

AUTOGRAPH COLLECTION™

The following represents an agreement between: Hotel Duval, Autograph Collection, 415 North Monroe Street, Tallahassee, FL, 32301, and CLIENT and outlines specific conditions and services to be provided. This is a binding agreement between Hotel Duval (Hotel) and the **Association of Florida Colleges** (CLIENT).

GROUP SALES AGREEMENT

ORGANIZATION: Association of Florida Colleges
NAME OF EVENT: Association of Florida Colleges Meeting
REFERENCE #: # M-9R23EBP
PROGRAM DATE: Wednesday, January 10, 2018
ANTICIPATED ATTENDANCE: 80-100pp
EVENT CONTACT:
 Name: Doug Ryan
 Phone Number: 850.567.3212
 E-mail Address: doug@dougryanconsulting.com
EVENT CONTACT:
 Name: Michael Brawer, Executive Director
 Mailing Address: 1725 Mahan Drive
 City, State: Tallahassee, Florida, 32308

FUNCTION INFORMATION | EVENT AGENDA

Based on the requirements outlined by CLIENT, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

Date	Day	Start	End	Function	Expected	Function Space	Room Rental
1.10.2018	Wednesday	10:00am	3:00pm*	Meeting Lunch	80pp	Horizon Ballroom	Waived

All meeting room, food and beverage, and related services are subject to applicable taxes (currently 7.5%) and service charge (currently 22%) in effect on the date(s) of the event.

*This room is only available until 3:00pm on this date. Vacating this room at 3:00pm is a pre-condition of this agreement. A \$20 per minute fee will be assessed if group fails to adjourn by 3:10pm.

NO ROOM TRANSFER BY GUEST

CLIENT agrees that neither CLIENT nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with CLIENT reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

DAMAGE TO FUNCTION SPACE

CLIENT agrees to pay for any damage to the function space that occurs while being utilized by **Association of Florida Colleges**. CLIENT will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than CLIENT and its attendees.

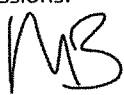
PARKING

For event valet and guests not staying at the hotel, there will be a \$5 per car charge. The Group can choose to post this to the master bill or have guests pay individually. Billing instructions must be determined in advance. **Please check one:**
 Master Bill Individual Pay

SPECIAL CONCESSIONS

In consideration of the Food and Beverage Commitment and the functions identified on the Function Information Agenda/Event Agenda, Hotel will provide the **Association of Florida Colleges** with the following special concessions:

- Complimentary in-house audio visual
- Waived Horizon Ballroom Rental Fee of \$1000

Initial 

- The highest dollar amount in the chart (the “Chart”) set forth below reasonably estimates Hotel’s harm for a last-minute Cancellation and, through its use of a sliding scale that reduces damages for earlier Cancellations, the Chart also reasonably estimates Hotel’s ability to lessen its harm by reselling CLIENT space and functions.

CLIENT therefore agrees to pay Hotel, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, the amount listed in the Chart below, plus []% of any amount by which any Banquet Event Order exceeds the total amount of CLIENT’s Food & Beverage obligation [if applicable, Agreed Event F&B Revenue] under this Agreement.

Date of Cancellation	Amount of Liquidated Damages Due
Date of Agreement to 90 days prior	\$500 deposit
From 89 days to 60 days prior	25% of estimated revenue
From [59] days to [30] days prior	50% of estimated revenue
From [29] days to [4] days prior	75% of estimated revenue
Less than or equal to 3 business days prior	100% of estimated event revenue

* If applicable, state and local taxes will be added to the amounts listed above.

Provided that CLIENT timely notifies Hotel of the Cancellation and timely pays the above liquidated damages, Hotel agrees not to seek additional damages from CLIENT relating to the Cancellation.

IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical – but in no event longer than ten (10) days – after learning of such basis.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or CLIENT will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

LITIGATION EXPENSES

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

LIQUOR LICENSE

CLIENT understands that Hotel’s liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

UNATTENDED ITEMS/ADDITIONAL SECURITY

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If CLIENT requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.

USE OF OUTSIDE VENDORS

If CLIENT wishes to hire outside vendors to provide any goods or services at Hotel during the Event, Hotel may, in its sole discretion, require that such vendor provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance.


Initial



MARRIOTT REWARDING EVENTS

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and CLIENT has otherwise complied with the material terms and conditions of this Agreement), the Hotel will either award Points or submit an award for airline miles to the Member(s) identified below:

Rewarding Events program is not available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity ("SOE") booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or SOE.

GROUP MUST CHECK ONE OPTION BELOW:

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) is **eligible** to receive Rewarding Events Points or airline miles.

Member Name _____

Marriott Rewards Program Member Number _____

*If airline miles are desired instead of Rewarding Events Points, please also provide:

Frequent flier airline miles account number _____ Airline Name _____

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) **declines or is not eligible** to receive Rewarding Events Points or airline miles and hereby waives the right to receive an award of Points or airline miles in connection with the Event.

The number of Points or airline miles to be awarded shall be determined pursuant to the Rewards Program Terms and Conditions, as in effect at the time of award. The Rewards Program Terms and Conditions are available on-line at <http://www.marriott.com/rewards/terms/earning.mi> , and may be changed at the sole discretion of the Rewards Program at any time and without notice.

The individual(s) identified above to receive either Points or airline miles may not be changed without such individual(s)' prior written consent. By inserting the airline mileage account information, the recipient elects to receive airline miles rather than Points. All Rewards Program Terms and Conditions apply.