



ITE Western District Annual Meeting

Conference Requirements

Hotel Rooms	Room block as outlined in RFP. Room night attrition must be set no higher than 80% of room block whereby all function space rental fees are waived (typically 400-500 room nights)
Lowest Rate Guarantee	<p>Should a lower transient (individual) rate be offered over the meeting dates, by any source, the Hotel agrees to:</p> <ol style="list-style-type: none"> 1) Offer that lower rate to any of the Group's attendees who meet the booking restrictions of the lower rate including but not limited to cancellation fees, pre-payment, change restrictions and availability at the time of request; or 2) Remove the lower rate from all public (non-company specific) distribution channels. This agreement applies to rates made available to the general public through the hotel reservation department, Customer Contact Centers or online distribution channels. 3) All or a significant block of rooms shall be provided at the estimated GSA government rate for the hotel's location and the year of the meeting.
Parking	No additional parking charges for ITE Western District guests (either overnight or daytime only)
Resort Fees	No additional resort fees for ITE Western District guests
Group Room Credit	At the Group's request, Hotel's in-house guest list will be compared with Group's registration list. Any guest room occupied by an individual on Group's registration list, but not coded to Group within Hotel's system, will be credited to Group's pickup (including <u>any</u> web pre-purchases). Hotel may compare the lists along with a representative of the Group.
Overbooking Scenario	<p>If Hotel is unable to provide a room to a Group attendee holding an accepted and/or confirmed reservation, Hotel will, at its own expense, provide the following:</p> <ol style="list-style-type: none"> 1) Provide room availability of comparable nature at a nearby hotel at the same rate as the contract. 2) Transportation to and from the substitute hotel for each day during which Hotel cannot provide a room. 3) Every attempt will be made to place the guest in an upgraded accommodation. 4) The Hotel will credit the Group for all room nights and room revenue from relocated rooms for purposes of calculating any term of this Contract such as room block performance or earned concessions.



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Food and Beverage	<ol style="list-style-type: none"> 1) Hotel will work closely with ITE Western District to provide a menu within ITE Western District's budget. ITE's goal is to have their F& B costs not exceed the cost of living increase from year to year. 2) No bar set up fees 3) Allow numbers to be provided the week before the meeting for F&B functions with the ability to make minor refinements on Monday following the opening luncheon 4) Guaranteed F&B menu prices 5) Provide complimentary room and F&B function room décor, linen and table décor, (including flag set up for Wednesday luncheon).
Meeting Space	<ol style="list-style-type: none"> 1) Meeting, banquet and exhibit space and associated conference function spaces (i.e. registration table, locked storage area, etc. as attached) at no charge. 2) Head table and chair set up of all rooms is at no charge, using sample room layouts attached. 3) Allow for provision of own/outside AV equipment (i.e. projectors and computers by ITE or an outside vendor) with no additional fees. 4) No charge for any microphones, screens in meeting rooms if the group meets total projected room nights. 5) There will be no additional charge for use of meeting room equipment built into meeting rooms (i.e. projection screens, audio systems, etc.) 6) 20% discount on AV costs provided from Hotel rate schedule. 7) Easels provided complimentary. This would include easels for guiding guests and for every meeting room (unless electronic signs are provided outside every meeting room). 8) Water in meeting rooms at no cost.
Internet	<p>No charge for guest room secure internet/WiFi</p> <p>No charge for meeting, banquet, and vendor areas secure internet/WiFi</p>
Power	<p>Electrical power provided at no cost, including power strips, for:</p> <ol style="list-style-type: none"> 1) Registration area 2) Board Meeting room (Sunday) 3) Student competition room (Sunday) 4) Speaker prep room (Monday – Wednesday) 5) Technical Session rooms for computers and projection units (Monday – Wednesday) 6) Ballroom/Luncheon room/Plenary session rooms for computer and projection unit(s) (Monday-Wednesday) for all meeting functions
Vendor Area	<p>In the exhibit hall standard/basic outlet power requirements should be made available at no charge (one outlet per booth). A schedule of additional power services shall be provided with costs to be arranged with vendors who have such needs.</p>



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Complimentary Rooms	<ol style="list-style-type: none"> 1) One per 40 room nights provided complimentary 2) One suite provided complimentary for five nights for the Western District President 3) A second suite (5 nights) provided complimentary if projected room block is achieved.
No Fees	Any basic meeting related fees not presented in the agreement will be the responsibility of the Hotel at no charge to the ITE Western District (such as, but not limited to, electrical power, hanging of banners and signs)
Storage Handling	There will be no charges for receiving, handling and storage of a reasonable amount of group's registration and meetings material from the Thursday prior to the meeting until the Sunday at the start of the meeting.
Marketing	Hotel will provide a link to their website tailored for the ITE Western District meeting for attendees to make reservations at the negotiated room rates at no cost.
Deposit	No advance deposits prior to the month in advance of the meeting.
Additional Requirements	<p>Direct methods of communication between LAC staff and hotel staff (cell phone or other means)</p> <p>Any change (move or reduction) in programmed space as outlined must be agreed to in advance by a designated official from ITE Western District</p>
Attrition	<p>In its 60 plus year history, ITE Western District has never experienced attrition. The hotel commits to working closely with ITE to 1) protect ITE's room block commitments and 2) to determine if block needs to be adjusted or negotiated downward to avoid attrition or upward to discourage overflow into nearby hotels, but most importantly always with an eye of not allowing ITE to incur attrition penalties by working closely with ITE. This will be accomplished by checking with ITE in January and April prior to the meeting to consider adjustments.</p> <p>In addition the hotel will work with ITE Western District in developing incentives for early reservation of our guests as well as incentives for those attendees registering and staying at the host hotel. This will be done to avoid use of nearby less expensive hotels. If it is found that attendees are staying at hotels of the same hotel brand with lower rates than our contract (i.e. Hilton, Hilton Gardens Inn, Doubletree, Hampton, etc.), within two miles of the host hotel then these rooms will be credited towards the room block.</p>
Cancellation Damages	Should the hotel cancel the contract ITE Western District reserves the right to sue for full damages to locate the meeting to another venue.