



COASCNA – Motion Form

Motion 2024-10

Maker: Vicky Joe

Second: Joe Stanley after receiving unanimous yes votes from all current convention subcommittee members

Motion: to change the convention's prudent reserve from \$7000 to 75% of total convention intake starting with the 2026 convention and all future conventions and donating the remaining 25% to the ASC.

Intent: To position the convention to be able to financially support itself due to the increase in the cost of hotel expenses, travel expenses for main speakers, annual overhead expenses, to secure funds for "fun" raisers (not fundraisers) due to these events resulting in fun but not generating funds to support the convention, and to purchase pre-convention merchandise to garner interest for the convention.

Pros:

1. Pre-Convention Hotel Expenses

- ✓ Hotels are implementing payment schedules to cover the total cost of the food and beverage expenses for the convention prior to the commencement of the convention. In most cases the first payment is required at the time the contract is signed. **Currently the hotel is requiring \$,6000 by Sept. 2026 and this amount does not include the final expenses that will be incurred, gratuity and tax for banquet and coffee service. We have already made the mandatory \$1,000 down payment in August 2024.**
- ✓ Also, hotels are not always providing the "free meeting room" concession when negotiating convention space. There are instances when the workshop rooms or the ballroom space must be paid for as well. **This year we must pay for the hospitality room, storage room for vendors to secure their merchandise, and the subcommittee's meeting space.**
- ✓ More hotels require all food for the hospitality room to be purchased by the hotel catering services and to be included in the food and beverage total. **We cannot bring any hot food into the hospitality room. Hence, we may have to negotiate and add food items for the hospitality room to our final hotel bill. Or we will need \$1000-1500 to provide our own food for the hospitality room for the weekend.**
- ✓ Secure more reasonable airfare costs and receive confirmation from our main speakers earlier in the year of the convention. **If we can secure the main speakers earlier in the year prior to the convention we can secure more reasonable airfare rates purchasing the tickets (\$2,000) earlier as well.**

2. Monthly Expenses: (Annual Overhead)

- Storage space: **We currently pay \$31.10 per month for storage space which totals \$746.40 for two years.**
- Copier contract/supplies: **Varies based on usage.**
- Office Supplies: **Varies based on usage.**
- PO Box: **\$400 for 2 years**

3. Pre-Convention Expenses/Miscellaneous

1. Start-up money for fundraisers: **Approximately \$500 per event for 4 events = \$2,000**
2. Even when some events do not make money, we need to continue to provide financial support for events to garner support and interest for the convention.
3. To purchase pre-convention, merchandise to garner support during the time prior to the convention. **\$1000-1500.**

4. To purchase merchandise to be sold during the convention and to purchase items for the registration packages. **\$2,000 for merchandise and \$1,500 for items in the registration packet.**
5. Printing of the registration forms and programs. **\$800-1,000 for both**

Cons:

1. if the increase in the prudent reserves is not increased as requested, the convention is at risk of not being able to meet their pre-convention basic obligations.
- 2.
- 3.

Back to Group (**yes** or no)?

- Reason sent to the groups:
Changes service policy (mandatory)
Voted to groups for decision by noting members of ASC body

Vote: Yes: _____ No: _____ Abstain: _____

Disposition of Motion _____



COASCNA Secretary <coascnasec@gmail.com>

Fwd: Fw: Thank you for your payment.

1 message

Benjamin Lacey <coacna31chair@gmail.com>
To: coascnasec@gmail.com

Mon, Dec 30, 2024 at 4:06 PM

----- Forwarded message -----

From: blaceytape@aol.com <blaceytape@aol.com>
Date: Mon, Dec 30, 2024, 4:02 PM
Subject: Fw: Thank you for your payment.
To: coacna31chair@gmail.com <coacna31chair@gmail.com>

Sent from AOL on Android

----- Forwarded Message -----

From: "Extra Space Storage" <email@info.extraspace.com>
To: "Benjamin Lacey" <blaceytape@aol.com>
Sent: Mon, Dec 30, 2024 at 3:47 PM
Subject: Thank you for your payment.

Thank you for your payment | [View in browser](#)



PAYMENT SUCCESS!

Hi Benjamin,

We have received your payment for your 1 unit(s). Please keep this information for your records. To view transaction details, please visit your My Account portal.

VIEW MY ACCOUNT

If you have any questions regarding your payment or your account in general, please contact us.

Thank you,
Your Extra Space Storage Team

YOUR RECEIPT

Transaction Number:	272366566
Payment Date:	12/30/2024
Total Units Paid:	1
Payment Total:	\$361.2
Next payment due on:	1/4/2026

YOUR FACILITY

Address	Phone
2087 S Hamilton Rd Columbus, OH 43232	6147169684

[FAQ](#)

[CONTACT US](#)



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August 20, 2024 Revised

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Marriott Columbus Northwest, 5605 Blazer Pkwy, Dublin, OH, 43017, (614) 791-1000 and Central Ohio Area Service Committee of NA (COSCNA).

ORGANIZATION: COACNA
CONTACT:
Name: Jean Mathews
Job Title: Chairperson
Street Address: 5545 Cantara Place
City, State, Postal Code: Columbus, OH 43232
Country/Region: USA
Phone Number: (614) 360-5695
E-mail Address: jeanstevens51@gmail.com

NAME OF EVENT: COACNA Convention Jan2026
REFERENCE #: M-TYQBLDC
OFFICIAL PROGRAM DATES: Thursday, 01/01/2026 - Sunday, 02/04/2026

GUEST ROOM COMMITMENT/GROUP ROOM RATES

The Hotel agrees that it will provide, and COACNA agrees that it will be responsible for utilizing, 212 room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

Attendees

Date	Day	Standard Room	Total Rooms
01/01/2026	Thu	12	12
01/02/2026	Fri	100	100
01/03/2026	Sat	100	100

Start Date	End Date	Room Type	Single
01/01/2026	01/04/2026	One Bedroom Suite	\$199.00
01/01/2026	01/04/2026	Standard Room	\$139.00

Hotel's room rates are subject to applicable state tax (currently 10%) and local tax (currently 7.5%) effect at the time of check-out. Tax values are subject to change.

COMMISSION

The group room rates listed above are net non-commissionable.

METHOD OF RESERVATIONS

Please check the following method of reservations that apply:

☐ Reservations for the Event will be made by a rooming list in a format provided by the Hotel. COACNA will forward its rooming list by 12/11/2025 (the Cutoff date)

☒ Reservations for the Event will be made by individual attendees directly with Marriott reservations at 800-228-9290 or online via a Group Reservation Link provided by hotel Group Rooms Coordinator upon request

GUARANTEED RESERVATIONS

Individual guests will be billed (1) night's room and tax for reservations cancelled after 11:59 PM 2 days prior to arrival.

All reservations need to be guaranteed by each individual with a credit card or advanced payment. Guaranteed reservations are held without occupancy for one night only. To avoid cancellation charges, reservations, should be cancelled by 11:59 PM 2-days prior to arrival.

CHECK-IN & CHECK-OUT

Guest accommodations will be available at 4:00 pm on arrival day and reserved until 11:00am on departure day. Any attendee wishing special consideration for late checkout should inquire at the front desk on the day of departure. **Individual cancellations must be made 48 hours prior to arrival.**

CUT-OFF DATE

Reservations by attendees must be received on or before **Thursday, December 11, 2025**, (the "Cut-Off Date"). At the Cut-Off Date, Hotel will review the reservation pick up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations based on a space- and rate-available basis at the COACNA group rate after this date.

BILLING ARRANGEMENTS

Please check the following billing arrangements that apply:

- ☒ Individual to pay all charges
- ☐ Room and tax charges to the Master Account
- ☐ All charges to the Master Account

**Please note that if your guests use a debit card as their method of payment, an authorization will be placed on their bank account for the total amount of the room plus \$50.00 for incidentals per day. The authorization will show as pending for 5-7 business days, though, the final balance charged may be less.*

METHOD OF PAYMENT

COACNA elects the following form of payment and agrees to provide a credit card to hold on file:

- ☒ Credit card (We accept all major credit cards)
- ☐ Company check or Electronic Funds Transfer
- ☐ Direct Bill (approval required)

PAYMENT BY CREDIT CARD OR COMPANY CHECK

If COACNA wishes to pay any portion of its obligation by credit card or company check, the credit card information must be entered into our secure online website.

Prior to the execution of this agreement COACNA shall provide hotel with credit card authorization information. A Credit Card Information Request e-mail will be sent to the e-mail address provided by COACNA.

This process must also be followed if direct billing has not been approved and the Master Account charges will be paid by credit card or company check.

COACNA agrees that the Hotel may charge to this credit card any payment as required under this Group Sales Agreement.

DEPOSIT SCHEDULE

Initial deposit is non-refundable and may be made by credit card, certified check, cash or money order, with any additional charges placed on a credit card immediately following the event although we typically allow 3 business days for master bill review prior to charging the credit card. Please see payment schedule below.

Initial Deposit Due	August 20, 2024	\$1,000.00
Second Deposit Due	June 16, 2025	\$3,000.00
Third Deposit Due	September 30, 2025	\$3,000.00

Fourth Deposit Due	January 5, 2026	Balance due
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Any missed payments will result in a release of the program and forfeiture of advanced deposits. If correspondence from the Hotel is necessary regarding past due payment, upon receipt of such correspondence, Hotel will grant a 48-hour grace period for payment based on the business week. If payment is not received, space will be released by close of business on that day. All correspondence will be in written form. Please refer to above for scheduled payments.

* MEETING REQUIREMENTS

The Columbus Marriott Northwest will provide all of the function space you require in accordance with the schedule of events which is described below. **Room Rental total \$100.00 per vendor storage room** (plus service charge) is shown below in the schedule of events. Columbus Marriott Northwest reserves the right to make reason able substitutions in meeting and banquet rooms and/or menu selections and/or based on room pick-up at reservations due date. KTP
8-20-2024

FUNCTION INFORMATION AGENDA/EVENT AGENDA

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

- o \$275.00 charge per flip
- o Hotel to hang banners-\$35.00 per banner. Group must have banners delivered to hotel by Thursday, Dec 31, 2025. Banners must be in order of the way they are to be hung up.

Date	Day	Start Time	End Time	Post As/Signage	Set-Up Style	Expected	Function Space
1/2/2026	Fri	11:00 AM	9:00 PM	Executive Board Meeting	Conference	16	Columbus
1/2/2026	Fri	4:00 PM	11:00 PM	Hospitality Room	Rounds of 10	20	Franklin
1/2/2026	Fri	4:00 PM	9:00 PM	Breakout 1	Theatre	48	Dublin I & II
1/2/2026	Fri	4:00 PM	9:00 PM	Breakout 2	Theatre	48	Dublin V & VI
1/2/2026	Fri	4:00 PM	9:00 PM	Vendor Tabletops	Exhibits	5	Dublin III & IV Foyer
1/2/2026	Fri	4:00 PM	11:00 PM	Registration	Registration	1	Lobby
1/2/2026	Fri	4:00 PM	11:00 PM	General Session	Theatre	200	Dublin III & IV
1/2/2026	Fri	2:00 PM	11:00 PM	Storage Vendor 1	Special		Westerville
1/2/2026	Fri	2:00 PM	11:00 PM	Storage Vendor 2	Special		Worthington
1/2/2026	Fri	8:00 AM	5:00 PM	Breakout 3	Crescent Rounds	85	Dublin III
1/2/2026	Fri	8:00 AM	5:00 PM	Breakout 4	Crescent Rounds	85	Dublin IV
1/2/2026	Fri	10:00 PM	11:59 PM	Marathon Room till 1 am	Special	1	Arlington
1/3/2026	Sat	8:00 AM	9:00 PM	Executive Board Meeting	Conference	16	Columbus
1/3/2026	Sat	8:00 AM	5:00 PM	Breakout 1	Theatre	48	Dublin I & II
1/3/2026	Sat	8:00 AM	5:00 PM	Breakout 2	Theatre	48	Dublin V & VI
1/3/2026	Sat	8:00 AM	5:00 PM	Vendor Tabletops	Exhibits	5	Dublin III & IV Foyer
1/3/2026	Sat	8:00 AM	5:00 PM	General Session	Theatre	200	Dublin III & IV
1/3/2026	Sat	8:00 AM	5:00 PM	Breakout 3	Crescent Rounds	85	Dublin III
1/3/2026	Sat	8:00 AM	5:00 PM	Breakout 4	Crescent Rounds	85	Dublin IV
1/3/2026	Sat	8:00 AM	11:00 PM	Storage Vendor 1	Special		Westerville
1/3/2026	Sat	8:00 AM	11:00 PM	Storage Vendor 2	Special		Worthington
1/3/2026	Sat	8:00 AM	11:00 PM	Registration	Registration	1	Lobby
1/3/2026	Sat	8:00 AM	11:00 PM	Hospitality Room	Rounds of 10	20	Franklin
1/3/2026	Sat	6:00 PM	11:00 PM	Dinner Banquet	Rounds of 10	200	Dublin III & IV
1/3/2026	Sat	10:00 PM	11:59 PM	Marathon Room till 1 am	Special	1	Arlington
1/4/2026	Sun	8:00 AM	12:00 PM	General Session	Theatre	200	Dublin I & II
1/4/2026	Sun	8:00 AM	1:00 PM	Executive Board Meeting	Conference	16	Columbus
1/4/2026	Sun	8:00 AM	1:00 PM	Storage Vendor 1	Special		Westerville
1/4/2026	Sun	8:00 AM	1:00 PM	Storage Vendor 2	Special		Worthington

MINIMUM BANQUET FOOD AND BEVERAGE REVENUE REQUIREMENT

COACNA agrees to a minimum banquet food and beverage revenue of \$8,500.00, exclusive of tax and banquet administrative fee (the "Minimum Banquet Food and Beverage Revenue"). Hotel will confirm the food and beverage menus and prices at least 30 days prior to group's arrival date.

CATERING STANDARDS

Please notify our catering/conference planning department of the guaranteed attendance of your event at least 7 business days in advance of the event. If no guarantee is received, the Hotel will prepare and charge for the number of persons estimated from the banquet event order. The Hotel will be prepared to serve 5% over the final guarantee.

If the guarantee exceeds the 5% set on the day of the event, the hotel charges a \$10.00 per person labor fee plus the cost of the meal for any meals served over the 5% set.

Final menu selections will be submitted 4 weeks prior to the event to ensure the availability of the desired menu items. Food prices are subject to change 30 days prior to the event.

A \$75.00 Administrative Fee will be added to buffet style dining for groups of 50 or less.

No food or beverage of any kind will be permitted to be brought into any banquet or meeting room other than items purchased from Hotel. If outside food or beverage is brought in, a \$40.00 per person fee will be assessed per instance. Per person fee is based off the guaranteed count for the room(s) in which the food was served.

Event guests will be admitted to the banquet room and expected to depart the banquet room at the time stated on the banquet event order.

Due to local and state health ordinances, unused food or beverage cannot be removed from the Hotel.

SERVICE CHARGE & FEES

All food, beverages, audio-visuals, room rental/set-up fees and meeting room internet fees are subject to a 24% taxable Banquet Administrative fee. The Banquet Administrative fee is for administration of the banquet, special event or package deal. The Banquet Administrative fee is not purported to be a gratuity and will not be distributed as gratuities to the employees who provide service to the guests. All food, beverage, internet and audio-visuals are subject to applicable sales tax (7.5%) Banquet Administrative fees and taxes are subject to change without notice.

DAMAGE TO FUNCTION SPACE

Group agrees to pay for any damage to the function space that occurs while Group is using it. Group will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than Group and its attendees.

If excessive cleaning is required of Hotel, beyond normal wear and tear, Group is responsible for the additional cost of \$500.

LIQUOR LICENSE

CMHNW In-House Account 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 underage.

SIGNED BANQUET CHECKS

All banquet checks must be signed by the authorized signor, person in charge or by a designated representative at the completion of each event. Any discrepancies in counts or charges must be identified and resolved at that time.

ROOM SET CHANGE

If a change from the room set listed on the banquet event order is requested on the day of the event, a labor charge of \$500.00 will be added to the banquet check.

The Hotel reserves the right to move functions/events to other meeting/banquet rooms other than those appearing on the catering contract.

If an outdoor event must be moved indoors due to wind or rain, the decision must be made by 3 hours before the event in conjunction with the meeting planner. If the meeting planner feels that the decision must be delayed and causes the hotel to set outdoor and indoor space, \$10.00 per person set up fee will be added to the banquet check.

Any items to be put on any meeting or lobby walls or any directional signs must be approved by the Hotel.

AUDIO VISUAL

The PROPERTY is pleased to provide in-house Event Technology services through Encore. No other production/audio visual company is not allowed to provide audio visual equipment unless authorized by the Hotel. Certain restrictions, guidelines, access fees and proof of insurance may be required if Encore is not used.

Client assumes responsibility for any presentation equipment not provided by the hotel. If our technical assistance is needed you will be assessed a fee. Outside audio visual not supplied by the hotel will be subject to an access fee. All audio visual is subject to a taxable administrative fee.

OUTSIDE AUDIO-VISUAL EQUIPMENT

Outside audio visual equipment is not permitted. If outside AV company is used, a \$450.00 fee will be applied to the banquet bill and electrical fees may apply.

The customer is responsible for arrangements and all expenses of shipping materials, merchandise, exhibits or any other items to and from the Hotel. The Hotel must be notified in advance of shipping arrangements to ensure proper acceptance of the item's arrival at the Hotel and shipping/storage fees will apply.

The Hotel and Catering Manager are not to be held responsible before, during or after the event for lost, stolen or damaged items left in the function space, regardless of whether the function space is secured by customer or Hotel.

The customer is responsible and shall reimburse the Hotel for any damage, loss of liability incurred by the Hotel by any of the customer's guests or any persons or organizations contracted to provide any service or goods before, during and after the event.

Payment in full is required before all catering only events and a credit card must be on file to ensure payment for any additional charges incurred during an event.

ATTRITION

Group must produce at least 80% of contracted sleeping room revenue. Any deficit will be billed to the group's master account as liquidated damages for underperformance, plus taxes and service charges. 169-

CANCELLATION

In the event of a group cancellation occurring 0 to 3 business days prior to arrival, liquidated damages in the amount of one hundred percent (100%) of the Room Night Commitment, one hundred percent (100%) of the Minimum Banquet Food and Beverage Revenue, and Total Meeting Room Rental will be due, plus applicable taxes.

In the event of a group cancellation occurring 4 business days to 29 days prior to arrival, liquidated damages in the amount of eighty percent (80%) of the Room Night Commitment and eighty percent (80%) of the Minimum Banquet Food & Beverage Revenue and Total Meeting Room Rental will be due, plus applicable taxes.

In the event of a group cancellation occurring 30-59 days prior to arrival, liquidated damages in the amount of seventy percent (70%) of the Room Night Commitment and seventy percent (70%) of the Minimum Banquet Food & Beverage Revenue and Total Meeting Room Rental will be due, plus applicable taxes.

In the event of a group cancellation occurring 60-89 days prior to arrival, liquidated damages in the amount of fifty percent (50%) of the Room Night Commitment and fifty percent (50%) of the Minimum Banquet Food & Beverage Revenue and Total Meeting Room Rental will be due, plus applicable taxes.

In the event of a group cancellation occurring 90-120 days prior to arrival, liquidated damages in the amount of forty percent (40%) of the Room Night Commitment and forty percent (40%) of the Minimum Banquet Food & Beverage Revenue and Total Meeting Room Rental will be due, plus applicable taxes.

In the event of a group cancellation occurring 121-180 days prior to arrival, liquidated damages in the amount of twenty-five percent (25%) of the Room Night Commitment and twenty-five percent (25%) of the Minimum Banquet Food &

Beverage Revenue and Total Meeting Room Rental will be due, plus applicable taxes.

In the event of a group cancellation occurring 181 days or more prior to arrival, liquidated damages in the amount of ten percent (10%) of the Room Night Commitment, plus applicable taxes.

CONCESSIONS

- o Complimentary Wi-Fi in guest rooms
- o Complimentary Wi-Fi in Meeting space
- o Complimentary Parking for all attendees
- o ~~Waived Meeting Room Rental~~ KTD 8-30-2024
- o 1 Comp Suite for 2 nights
- o 1 Suite at group rate
- o Hotel will honor 20 late check outs at 1:30 pm, group to give list of names to sales by December 18, 2025
- o Hotel will honor group rate 3 days pre/post event
- o Discounted pricing -\$50.00 per gallon coffee (plus service charge and tax) (regular price \$80 per gallon)
- o 15% off AV- additional discounts can be worked out with Encore
- o Marriott BonVoy Points to planner according to program terms and conditions

With 80% (169) actualized rooms the hotel will offer:

- 6 complimentary sleeping room nights total (if group does not reach minimum the hotel will offer 1/30 comp nights) 3 RM 4

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, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to 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.

INDEMNIFICATION

Each party to this Agreement shall, to the extent not covered by the indemnified party's insurance, indemnify, defend, and hold harmless the other party and its officers, directors, agents, employees, and owners from and against any and all demands, claims, damages to persons or property, losses, and liabilities, including reasonable attorneys' fees (collectively, "Claims"), arising solely out of or solely caused by the indemnifying party's negligence or willful misconduct in connection with the provision and use of Hotel as contemplated by this Agreement. This paragraph shall not waive any statutory limitations of liability available to either party, including innkeepers' limitation of liability laws, nor shall it waive any defenses either party may have with respect to any Claim.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and COACNA agree to cooperate with each other to ensure compliance with such laws.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations, or deletions including corrective lining out by either Hotel or COACNA 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.

DISPUTE RESOLUTION

In the event of dispute resolution, the non-prevailing party will pay the other's costs and attorney's fees.

COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

This section describes Marriott's obligations as a U.S. federal contractor. It does not apply to customers that are not part of the U.S. federal government or using funds from the U.S. federal government for this contract.

Marriott shall comply with all applicable laws, statutes, rules, ordinances, codes, orders, and regulations of all federal, state, local and other governmental and regulatory authorities and of all insurance bodies applicable to the Hotel premises in

performing its obligations under this Agreement.

Marriott (referred to as “contractor” in this section) shall comply with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans’ Readjustment Assistance Act, as amended, which are administered by the United States Department of Labor (“DOL”), Office of Federal Contract Compliance Programs (“OFCCP”). The equal employment opportunity clauses of the implementing regulations, including but not limited to 41 C.F.R. §§ 60.1-4, 60-300.5(a), and 60-741.5(a), are hereby incorporated by reference, with all relevant rules, regulations and orders pertaining thereto. **This contractor and subcontractor shall abide by the requirements of 41 C.F.R. §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.**

Marriott also shall comply with Executive Order 13496 and with all relevant rules, regulations and orders pertaining thereto, to the extent applicable. The employee notice clause and all other provisions of 29 C.F.R. Part 471, Appendix A to Subpart A, are hereby incorporated by reference.

To the extent applicable, Marriott shall include the provisions of this section in every subcontract or purchase order so that such provisions shall be binding upon each contractor, subcontractor or vendor performing services or providing materials relating to this Agreement and the services provided pursuant to the terms hereof.

PRIVACY

Marriott International, Inc. (“Marriott”) is committed to complying with obligations applicable to Marriott under applicable privacy and data protection laws, including to the extent applicable EU data protection laws. Hotel shall comply with the then-current Marriott Group Global Privacy Statement (the “Privacy Statement,” currently available at <http://www.marriott.com/about/privacy.mi>) with respect to any personal data received under this Agreement.

Without limiting the foregoing obligation, Hotel has implemented measures designed to: (1) provide notice to individuals about its collection and use of their personal data, including through the Privacy Statement; (2) use such personal data only for legitimate business purposes; (3) provide means by which individuals may request to review, correct, update, suppress, restrict or delete or port their personal data, consistent with applicable law; (4) require any service providers with whom personal data is shared to protect the confidentiality and security of such data; and (5) use technical and organizational measures to protect personal data within its organization against unauthorized or unlawful access, acquisition, use, disclosure, loss, or alteration.

COACNA will obtain all necessary rights and permissions prior to providing any personal data to hotel, including all rights and permissions required for Hotel, Hotel affiliates, and service providers to use and transfer the personal data to locations both within and outside the point of collection (including to the United States) in accordance with Hotel’s privacy statement and applicable law. Notwithstanding any other provision, Hotel may use an individual’s own personal data to the extent directed by, consented to, or requested by such individual.

MARRIOTT BONVOY EVENTS

Marriott Bonvoy Events provides Points or Miles to eligible Marriott Bonvoy Members who book and hold qualifying meetings and events at Participating Properties.

Approximately ten (10) business days after the conclusion of the Event (provided that the Event is not cancelled and COACNA has otherwise complied with the material terms and conditions of this Agreement), the Hotel will award Points or Miles to the Member and relevant account identified below. By inserting the airline frequent flyer account information, the recipient elects to receive Miles instead of Points.

Marriott Bonvoy Events 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. Hotels in the Asia Pacific region are restricted from awarding Points or Miles to any intermediary booking an event on behalf of any 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 Points or Miles.

Member Name _____
Marriott Bonvoy Membership Number _____

*If Miles are desired instead of Points, please also provide:

Participating airline name _____
Participating airline frequent flyer account number _____

OR

- ☐ The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not eligible to receive Points or Miles and hereby waives the right to receive Points or Miles in connection with the Event.

The individual identified above to receive either Points or Miles may not be changed without such individual's prior written consent. The number of Points or Miles to be awarded shall be determined pursuant to the Marriott Bonvoy Terms and Conditions (the "Terms and Conditions"), as in effect at the time of award. All Marriott Bonvoy Terms and Conditions apply. The Terms and Conditions are available on-line at <https://www.marriott.com/loyalty/terms/default.mi> and may be changed at the sole discretion of Marriott International, Inc. at any time and without notice. Capitalized terms used in this section have the meanings given to them in the Terms and Conditions.

*Electronic selection – This may be done in Microsoft Word by double-clicking on the above unfilled box, choosing a blackened box, and then clicking "Insert." Alternatively, one can use the commands "Insert" and "Symbol," choose the blackened box, and then click "Insert."

ACCEPTANCE

When presented by the Hotel to COACNA, this document is an invitation by the Hotel to COACNA to make an offer. Upon signature by COACNA, this document will be an offer by COACNA. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies COACNA at any time prior to COACNA's execution of this document, **the outlined format and dates will be held by the Hotel for COACNA on a first-option basis until Tuesday, August 20, 2024.** If COACNA cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.


Upon signature by both parties, COACNA and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by COACNA:

Name: Ben Lacey

Title: President

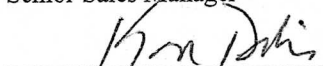
Signature: 

Date: 

Approved and authorized by hotel:

Name: Karen Diehl

Title: Senior Sales Manager

Signature: 

Date:

8-10-2024

