Field Directors & Technologies** agrees to request its delegates to specify any disabilities in pre-registration applications.

CHANGES, ADDITIONS and MODIFICATIONS

All changes, additions, deletions or stipulations including corrective lining out by either the Hotel or **International Field Directors & Technologies** will not be considered agreed upon or binding to the other unless such modification have been initialed or otherwise approved in writing by the other.

GENERAL CONDITIONS

The performance of this agreement is subject to acts of God, war, government regulation, disaster, civil disorder, which make it illegal or impossible to provide the facilities or hold the meeting. It is provided that this agreement may be terminated for any one or more of such reasons by written notice from one party or the other.

INDEMNIFICATION:

"Each party shall be responsible for its own and its agents' and employees' negligence and/or willful misconduct causing injury to person and/or property and shall indemnify the other party in such cases."

FAX TRANSMITTAL

If either party uses a fax transmittal, the fax copy shall serve as an original unless an actual original is executed and received by both parties within 10 days. Each page must be initialed at bottom and the acceptance must be signed in order for this to become a valid contract.

ROOMS ATTRITION

This agreement and the guest room rates negotiated are based on the Group using and paying for the entire number of rooms nights in the Room Block which the Hotel has agreed to hold for the exclusive use of the Group. **International Field Directors & Technologies** may reduce total room nights blocked by ten percent (10%) without obligation or fee (30) thirty days prior to your group cut off of **4/16/2009 12:00:00 AM**. All room nights dropped in excess of the allowed 10% will be charged a cancellation determined by the original room block less the 10% grace total and any and all room nights the Hotel is not able to re-fill. The Hotel will make every effort to sell rooms not picked up. In addition, should the room block decrease, the Hotel reserves the right to review the meeting space reserved and make the appropriate changes in ratio to the anticipated attendance.

FOOD AND BEVERAGE ATTRITION

The Hotel is relying on the Food and Beverage functions outlined in the Function Agenda/Schedule of Events section of this agreement. **International Field Directors & Technologies** agrees that a loss will be incurred by the Hotel should there be a reduction in the number of Food and Beverage functions and the number of Food and Beverage covers. Meeting room rental will be waived with a minimum of \$30,000.00 in total contracted food and beverage. If the minimum is not met or exceeded the difference will be charged as room rental to the master account.

FULL CANCELLATION

If you cancel your event on or prior to the cancellation deadline, you shall pay the **DELRAY BEACH MARRIOTT** a cancellation fee as set forth below and shall have no further liability to the Hotel for the cancellation. To exercise this right of cancellation, the Hotel must receive from you written notice of your cancellation and the cancellation fee prior to the cancellation deadline. Your cancellation fee shall be as set forth below, based on the date we receive both notice and cancellation fee:

ROOMS:

From signing date to 180 days: 50% Total Room Revenue
From 179 days through 90 days: 75% Total Room Revenue
From 89 days to arrival: 100% Total Room Revenue

FOOD & BEVERAGE:

Upon signing to 30 days:

50% of the projected catering revenue for each function cancelled.

29 days to 4 days:

80% of the projected catering revenue for each function cancelled.

3 days to arrival:

100% of catering revenue established by your food and beverage guarantee by event.

Should **International Field Directors & Technologies** decide to cancel a contracted food function at least 30 days prior to the event, they will not be penalized as long as it is replaced with an equivalent dollar amount in other food functions not already stated in the contract.

The full cancellation policy supercedes all other attrition paragraphs. Cancellation of this signed agreement for the reason of holding this event at another facility will result in collection of total (100%) room revenue and applicable catering fees regardless of when the cancellation occurs.

ACCEPTANCE

Please sign and return a copy of this agreement by **Monday, February 18, 2008**. This agreement will constitute a binding contract between **International Field Directors & Technologies** and Marriott Delray Beach. The individuals signing below represent that each is authorized to bind his or her party to this agreement. If this agreement is not received by **Monday, February 18,, 2008**, all rooms and space referred to herein will be released, and neither party will have any further obligations under this agreement.

The Hotel and **International Field Directors & Technologies** have agreed to and have executed this agreement by their authorized representatives as of the dates indicated below:

Organization: **International Field
Directors & Technologies**

Hotel **DELRAY BEACH
MARRIOTT**

Name: **Ms. Joyce Sweeney**

Name: **Jim Graham**

Title:

Title: **Director of Sales &
Marketing**

Signature: _____

Signature: _____

Date: _____

Date: _____