



300 EAST OHIO STREET, CHICAGO, ILLINOIS 60611 Phone: 312-787-6100 Fax: 312-787-6259

CONFIRMATION AGREEMENT

July 22, 2009

ALL CONTRACTS AND AGREEMENTS are made upon and subject to the following terms and conditions. This contract has been made on a first option tentative basis between Doubletree Hotel Chicago Magnificent Mile (later noted as "the Hotel"), and INTERNATIONAL FIELD DIRECTORS AND TECHNOLOGIES (later noted as "Client");

CLIENT NAME:

INTERNATIONAL FIELD DIRECTORS AND TECHNOLOGIES

EVENT NAME:

International Field Directors & Technologies 2010

CONTACT:

Ms. Joyce Sweeney, *Site Chair*
C/O U.S. Department of Labor
Bureau of Labor Statistics
JFK Federal Building, Room E-310
Boston, MA 02203

ADDRESS:

PHONE:

617-565-2358

FAX: 617-565-4923

ARRIVAL DATE:

May 15, 2010

DEPARTURE DATE:

May 20, 2010

GUEST ROOMS:

	Sat 5/15	Sun 5/16	Mon 5/17	Tue 5/18	Wed 5/19
Run of House	40	175	175	175	15

GUEST ROOM RATES:

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
Run of House	\$149.00	\$149.00	\$168.00	\$189.00
Executive King	\$199.00	\$199.00	\$218.00	\$239.00
Executive Suite (King + Parlor)	\$299.00	\$299.00	\$299.00	\$299.00

* Guest room charges are subject to the current 15.40% Chicago hotel room tax (subject to change without notice).

HILTON HHONORS EVENT PLANNER PROGRAM:

Ms. Joyce Sweeney, as the designated Event Planner for this event, is eligible to earn both Hilton HHonors points and airline miles with a participating airline program partner for a qualifying event. Full details and rules regarding the program are available by calling the Hilton Reservations & Customer Care Center at 1-800-548-8690 in the U.S. or Canada or 1-972-788-0878 or by visiting www.hhonors1.hilton.com. Only the event planner who is specifically named in the event contract will be eligible for this bonus program. In this case, Ms. Joyce Sweeney will earn one HHonors bonus point and one airline mile for every eligible dollar spent. Eligible revenue will include: All food & beverage charges posted to the group master account.

Please enter your HHonors and airline miles information below to receive Event Planner Double Dipping bonus points.

HHonors #: 913687436

Airline Name: United

Account #: 00476970300

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Hotel Initials

Group Initials

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GROUP CONCESSIONS:

- Client will receive one complimentary room night for every 50-paid/utlized guest rooms. Total guest rooms are calculated cumulatively as follows (150 paid room nights = 3 complimentary room nights). Earned complimentary room nights may be credited to the master account.
- The hotel will offer 1 Executive Suite (King Room + Parlor) Upgrade at the group rate for your group VIP.
- The hotel will offer 7 upgrades to Executive King rooms at the group rate for your group VIPs.
- The hotel will offer 6 Complimentary VIP amenities on arrival for your group VIPs (Chef's choice).
- The hotel will offer 1 Complimentary Executive Suite (King Room + Parlor) for your Hospitality Suite for the dates of May 16-18, 2010 (total of 3 nights).
- The hotel will offer Complimentary General Session Rental for your program (Value: \$6,000.00 + 3.5% tax, per day) with achievement of the agreed Food & Beverage minimum requirement of \$40,000.00.
- The hotel will provide a complimentary (1) one hour beer & wine reception for up to 200 people to include Hot and Cold hors d'oeuvres (Chef's Choice).
- The hotel will guarantee 2009 Food & Beverage Catering Menu Pricing for the May 15-20, 2010 Conference.
- The hotel will offer a Special Self-Park Voucher rate of \$25.00 for 24 hours, which includes in/out privileges. Space is available on a first come/first serve basis.

ROOM RESERVATIONS PROCEDURE:

- It is understood that guest room reservations will be made via the following method: **Individual**.
- In order to facilitate the handling of these reservations, reservations must be made no later than **April 21, 2010**.

RESERVATION ENHANCEMENT:

A complimentary, customized web page created for your group event, enabling the following features:

- Your attendees can book online, 24 hours a day and 7 days a week using the special rate you have secured with the Doubletree Hotel Chicago Magnificent Mile.
- Publish details about the event for your guest (check-in-in/out dates, rates, room type, directions, hotel information, etc).

INDIVIDUAL CALL-IN

- Once this contract is signed and the group is definite, a group booking code will be provided for individuals to make their reservations online at the rate quoted above. Please instruct individuals to book their reservations online at www.doubletreemgmile.com.
- Individuals may also call 312-787-6100 to make reservations. **Individuals making reservations must mention the group name, "International Field Directors & Technologies 2010", in order to receive the contracted rate.**
- In order to facilitate the handling of these reservations, reservations *must* be made no later than **April 21, 2010**.
- Reservations made after **April 21, 2010** will be subject to prevailing rates and accepted on a space available basis.
- A valid credit card or deposit will be required by the individual in order to guarantee his/her reservation.
- If an individual elects to send an advance deposit, a refundable cash deposit or credit card may be required at the time of registration in order to authorize incidental charges.

INDIVIDUAL GUEST ROOM CANCELLATIONS/PENALTIES:

- A guest room reservation may be cancelled 72 hours prior to the reserved date of arrival.
- Guaranteed room reservations that are not cancelled or registered on the scheduled night of arrival will be charged for that night. The reservation will automatically be cancelled the following day. This automatically cancels all future nights for those reservations.

GUEST ROOM ATTRITION:

Hotel is relying upon Client's use of **580** total room nights. Client agrees that a loss will be incurred by the Hotel should there be a reduction greater than twenty five percent (25%) in total room nights actually used and agrees to provide a minimum of **435** total guest room nights as outlined on page one of the contract. Should the group pick up fewer than **435** room nights, the Client will be responsible for the difference between the minimum guest room nights and the actualized guest room nights multiplied by the contracted Client rate plus any applicable taxes.

The Hotel and Client intend to liquidate the damages in the event the Client fails to meet the guest room minimum set forth in this section. Therefore, Client and Hotel agree that the above formula is a reasonable estimate of the Hotel's damages in the event that such a minimum is not met and that the liquidated damages set forth in this section do not constitute a penalty.

RESELLING ROOMS:

The Hotel will make every effort to resell guestrooms released and/or not picked up by the Client. It is understood that Hotel will first sell available rooms and then sell the rooms released by the Client. Client will not be charged for rooms the Hotel is able to resell.

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FUNCTION ROOMS:

Date	Start Time	End Time	Function	Room	Setup	Agg	Room Rental
5/16/2010	12:00 AM	12:00 AM	Office	St. Clair	Existing	5	Waived
5/16/2010	8:00 AM	5:00 PM	Registration	State Foyer	Registration	5	Waived
5/16/2010	6:00 PM	8:00 PM	Reception F&B	Outdoor Pool Terrace (Weather Permitting)	Reception	250	Waived
5/16/2010	6:00 PM	8:00 PM	Reception F&B	Lasalle Ballroom/ State Foyer (Back-up)	Reception	250	Waived
5/17/2010	12:00 AM	12:00 AM	Office	St. Clair	Existing	5	Waived
5/17/2010	7:00 AM	8:00 AM	Continental Breakfast	Lasalle Foyer		250	Waived
5/17/2010	8:00 AM	10:00 AM	General Session	Lasalle Ballroom	Rounds	250	Waived
5/17/2010	8:00 AM	5:00 PM	Registration	State Foyer	Registration	5	Waived
5/17/2010	10:00 AM	12:00 PM	Break Out	Superior Rooms	Theatre Style	125	Waived
5/17/2010	10:00 AM	12:00 PM	Break Out	State Room	Theatre Style	125	Waived
5/17/2010	12:00 PM	1:00 PM	Lunch Buffet	Lasalle Ballroom	Rounds	250	Waived
5/17/2010	1:00 PM	5:00 PM	Break Out	Superior I	Theatre Style	50	Waived
5/17/2010	1:00 PM	5:00 PM	Break Out	Superior II	Theatre Style	50	Waived
5/17/2010	1:00 PM	5:00 PM	Break Out	State I	Theatre Style	50	Waived
5/17/2010	1:00 PM	5:00 PM	Break Out	State II	Theatre Style	50	Waived
5/17/2010	1:00 PM	5:00 PM	Break Out	Huron	Theatre Style	50	Waived
5/18/2010	12:00 AM	12:00 AM	Office	St. Clair	Existing	5	Waived
5/18/2010	7:00 AM	8:00 AM	Continental Breakfast	Lasalle Foyer		250	Waived
5/18/2010	8:00 AM	5:00 PM	Registration	State Foyer	Registration	5	Waived
5/18/2010	8:00 AM	5:00 PM	Break Out	Huron	Theatre Style	50	Waived
5/18/2010	8:00 AM	5:00 PM	Break Out	Superior	Theatre Style	50	Waived
5/18/2010	8:00 AM	5:00 PM	Break Out	Superior II	Theatre Style	50	Waived
5/18/2010	8:00 AM	5:00 PM	Break Out	State I	Theatre Style	50	Waived
5/18/2010	8:00 AM	5:00 PM	Break Out	State II	Theatre Style	50	Waived
5/18/2010	12:00 PM	1:00 PM	Lunch Buffet	Lasalle Ballroom	Rounds	250	Waived
5/19/2010	12:00 AM	12:00 AM	Office	St. Clair	Existing	5	Waived
5/19/2010	7:00 AM	8:00 AM	Continental Breakfast	Lasalle Foyer		250	Waived
5/19/2010	7:00 AM	8:00 AM	Continental Breakfast	Lasalle Ballroom	Rounds	250	Waived
5/19/2010	8:00 AM	10:00 AM	Break Out	Huron	Theatre Style	50	Waived
5/19/2010	8:00 AM	10:00 AM	Break Out	State II	Theatre Style	50	Waived
5/19/2010	8:00 AM	10:00 AM	Break Out	State I	Theatre Style	50	Waived
5/19/2010	8:00 AM	10:00 AM	Break Out	Superior II	Theatre Style	50	Waived
5/19/2010	8:00 AM	10:00 AM	Break Out	Superior I	Theatre Style	50	Waived
5/19/2010	10:00 AM	12:00 PM	General Session	Lasalle Ballroom	Rounds	250	Waived

- Function rooms are assigned according to the minimum number of persons expected to attend. Should the guarantee and/or the attendance fall below the minimum requirement, the Hotel reserves the right to reassign the function room(s) with mutual consent of the client, and/or apply an appropriate room rental or set-up fee.
- Final approval must be received by the Hotel's Convention Services Manager before publishing meeting room names. This booking by Client is based upon Hotel's agreement to provide the specific function space assignments and/or minimum square footage and ceiling height requirements specified in this Contract. Client will be notified in writing of any changes made to function space requirements.
- Meeting room rental is subject to 3.5% tax (subject to change without notice).
- Room rental has been determined based on Client's agreement to a guaranteed minimum food and beverage expenditure (see following details).

FOOD & BEVERAGE POLICIES:

The value of catered food and beverage functions in relation to meeting space has been taken into consideration in determining the overall price structure of the INTERNATIONAL FIELD DIRECTORS AND TECHNOLOGIES's group/events. In accordance with this price structure, a total food and beverage minimum has been established for the dates requested within this document.

- Based on the estimated number of guests on the event date(s) set forth, Client agrees to a minimum food and beverage budget of \$40,000.00. (Taxes, gratuities, A/V, parking, and other miscellaneous charges are not included in this estimate).
- No food or beverage may be brought into or removed from the function room(s) by Client or any of Client's guests.

JTB

JTB

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- The **minimum** number of guests will be due 14 days prior to the event. This number will not be subject to reduction.
- The final number of guests must be received no later than (72) working hours prior to the event. Increases within the (72) hours will be subject to Hotel approval.
- For groups under (150) guests, the Hotel agrees to set five percent (5%) over the guarantee. For groups with (150) guests or more, the Hotel will set-up three percent (3%) over the guarantee. Should the actual number of guests fall below the guarantee, no compensation will be made. Should the guest count be above and beyond the guaranteed amount, payment will be due for the actual number of guests.
- If a final guaranteed number is not received within (72) working hours prior to the scheduled event, the anticipated attendance number appearing on the Banquet Event Order will be considered the guarantee and charged accordingly.
- Menu prices are subject to change unless otherwise negotiated.
- The Hotel is in compliance with State of Illinois liquor laws and will not serve alcoholic beverages to any client or guest under (21) years of age. Proper identification may be requested for any guest whose age is regarded as questionable.
- A Service Charge (currently 22% and subject to change) will be applied to all food and beverage charges.
- All necessary State and City Taxes will be applied to services rendered (i.e. Food and Beverage, Sodas, Audio/Visual, Meeting Room Rental, Décor, etc.)
- All banquet bars are subject to minimum set-up, guarantees, and consumption policies of the Hotel in addition to appropriate bartender and/or cashier fees.
- If the above function requires an open/hosted bar, a bar estimate based on the minimum applied **must** be paid in advance, dependant upon Client's billing status.

PACKAGE/BOX DELIVERY & HANDLING:

- Client **must** notify the Hotel of all meeting-related packages sent to the Hotel prior to their delivery.
- The Hotel will deliver cartons or boxes to Client's function room(s). Delivery of the first 100 pounds will be complimentary. A \$25.00 package handling charge will apply thereafter for each additional 100 pounds delivered.
- Any one article weighing greater than 100 pounds shall be the responsibility of Client for delivery, handling and set-up.
- As storage space is limited, no packages may be stored for Client without prior approval.
- Client holds harmless the Hotel, its staff and management, for any boxes, cartons, packages or articles either lost or damaged.
- Meeting-related packages sent to the Hotel must be addressed to your on-site contact as follows:
Company/Group Name:
On Site Contact's Name:
Group Meeting /Arrival Date:
Contact's Name:

MEETING & AUDIO VISUAL SERVICES:

- The client may use an outside Audio/Visual Company at no additional charge after the in-house Audio/Visual Company has been allowed to present the client with a proposal for comparable services.
- All banners must be affixed by the Hotel staff and may incur a fee of no less than \$25.00 per banner.
- All displays and/or decorations shall be subject to the approval of the Hotel.
- The Hotel reserves the right to require additional security when necessary, at Client's expense, with prior notification.
- No A/V equipment may be brought into the Hotel without prior permission. If approved, a service fee of \$200.00 per day will be assessed based on the actual A/V materials brought into the Hotel.
- The Hotel assumes no responsibility for set-up, maintenance, or damages to any equipment brought into the Hotel.
- The Hotel reserves the right to require an A/V technician when deemed necessary, at Client's expense, with prior notification.
- Audio Visual charges are subject to 8% A/V Tax or 11.50% Sales Tax (subject to change without notice) and an 22% service charge.

BILLING PROCEDURES:

- The Hotel understands that the payment for the guest rooms will be: Individual Pays Own
- The Hotel understands that the payment for Catering will be: Direct Bill
- Payment may be made by authorized credit card, direct bill, cashier's check, company check or money order.
- A direct bill application and credit card authorization form accompany this agreement. If Client chooses direct billing as a method of payment, please allow a minimum of (30) days for credit approval.
- The application for Client's chosen form of billing must be completed, signed and returned with this contract in order for Client's event(s) to be confirmed as definite.
- Once the Hotel has approved Client's credit, authorization to direct bill will be issued. In the event any charges remain unpaid after thirty (30) days from the date of the invoice, Client agrees to pay, in addition to the balance due the Hotel, a late payment penalty equal to 1.5% per month on the remaining balance until paid in full. The Hotel requests that Client reviews the master account prior to departure.
- In the event credit is not approved, full payment of all estimated charges shall be made (30) days prior to arrival. In the event the Hotel does not receive such pre-payment, the Hotel shall have the option of releasing Client's space by providing Client with written notice, and Client will remain liable for any cancellation and other similar charges as outlined in this agreement.

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Hotel Initials

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Group Initials

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- If credit card payment is the selected form of payment, a credit card authorization form must be completed, signed and returned with Client's signed contract. A copy of the front and back of the credit card must accompany the credit card authorization form. The above mentioned tentative event(s) and guestroom block will not be considered definite until this procedure has been completed.
- Client responsible for signing this agreement must submit any requests for an alternate form of payment. Such requests are subject to approval by the Hotel.
- Personal checks will not be accepted for final payment.
- A service charge will be applied to all groups of less than 25 persons.
- Functions may require a pre-payment along with the estimated balance due 14 days prior to the event.

GROUP CANCELLATION POLICY:

This program will be considered definite upon the signing and dating of this Confirmation Agreement. Once the signed agreement has been received, the Hotel will protect the guest room block and reserved function room space to the exclusion of all other business opportunities. Cancellation of these scheduled dates will be subject to the following:

- All cancellations must be made in writing and acknowledged by the Hotel.
- If Client cancels the above group with or without the attached events, or elects to move the group to another city or facility, such decision would constitute a breach of its obligation to the Hotel, and the Hotel would be financially harmed. Under these circumstances, Client agrees to pay the Hotel cancellation damages (listed below) within (30) days after written notification to the Hotel of the transfer or cancellation as follows:

Guest Room Cancellations Fees:

BETWEEN: Date of signed agreement and November 14, 2009	\$16,241.00 (25%)
BETWEEN: November 15, 2009 and February 14, 2010	\$32,482.00 (50%)
BETWEEN: February 15, 2010 and date of group arrival	\$64,815.00 (100%)

- The above cancellation fees are calculated including allowable attrition of 25%.
- In the event Client cancels room block and/or event (s) and pays the cancellation fees as outlined above, the Hotel agrees to seek no additional damages.

Function/Food & Beverage Cancellation Fees

(Based on estimated Food & Beverage Minimum and Meeting Room Rental excluding any meeting room rentals released in writing prior to cancellation):

BETWEEN: February 15, 2010 and date of group arrival	\$14,000.00 (35%)
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Food and Beverage calculations based on the Food and Beverage minimum listed on page 3 of this agreement.

- After receipt of such amounts, the Hotel agrees to seek no additional damages.
- Should the above event(s) be cancelled, the Hotel shall use its best efforts to resell the function space. If the Hotel is able to resell some or all of the space, the liquidated damages will be reduced proportionately.

CHECK-IN / CHECK-OUT:

The established Check-in time is 3:00 p.m. Check-out time is prior to noon.

PARKING:

Covered parking is available to registered guests and directly adjoins the Hotel. The current parking fee will be \$25.00 for 24 hours, which includes in/out privileges - no vans or oversized vehicles. The parking facility is not operated or managed, by the Hotel. Space is available on a first come/first serve basis. The parking facility's height clearance is 6'6".

TERMINATION/IMPOSSIBILITY:

The performance of this agreement is subject to any circumstance making it illegal or impossible to provide or use the Hotel facilities, including acts of God, war, terrorism, government regulations, disaster, strikes, or civil disorder. Only the above mentioned circumstances may constitute a valid termination of this agreement, and must be communicated in writing.

CHANGE IN OWNERSHIP OR MANAGEMENT:

Hotel shall notify Client of a change in Hotel's ownership affecting at least twenty-five percent (25%) of the ownership interest, a change in Hotel's management company, or a change in Hotel's brand or franchise affiliation not later than fourteen (14) days after such occurrence.

CONSTRUCTION AND REMODELING:

Hotel represents and warrants to Client that all of the Hotel shall be in good repair and in comparable or better condition during the Client's program. Hotel represents and warrants to Client that there is no construction or remodeling scheduled during the program in the Hotel, which would cause inconvenience or discomfort to Client's guests, in Client's reasonable judgment, or which would disable or adversely affect the Hotel's fire alarms, safety systems, or elevators.

Hotel shall notify Client, within seven (7) days of becoming aware, of any construction, remodeling, or repairs to be performed in the Hotel within sixty (60) days of the start of the program, up until the program dates. Hotel represents and warrants that any construction, remodeling, or repairs will not interfere in any way with Client's use of Hotel. In the event of such interference, Hotel shall provide, at its sole cost, comparable sleeping accommodations at another hotel, and will provide free transportation to and from the substitute hotel and other convention events as needed.




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INSURANCE:

The Hotel represents and warrants that a policy of insurance is currently in effect and will continue to be in effect during the event period with coverage at least as great as follows:

- Broad form general liability insurance including premises and operations.
- Broad form contractual and personal injury coverage.

INDEMNIFICATION:

Hotel shall indemnify, defend, and hold harmless Client and its officers, directors, partners, agents, members, and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorneys' fees (collectively "Claims") which may be asserted by third parties arising out of or caused by the negligence, intentional act or omission of Hotel or its employees or agents in connection with the provision of Hotel facilities under this Agreement.

Client shall indemnify, defend and hold harmless the Hotel and its officers, directors, partners, agents and employees from and against any and all Claims which may be asserted by third parties arising out of or caused by the negligence, intentional act or omission of Client or its employees in connection with the use of Hotel facilities under this Agreement.

Neither party shall have waived or be deemed to have waived, by reason of this paragraph, any defense that it may have with respect to Claims. Each party agrees to give the other prompt written notice of any claim made which may be covered by this indemnification provision.

FORCE MAJEURE:

The performance of this agreement is subject to acts of God, war, government regulation (to include: budget restrictions and/or inability to obtain government funding that makes it impossible for more than 30% of attendees to attend this meeting), disaster, civil disorder, which makes 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 to the other.

In the event the International Field Directors & Technologies May 16-20, 2010 meeting is cancelled due to budgetary restrictions, International Field Directors & Technologies will make every effort to rebook the same meeting at the Doubletree Chicago Magnificent Mile within 24 months of the cancelled event.

SAFETY:

Hotel represents and warrants that it shall comply during the program with all federal, state and local fire, safety and building codes. Hotel warrants that it meets (or will meet by the event period) the requirements of the fire prevention and control guidelines described in section 29 of the federal Fire Prevention and Control Act of 1974 (15 U.S.C. §2225). Hotel further warrants that it will maintain during the event period all appropriate measures to protect the person or property of Client, its employees and event attendees from loss or injury.

DISABILITIES ACT COMPLIANCE:

Responsibility for compliance with the Americans with Disabilities Act ("ADA") shall be allocated as follows:

Hotel shall be responsible for compliance with the ADA with respect to Hotel's policies, practices and procedures, the provision of auxiliary aids and services in areas of Hotel other than those designated for the exclusive use of or within the control of Client and architectural (i.e. guest rooms, common areas), communications and transportation barriers in Hotel, other than barriers created by or within control of Client, its employees or agents.

Client shall be responsible for compliance with the ADA with respect to Client's policies, practices and procedures, the provision of auxiliary aids and services in areas designated for the exclusive use of or within the control of Client, including Client event space and architectural, communications and transportation barriers created by or within the control of Client, its employees or agents. Client agrees to provide Hotel with reasonable advance notice about the special needs of any attendees of which Client is aware.

Each party agrees to indemnify and hold the other harmless from all expenses in the event that any Claim is filed against the indemnified party alleging that the facilities or services provided by the indemnifying party failed to comply with the applicable provisions of the ADA.

DISPUTE RESOLUTION:

Any controversy or claim arising out of or relating to this Agreement or the breach thereof, which is not disposed of by agreement of the parties, shall be settled by arbitration in accordance with the rules of the American Arbitration Association. Judgment upon the award rendered may be entered into any court having jurisdiction thereof. The arbitration shall take place in Chicago, IL. The prevailing party shall be entitled to the award of its reasonable attorneys' fees and costs incurred.

APPLICABLE LAW:

This Agreement shall be governed by the laws of the State of Illinois.

AUTHORITY:

The parties hereby warrant that their representatives are executing this Agreement on behalf of the Client and Hotel and have the full power and authority to enter into and bind each party to this Agreement.

SEVERABILITY:

If any provision of this Agreement is declared by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of this Agreement will continue in full force and effect.

PARTIES IN INTEREST:

Nothing in this Agreement, whether express or implied, is intended to confer upon any person, other than the parties hereto and their respective successors and assigns, any rights or remedies under or by reason of this Agreement, nor is anything in this

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- Agreement intended to relieve or discharge the liability of any other party hereto. Neither party shall assign or subcontract the whole or any part of this Agreement without the prior written consent of the other party nor, if so assigned or subcontracted without permission, the party making said assignment or subcontract would not be relieved of liability hereunder.

CHANGES, ADDITIONS, STIPULATIONS OR LINING OUT:

Changes, additions, stipulations or deletions, including corrective lining out, by either the Hotel or Client will not be considered accepted by the other unless such modifications have been initialed or otherwise approved in writing by both parties.

DECISION DATE:

- The outlined dates, guest room rates, and events are currently being held on a **Tentative Basis**.
- In order to confirm this agreement on a definite basis, please return a signed copy of this agreement, the direct-bill application and the desired form of billing information no later than July 31, 2009.
- Once this contract has been signed and returned, a Convention Services Manager will contact you to discuss details and logistics.
- If we have not received a signed Confirmation Agreement by July 31, 2009, the Hotel has the option to re-evaluate all terms and conditions of this Confirmation Agreement, to include the release of tentative hold of any or all guest rooms and/or meeting space for re-sale to the general public.

I have read the above Confirmation Agreement, and I am in agreement with its terms and conditions. This signature gives authorization to the arrangements outlined in this agreement. It is understood that either a hard copy or facsimile of this signed agreement will stand as a legal and binding contract.

We look forward to the opportunity to work with **INTERNATIONAL FIELD DIRECTORS AND TECHNOLOGIES** and sincerely appreciate your business.

Submitted By:

Accepted By:

J. Brian Lee
J. Brian Lee, Sales Manager
DOUBLETREE HOTEL CHICAGO
MAGNIFICENT MILE
7/31/09
DATE

Joyce Sweeney
Ms. Joyce Sweeney, Site Chair
INTERNATIONAL FIELD DIRECTORS AND TECHNOLOGIES
7/31/09
DATE

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