



HYATT REGENCY SEATTLE
 808 HOWELL STREET
 SEATTLE, WA, 98101, US
 T: (206) 973-1234
 F: (206) 859-6519

GROUP SALES AGREEMENT

Date Prepared: March 30, 2023
 Group Contact: Katrina Metzler
 Title: Executive Director
 Organization: National Energy and Utility Affordability Coalition (NEUAC)
 Address: PO Box 33878
 Washington, DC 20033
 Telephone: 202-838-8375 Email: kmetzler@neuac.org

Event Name: 2026 NEUAC Annual Meeting
 Official Event Dates: 15-May-2026/22-May-2026
 Hotel Sales Manager: John J Puglisi
 Title: Area Senior Sales Manager
 Telephone: (703) 975-7949 Fax: (206) 859-6519 Email: john.puglisi@hyatt.com

Meeting Planner: Jennifer Whiting
 Title: Executive Director, Client Logistics
 Organization: Meeting Solutions Inc.
 Address: 2 Hamill Road, Suite 309
 Baltimore, MD 21210
 Telephone: 443-627-2203 Email: jennifer@meetingsolutionsinc.com

National Energy and Utility Affordability Coalition ("Group") and Hyatt Corporation as agent of HT Seattle Owner LLC, a Delaware Limited Liability Company, d/b/a Hyatt Regency Seattle ("Hotel") agree as follows:

GROUP'S FIRST OPTION DUE DATE

Hotel agrees to hold the guest rooms and meeting and event space listed in this Group Sales Agreement (the "Agreement") for the Event named above on a tentative basis until **March 31, 2023**. If this Agreement is not fully executed by Group and returned to Hotel, together with any required deposit, credit application or other materials, by **March 31, 2023**, Hotel may release the guest rooms and/or meeting and event space. If, prior to Group's execution and return of this Agreement together with any other required materials, Hotel receives an alternate request for the Event guest rooms and/or meeting and event space, Hotel will notify Group and Group will have forty-eight (48) hours from Hotel's notification to return this signed Agreement together with any other required materials to Hotel.

GUEST ROOM BLOCK

The table below sets forth the total number of guest rooms set aside by Hotel for Group's use during the Official Event Dates ("Guest Room Block").

Date	Day	ROH	Gover nment	Corner King	Executive Suite	Presidential Suite	Regency Suite	Daily Contracted Guest Room Block
15 May 2026	Friday	15	0	0	0	0	0	15
16 May 2026	Saturday	55	0	10	1	1	3	70
17 May 2026	Sunday	190	45	10	1	1	3	250
18 May 2026	Monday	490	45	10	1	1	3	550
19 May 2026	Tuesday	490	45	10	1	1	3	550
20 May 2026	Wednesday	485	45	10	1	1	3	545
21 May 2026	Thursday	100	15	10	1	1	3	130

Total Contracted Guest Room Block: 2,110

GUEST ROOM RATES

Hotel confirms the following Guest Room Rates:

Room Type	Single Rate	Double Rate	Triple Rate	Quad Rate
ROH	\$249.00	\$249.00	\$274.00	\$299.00
Staff	\$186.75	\$186.75	\$211.75	\$236.75
Corner King	\$249.00	\$249.00	\$274.00	\$299.00
Executive Suite	\$249.00	\$249.00	\$274.00	\$299.00
Presidential Suite	\$249.00	\$249.00	\$274.00	\$299.00
Regency Suite	\$249.00	\$249.00	\$274.00	\$299.00
Government Per Diem*	\$232.00	\$232.00	\$257.00	\$282.00

The Guest Room Rates are quoted exclusive of any applicable taxes (which are currently 15.7% and \$4 nightly Seattle Tourism Assessment Fee) applicable service fees, and/or Hotel-specific fees in effect at the time of the Event.

**Rates are quoted at the current government per diem and subject to change.*

ROOM BLOCK REVIEW

The room block will be reviewed 45 days after the 2025 conference to compare to actual pick up of the 2026 conference. On this date the parties will evaluate the room and space commitments based on research of the Group's previous usage, current pick-up to date and other relevant factors. If necessary, the Hotel and the Group shall mutually agree to any adjustments (increase, based on availability or decrease) to the guest room block and space commitments (maximum of 7%). All room and space commitments will be finalized on the date set forth above. The Hotel shall confirm in writing any changes to the contract which result from the review by the Group and the Hotel of the room and space commitments agreed to and outlined in the Program of Events Attrition shall be based on 80% of new contracted room block.

RELOCATION

The hotel will not relocate any NEUAC attendee.

In the event Hotel does not provide a guest room to an Event attendee with a confirmed reservation, and the Event attendee is in need of the guest room, Hotel shall relocate the displaced Event attendee to one of the three properties in The Seattle Hyatt Collection to include Hyatt Regency Seattle, Grand Hyatt Seattle and the Hyatt at Olive 8 at the agreed upon group rate. Relocated attendees in this manner will be commissionable.

Should both of these properties be unavailable to accommodate the displaced attendee, the hotel shall use all commercially reasonable efforts to first relocate the displaced attendee to the closest comparable hotel (the "Alternate Hotel") for the nights Hotel is not able to provide the Event attendee a guest room; (ii) provide transportation to and from such Alternative Hotel for each night Hotel is not able to provide the Event attendee a guest room; and (iii) provide two (2) long distance telephone calls (not to exceed 10 minutes) for the Event attendee for each day Hotel is not able to provide the Event attendee a guest room, all in accordance with Hotel's relocation policy. Relocated guest rooms in this manner will not be commissionable.

Any guest rooms relocated to an Alternate Hotel as set forth above will be credited to Group's Contracted Guest Room Revenue Commitment and complimentary guest room count, for such period as Hotel is unable to provide guest rooms to Event attendees.

RESERVATION METHOD

Hotel recommends using a web-based reservation system to make room reservations. Reservations may be made, modified or cancelled by attendees via a URL provided by Hotel and published by Group to potential attendees (user names or passwords provided to Group to access the web-based reservation system are confidential and their misuse is Group's responsibility), and the privacy policy of the host of such URL shall apply. Reservations for rooms accessible to guests with disabilities may be made in the same manner. Reservations must be made on or before the Cut-Off Date specified below.

CUT-OFF DATE

The "Cut-Off Date" is **Friday, April 24, 2026**. After the Cut-Off Date, all rooms within Group’s contracted Guest Room Block that have not been reserved will be returned to Hotel’s general inventory. Reservation requests for rooms within the Guest Room Block received after the Cut-Off Date will be based on availability at Hotel’s prevailing rates and will be credited to achieving Group’s Contracted Guest Room Revenue Commitment. Only actual reservations for Event attendees will be considered valid room reservations. After the Cut-Off Date, cancelled guest rooms will be returned to Hotel’s inventory. Name changes on, or other transfers of, room reservations will not be accepted after the Cut-Off Date.

COMPLIMENTARY ROOMS

Hotel will provide Group with one (1) complimentary room for every forty (40) revenue-producing guest rooms occupied by Group on a cumulative basis over the Official Event Dates. The number of complimentary rooms provided to Group shall be determined by adding together the total actualized room nights per night of consecutive night stays over the Official Event Dates and dividing the total by forty (40). The number of actualized room nights credited toward Group’s complimentary rooms shall be determined as follows:

Room Type	Number of Actualized Rooms Credited Toward Complimentary Room Count
Standard Guest Room	1
Corner Room	2
Regency Suite	3
Executive Suite	4
Summit Suite	5
Presidential Suite	6

Complimentary rooms, discounted guest rooms and suites, and pre-and post-Event rooms, if any, are considered concessions and shall not be included in the calculation of revenue-producing guest rooms to determine the number of complimentary rooms. Complimentary rooms may not be used as credit for Event fees or future events. All complimentary rooms earned by Group must be assigned to a specific Group attendee, otherwise they have no value and if not utilized, have no monetary value.

COMMISSIONABLE

The Guest Room Rates set forth above are commissionable to Group’s agent of record, Meeting Solutions Inc. (“Agent”). Agent’s IATA number is 21578760. Commissions shall be paid at the rate of 7 percent of the Guest Room Rate for all rooms within the Guest Room Block over the Official Event Dates, up to the Total Room Nights, that are actually used and paid for by Group. Said commissions shall be paid to Group’s Agent no later than thirty (30) days after Group’s payment in full of the Master Account.

NEUAC will be due commission on Rooms Outside the block, provided that (i) such commission payments are calculated based on the applicable rate associated with the Rooms Outside the Block and (ii) the total number of room nights commissionable to NEUAC will not exceed the total number of rooms in the contracted room block. However, no commission payments will be due to NEUAC for any group bookings or individual traveler reservations that are commissionable to any other travel agency or company.

Organization Name	Commission Percent
Meeting Solutions Inc.	7

Group shall disclose to its members and attendees the portion, if any, of Group’s room rates being paid to Group or its affiliates or another third party as a commission.

AGENCY

Group is being represented by Meeting Solutions Inc. who Group's sole agent for the Event. Group acknowledges that Agent has complete authority to represent Group in all matters arising under this Agreement. Group acknowledges and agrees that Hotel may act in accordance with the directions given by Agent consistent with this Agreement and that Group will be bound by the agreements made by Agent and will pay all fees, charges, costs and expenses due and owing Hotel in accordance with any such agreements. Agent is the agent of Group and not of Hotel. In the event questions arise over amounts paid or payable to Agent under this Agreement, Hotel will abide by the requests or decisions of Group (including, without limitation, providing Group copies of this Agreement and other Event materials). In no event shall Hotel be liable to Agent, if Group terminates Agent, as its agent. Group hereby agrees to defend, indemnify and hold harmless Hotel from any liability arising out of Group's appointment or termination of Agent as its agent or Hotel's payment of amounts owed to Agent. Hotel and National Energy & Utility Affordability Coalition (NEUAC) agree that the commission for the booking of this Event is non-cancelable and non-transferable to any other party. Hotel will not be liable for any commission fee to any other entity.

CONTRACTED GUEST ROOM REVENUE COMMITMENT

Hotel is relying on, and Group agrees to provide, a minimum of **1,688** guest room nights, as outlined above. Should the Group fall below this amount, the Group will be responsible for the difference between the minimum guest room nights and actualized guest room nights multiplied by the single convention guest room rate, plus any applicable taxes.

For any day that the hotel achieves 100% occupancy during the official event dates, the Group will receive credit for full achievement of the contracted block for that day. In such a case, the Group's total pick up will be calculated by adding the difference between contracted and actual room nights for sold out nights to the Group's total pick up.

The Hotel and Group intend to liquidate the damages in the event that the Group fails to meet the Guest Room Minimum set forth in this section. Therefore, Group and Hotel agree (a) that the above formula is a reasonable estimate of the Hotel's damage in the event that such a minimum is not met and (b) that the liquidated damages set forth in this section do not constitute a penalty.

Group may not transfer or resell its rights under this Agreement to any third party for purposes of reselling unused portions of its Guest Room Block or fulfilling the Contracted Guest Room Minimum.

Hotel and Group intend to liquidate the damages suffered by Hotel in the event that Group fails to meet the Contracted Guest Room Commitment set forth in this Section. Therefore, Group and Hotel agree that: (a) the damages suffered by Hotel in the event that the Contracted Guest Room Revenue Commitment is not met are difficult to calculate; (b) the above formula is a reasonable estimate of such damages; and (c) the Attrition Charges do not constitute a penalty.

Group's obligations under this Section shall survive completion of this Agreement.

MEETING AND EVENT SPACE COMMITMENT

Hotel will hold the meeting and event space as set forth in the attached Program of Events and made to be a part of this Agreement. This is considered to be a firm commitment by Group and any increase or decrease to that commitment or Group's Food and Beverage Revenue Commitment (as defined below) may result in a modification of Group's Meeting and Event Space Rental Fee (as defined below), if any, by Hotel. All meeting and event space is assigned by Hotel according to the number of persons guaranteed to attend the Event. Group agrees to promptly notify Hotel of any changes in its meeting or event space requirements. *Hotel may reassign the meeting or event space listed on the Program of Events only by amendment of this contract, requiring signatures by the authorized party representing NEUAC and the hotel.*

Meeting and event space rental for this Event is waived with met Food and Beverage minimum.

FOOD AND BEVERAGE REVENUE COMMITMENT

By entering into this Agreement, Group agrees to provide a minimum of **\$185,000.00** in meeting and event food and beverage revenue (the "Food and Beverage Revenue Commitment"). The Food and Beverage Revenue Commitment excludes service charges, taxes, audio visual, parking or other associated expenses applicable at the time of the Event.

Should Group's actual meeting and event food and beverage revenue fall below the Food and Beverage Revenue Commitment, Group shall pay as liquidated damages the difference between the Food and Beverage Revenue Commitment (after deducting any permissible reduction) and the actualized meeting and event food and beverage revenue, plus any applicable taxes and service charges (also referred to as "Attrition Charges"). Attrition Charges owed to Hotel under this Section, if any, will be posted as a charge on Group's Master Account together with applicable taxes and service charges.

Hotel and Group intend to liquidate the damages suffered by Hotel in the event that Group fails to meet its Food and Beverage Revenue Commitment set forth in this Section. Therefore, Hotel and Group agree that: (a) the damages suffered by Hotel in the event that the Food and Beverage Commitment is not met are difficult to calculate; (b) the above formula is a reasonable estimate of such damages; and (c) the Attrition Charges do not constitute a penalty.

Group's obligations under this Section shall survive completion of this Agreement.

All banquet food and beverage arrangements must be made through Hotel. Only food and beverage purchased from Hotel may be served on Hotel property. Hotel reserves the right to cease service of alcoholic beverages in the event that persons under the age limit mandated by applicable law are present at the Event and attempt to receive service of alcoholic beverages. Hotel reserves the right to deny alcoholic beverage service to guests who appear to be intoxicated.

SERVICE CHARGES—FOOD AND BEVERAGE

All catering food and beverage is subject to a taxable service charge and sales tax. A taxable 25% service charge and applicable taxes shall be added to all food and beverage. 16.5% of which is to go to service personnel and banquet captains, and where applicable bus persons and/or bartenders engaged in the function, and 8.5% is retained by the hotel. A taxable 25% service charge and applicable taxes shall be added to all meeting room rental charges. 6% of which is to go set-up personnel, and 19% is retained by the hotel. A 10.25% sales tax will be applied to all food and beverage and meeting room rental charges and service fees. Taxes / Service Charges are subject to change.

SPECIAL CONSIDERATIONS

With 80% guestroom pick up, the hotel, as a special consideration to the Group, will provide:

- 20% discount on a/v equipment through Encore.
- No charge for podiums, easels or staging, one podium per meeting room, not to exceed hotel inventory
- Complimentary wireless internet in meeting space, 4 Mbps. Additional internet needs at a 20% discount
- One complimentary Presidential Suite with Regency Club access as outlined in the Group Rooms grid above
- One upgrade to an Executive Suite at group rate with Regency Club access as outlined in the Group Rooms grid above
- Three upgrades to Regency Suites at group rate with Regency Club access as outlined in the Group Rooms grid above
- Ten upgrades to Corner King rooms at group rate with Regency Club access as outlined in the Group Rooms grid above
- Eight staff rooms with Regency Club access at 25% off the group rate as outlined in the Group Rooms grid above
- Ten complimentary welcome amenity cards \$25.00 value each
- Handling fees will be waived for up to ten (10) boxes up to 50 lbs. each. Additional boxes at a 10% discount off standard package handling fees
- Five Complimentary self-parking passes per day
- Complimentary Chef Choice beverages and snacks for up to ten (10) people in the staff office
- In-house AV prices will be negotiated prior to signing Hotel contract based on needs
- One (1) certificate for one (1) complimentary night stay for two (2) to use during 2026's conference.
- The Hotel agrees to hang a NEUAC banner containing the conference name in the ballroom area for the major events of the conference at no charge.
- 25,000 World of Hyatt Points with signed contract for both NEUAC and Meeting Solutions representative

- 2026 Planning and Board Meetings: The Hotel will provide guest room nights for 4 nights at the group discounted rate or lower and one complimentary meeting room (hollow square or crescent rounds setting for 45 people with AV) and a lunch space for two days for the Group for the Fall of 2025 or late summer prior to the conference. Dates to be mutually agreeable. Preferred pattern noted below:
 - Monday – 40 Rooms
 - Tuesday – 40 rooms, planning meeting
 - Wednesday – 40 rooms, Board Strategic Planning
 - Thursday – 36 rooms, Board Strategic Planning
 - Friday - Departure
- Discounted 2026 food and beverage pricing, Chef’s choice:
 - Continental Breakfast - \$49.00 ++
 - Breakfast Buffet - \$70.00 ++
 - Lunch (Buffet) - \$74.00 ++
 - Reception - \$44.00 – 65.00 ++
 - Coffee/Tea/Hot Water - \$136.00 ++
- 35 complimentary skirted tables for the duration of the conference
- 20 complimentary passes to the Regency Club per night
- Group rate honored three day pre/post based on standard room availability

If Group fails to meet the minimum of eighty percent (80%) of it’s Total Guest Room Revenue Commitment, all are subject to re-negotiation.

Special considerations must be assigned as outlines, otherwise they have no value and if not utilized, have no monetary value and cannot be applied as credit to Master account.

WORLD OF HYATT – MEETING PLANNER REWARDS

This meeting qualifies for World of Hyatt Meeting Planner Reward Points. Reward points recipient, as designated below, will earn one (1) World of Hyatt point for every eligible U.S. dollar actualized (maximum 50,000 points) in conjunction with group/meeting guest rooms, catering/banqueting charges associated with an eligible meeting or catered/banqueted event.

_____ (Initials) World of Hyatt Planner Reward to be awarded to:

_____ (Recipient’s Name and Membership Number)

_____ (Initials) Group would like to decline participation in World of Hyatt Planner Rewards Program

To enroll in World of Hyatt, and for complete terms and conditions visit: <https://help.hyatt.com/en/hyatt-terms/world-of-hyatt-terms.html>

BILLING ARRANGEMENTS

Credit procedures will be provided to Group by Hotel upon the request for a credit application.

If Group wishes to set up direct billing for the Master Account, this signed Agreement must be returned to the Hotel and a credit application must be completed at least three (3) months prior to arrival and returned to Hotel for approval. In the event credit is approved: (i) all charges (up to the authorized credit amount) shall be due and payable to Hotel no later than thirty (30) days after Group's receipt of the Master Account invoice; and (ii) Hotel reserves the right to rescind its approval if there is a material change in Group's creditworthiness or material increase in anticipated charges.

In the event that credit is not requested, not approved or subsequently rescinded, payment of Group's total estimated Master Account will be due to Hotel prior to Group’s arrival in accordance with the deposit schedule below. Failure to remit such payment(s) when due will be deemed to be a cancellation of this Agreement by Group, and Group shall be liable for the Cancellation Charges as set forth herein.

Invoice disputes and/or billing errors must be communicated to Hotel no later than fourteen (14) days before the date payment is due.

Please note that Hotel never requests billing information or requests changes to billing information via email. Should Group receive any billing notice or inquiry via email, please contact the Hotel Sales Manager at the phone number set forth above.

DEPOSITS

Group shall provide a non-refundable (except as specifically provided herein) deposit based on the table below:

Withing seven days of contract signing	\$5,000.00
May 15, 2025	\$10,000.00

All deposits will be credited towards any Attrition Charges (defined below) or Cancellation Charges (defined below) due to Hotel. Payment may be made by check, credit card, wire transfer or ACH. Hotel will provide a Credit Card Authorization form for scheduled payments made by credit card or ACH.

CANCELLATION OPTION

Either Hotel or Group may cancel this Agreement without cause upon written notice to the other party at any time prior to the Event. In the event Group cancels without cause, Group shall pay Hotel liquidated damages in an amount calculated according to the table below (the "Cancellation Charges"), plus applicable taxes. Applicable Services Charges will be added to the Cancellation Charges when cancellation occurs sixty (60) days or less prior to the first date of the Event.

From January 1, 2026 through the first day of the Event	\$469,553.60 80% of the aggregate Contracted Guest Room Revenue Commitment, 40% of Food and Beverage Revenue Commitment
From January 1, 2025 through December 31, 2025	\$321,137.30 65% of the aggregate Contracted Guest Room Revenue Commitment
From January 1, 2024 through December 31, 2024	\$247,221.00 50% of the aggregate Contracted Guest Room Revenue Commitment
Agreement signing through December 31, 2023	\$197,776.80 40% of the aggregate Contracted Guest Room Revenue Commitment

Payment of the Cancellation Charges shall be made by Group to Hotel at the time this Agreement is canceled by written notice. Hotel and Group agree that: (a) the damages suffered by Hotel in the event that Group cancels without cause are difficult to calculate, for reasons, including, but not limited to, the uncertainty, at the time of contracting, of the business that can be rebooked and the associated rates; (b) the above formula is a reasonable estimate of such damages; and (c) the Cancellation Charges do not constitute a penalty.

In the event Hotel cancels this Agreement without cause, Hotel shall pay Group any direct damages suffered as a result of the cancellation, which damages shall not exceed the amount calculated according to above scale.

The parties' obligations under this Section shall survive termination of this Agreement.

RIGHTS OF TERMINATION FOR CAUSE

This Agreement may be terminated by either party without liability upon written notice under the following circumstances:

- (i) if a party's performance under this Agreement is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, a pandemic, a travel restriction on members of the general public issued by a governmental agency, curtailment of public transportation facilities, or any other unexpected emergency of a comparable nature beyond the party's control that in each case makes it illegal or impossible to perform its obligations under this Agreement. In such event, the terminating party shall give written notice of termination to the other party within ten (10) business days of such occurrence; or
- (ii) if either party makes a voluntary or involuntary assignment for the benefit of creditors or enters into bankruptcy proceedings prior to the date of the Event. In such event, the party who is not making an assignment or entering into bankruptcy proceedings shall have the right to terminate this Agreement upon written notice to the other party; or
- (iii) if at the time of the Event, the hotel will no longer be operated under a Hyatt brand. In such event, Hotel shall notify Group in writing of such change within five (5) business days of the change, and Group shall have the right to terminate this Agreement without liability upon written notice to Hotel within thirty (30) days of the date of Hotel's notice of change of brand. Unless terminated by NEUAC, the agreement will remain in full force and effect and may not be amended by the subsequent hotel brand.

(iv)

In the event of termination by either party under this Section, Hotel shall refund all deposits and/or prepayments made by Group within thirty (30) days of receipt of the notice of termination.

INDEMNIFICATION AND HOLD HARMLESS

Hotel agrees to defend, indemnify and hold Group harmless from and against all claims, costs, losses, expenses, damages, actions, causes of action, and/or liabilities, including reasonable attorneys' fees, arising out of or resulting from: (i) any negligent act undertaken or committed by Hotel pursuant to the performance of its obligations under this Agreement except to the extent such actions or liabilities are due to the misconduct or negligence of Group or its employees, attendees, agents or contractors; or (ii) any breach by Hotel of its obligations under the Sections of this Agreement titled "Compliance with Laws" or "Privacy of Personal Information."

Group agrees to defend, indemnify, and hold Hotel, the entity that owns the hotel, the entity that manages the hotel and their affiliates and each of their respective shareholders, members, directors, officers, managers, employees and representatives harmless from and against all claims, costs, losses, expenses, damages, actions, causes of action, and/or liabilities, including reasonable attorneys' fees, arising out of or resulting from: (i) any negligent act undertaken or committed by Group, its employees, invitees, attendees or any contractors hired or engaged by Group in connection with the performance of Group's obligations under this Agreement, except to the extent such actions or liabilities are due to the misconduct or negligence of Hotel; or (ii) any breach by Group of its obligations under the Sections of this Agreement titled "Compliance with Laws," "Privacy of Personal Information" or "Permits and Licenses."

The parties' obligations under this Section shall survive completion or earlier termination of this Agreement.

DETERIORATION IN QUALITY

Hotel agrees to maintain performance standards, including but not limited to, decor and service, prior to and until the completion of the contract based on AAA rating.

RENOVATION

In the event the Hotel will be undergoing any material non-emergency renovation during the event dates, the Hotel shall promptly notify the Group, and the Group shall have the right to cancel this Agreement without liability upon written notice to the Hotel if, in the reasonable judgment of the Group and the Hotel, such renovation will materially interfere with the Group's ability to hold the event.

INSURANCE

Group and Hotel shall each maintain sufficient insurance to insure their obligations set forth in the Section of this Agreement titled "Indemnification and Hold Harmless," and each shall provide evidence of such insurance upon request.

CONTRACTORS

For any activity introduced onto Hotel's premises by an outside provider engaged by Group, Group will ensure that such providers comply with the terms of this Agreement and with any requirements for such providers as provided to Group by Hotel. Group will be fully responsible for such providers' actions or inactions and agrees to remove from Hotel's premises any outside provider that Hotel deems objectionable or whose activities cause reasonable concern. Upon request, Group will provide a certificate of insurance from such outside providers covering their actions and naming Hotel, the entity that owns the hotel, the entity that manages the hotel and their affiliates as additional insureds with regard to their activities.

PUBLIC ACCESS LAWS

Hotel acknowledges its obligation to comply with the public accommodations requirements of the Americans with Disabilities Act or similar local laws regarding access and public accommodation ("Public Access Laws") except those of Group including Group's obligation to (i) remove "readily achievable" physical barriers within the meeting rooms utilized by Group that Group created (e.g., set-up of exhibits in an accessible manner) and that are not controlled or mandated by Hotel; (ii) provide auxiliary aids and services where necessary to ensure effective communication of the Event to disabled participants (e.g., Braille or enlarged print handouts, interpreter or simultaneous videotext display); and (iii) modify Group's policies, practices and procedures applicable to attendees as required to enable disabled individuals to participate equally in the Event. Group shall identify in advance any special needs of disabled Event attendees requiring accommodation by Hotel and will notify Hotel of such needs for accommodation in writing as soon as they are identified to Group. Whenever possible, Group shall copy Hotel on correspondence with attendees who indicate special needs requiring accommodation under such Public Access Laws. Hotel shall notify Group of requests for accommodation that it may receive otherwise than through Group to facilitate identification by Group of its own accommodation obligations or needs as required by such Public Access Laws. Any extraordinary costs for special auxiliary aids requested by Group shall be borne by Group.

COMPLIANCE WITH LAWS

Each party hereby represents, warrants and covenants that it shall comply with all laws, rules, orders and regulations applicable to its performance under this Agreement.

CHANGES; NOTICE

Any changes to this Agreement must be made in writing and signed by both parties to be effective. Any modifications, additions or corrective lining out made on this Agreement will not be binding unless such modifications have been signed or initialed by both parties. Any notice hereunder shall be given to the individuals listed on the first page of this Agreement at the addresses set forth herein. Notice must be given by: (i) certified or registered mail, return receipt requested; (ii) commercial courier for overnight delivery, with a signature signifying receipt; (iii) facsimile evidenced by a machine-generated receipt; or (iv) email, provided that for notices given by facsimile or email, a confirmation copy must also be sent that same day by commercial courier for overnight delivery as provided herein. All notices shall be deemed delivered upon receipt.

DAMAGE TO HOTEL PREMISES

Group shall be responsible for all damage to hotel premises caused by Group or its agents or contractors. Upon completion of the Event, Group will leave the premises in the same condition as received, reasonable wear and tear excepted.

Group's obligations under this Section shall survive completion or earlier termination of this Agreement.

LIMITATION OF LIABILITY

Except for damages covered by the indemnifying party's indemnification obligations as set forth in the Section titled "Indemnification and Hold Harmless," neither party shall be liable to the other for any special, indirect, incidental, consequential, punitive or exemplary damages even if such party has knowledge of the possibility of such damages, provided that in no event shall either party be liable to the other for any lost profits. Under no circumstances shall this limitation of liability limit or waive Group's obligations to pay liquidated damages, including without limitation, Attrition Charges or Cancellation Charges that may be owed.

This Section shall survive completion or earlier termination of this Agreement.

PRIVACY OF PERSONAL INFORMATION

Hotel complies with the Global Privacy Policy, which is available at <http://privacy.hyatt.com> (the "Privacy Policy"). If applicable, Group agrees to inform guests and Event attendees ("Guests") where they may access the Privacy Policy. To the extent that Group transfers information related to any person to Hotel, Group confirms and warrants that it will do so in a manner ensuring appropriate security measures and in compliance with all applicable requirements of data protection and privacy laws and regulations. Group affirms that it (and its Agent, if applicable) is authorized to provide, request, and receive information pertaining to Guests as is necessary pursuant to the Guests' hotel stay, Event attendance or under this Agreement. Hotel will protect and use personal data about Guests that Hotel receives in connection with its performance of this Agreement and as set forth in the Privacy Policy, provided that Group acknowledges and agrees that certain services (e.g., a web-based reservation system) may be provided by a third party and that use of such services may be subject to terms and conditions (including those regarding the access and use of Guest information) of that third party and may be different than those in this Agreement.

HUMAN RIGHTS/COMBATING HUMAN TRAFFICKING

Hyatt has taken an aggressive stance on identifying and working to prevent human trafficking, including sex and labor trafficking of adults and children, within our sphere of influence. Hyatt's statement relating to Human Rights and Combating Human Trafficking is available at <https://about.hyatt.com/en/world-of-care/caring-for-people/human-rights-trafficking.html>.

HYATT'S GLOBAL CARE & CLEANLINESS COMMITMENT

Hyatt's priority is guest and colleague safety and wellbeing. Guided by our purpose of care, Hyatt has established a multi-layered Global Care & Cleanliness Commitment that builds on our existing rigorous protocols and includes an accreditation process, colleague training and support resources and a cross-functional working group of medical experts and industry professionals. Hyatt's Global Care & Cleanliness Commitment is available at: <https://www.hyatt.com/info/global-care-and-cleanliness-commitment>.

PERMITS, LICENSES AND APPROVALS

Group shall, at its sole cost and expense, obtain all licenses, permits and approvals that are: (i) required for the Event; or (ii) required and/or necessary for Group to perform its obligations under this Agreement. Such licenses or permits include, but are not limited to licenses and permits: (a) from any applicable governing body; and (b) for the use of a third party's intellectual property, including but not limited to any music, videos, performances, and/or images.

GOVERNING LAW; JURISDICTION

This Agreement shall be governed by and construed under the laws of the State or Province in which Hotel's premises are located (excluding its conflicts of law rules). Any controversy, claim or dispute arising out of or relating to this Agreement shall be brought in any court of competent jurisdiction in the State or Province in which Hotel's premises are located for trial and determination without a jury.

ATTORNEYS FEES

In the event any legal action is taken by either party against the other party to enforce any of the terms and conditions of this Agreement, it is agreed that the unsuccessful party to such action shall pay to the prevailing party therein all court costs, reasonable attorneys' fees, and expenses incurred by the prevailing party. In addition, the party against whom collection is sought by non-judicial means shall be responsible for all reasonable costs (including reasonable attorneys' fees) incurred by the party that is successful in seeking collection of monies due pursuant to this Agreement.

WAIVER

If one party agrees to waive its right to enforce any term of this Agreement, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Agreement.

ENFORCEABILITY

If any provision of the Agreement is unenforceable under applicable law, the remaining provisions shall continue in full force and effect.

COUNTERPARTS/ELECTRONIC SIGNATURES

This Agreement may be executed in one or more counterparts with an original signature or with a Hotel-approved electronic signature, each of which shall be deemed an original and all of which shall constitute the same instrument. Further, if a signed Agreement is provided to Hotel as a photocopy, fax, PDF or other format through a Hotel-approved electronic software system, then such Agreement shall be treated and shall have the same binding effect as an original and shall be acceptable to Hotel to hold the Guest Room Block and/or meeting space as set forth herein.

ENTIRE AGREEMENT

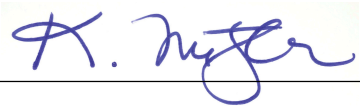
This Agreement, along with the attached Program of Events and Hotel Information Sheet, contains all of the terms agreed to by the parties. All prior agreements, verbal or written, are no longer effective once this Agreement is signed by the parties. Should there be any conflict between this Agreement and any addenda, exhibits, or attachments, the language of this Agreement shall control.

When signed by each party's authorized representative, this Agreement shall constitute a binding agreement between Group and Hotel.

By Hotel's
Authorized Representative

By Group's
Authorized Representative

By:  E-Signed: 03/31/2023 02:22 PM CST
John J Puglisi
john.puglisi@hyatt.com
IP: 165.225.9.77
Certifi Electronic Signature
DocID: 20230331141157952

By: 

Name: John J Puglisi

Name: Katrina Metzler

Title: Area Senior Sales Manager

Title: Executive Director

Date: 03/31/2023

Date: 3/30/2023

HOTEL INFORMATION SHEET

AUDIO/VISUAL & INTERNET:

A complete line of audiovisual equipment is available through the Hotel's preferred provider, Encore (hyattseattle@encoreglobal.com). Encore also exclusively handles all easels, banner hanging, power, power distribution, Internet (wireless and wired), and all speakerphones and phone lines in the hotel meeting spaces. It is necessary to notify the Hotel, in advance, if any of these items will be needed for the contracted program.

The hotel recognizes that a group may choose to utilize the services of another audio-visual or production company. In cases an outside provider is retained, a technical supervisor will be assigned during the load-in, set-up, teardown and load-out of each event. This position's main responsibility is to ensure hotel standards are maintained, in addition to providing support for your last minute production needs. This includes support to the exclusive services, built-in facility AV support, onsite gear rental additions, and space access. Multiple technical supervisors may be required based on the space being utilized.

Encore is the exclusive rigger for the Hotel and has sole use of the Hotel's house sound system. Group will incur additional fees for use of rigging points. See Encore Facility Guidelines for full details. Hourly fees and other related service charges would vary, based on the complexity of the technical requirements and level of involvement provided by an Encore representative. Encore will work directly with the selected audiovisual company on an estimate of charges. Additionally, the audiovisual provider must comply with all terms and conditions of the Encore Facility Guidelines, which outlines (but is not limited to) liability insurance, hotel guidelines and other requirements mandated by the State of Washington and Seattle Fire Department regulations

BANQUET SPACE POLICY:

Additional room rental fees will apply if space is required above and beyond originally contracted date and time.

BEVERAGE SERVICE:

No alcoholic beverages may be brought into the hotel from outside sources. Only employees of the Hyatt Regency Seattle will perform dispensing of all alcoholic beverages.

BRANDING:

The Hotel offers a variety of opportunities for group-specific branding. All Branding and Artwork must be reviewed and approved by the hotel in writing at least thirty (30) days prior to installation.

All branding in foyer or public space is subject to Branding and Sponsorship fees. These fees are in addition to any cost of the production and installation of the branding material.

Anything viewable by the public can only be displayed on peak nights of the conference and must be installed between the hours of 11:00PM and 6:00AM.

FedEx is the hotel's preferred provider for branding material. Please reach out to USA5744@Fedex.com.

Any other decorating companies must provide a Certificate of Insurance and signed General Indemnification along with a Damage Deposit. Damage deposits start at \$2,000.00 and vary based on the scope of the requested branding. The hotel will not provide measurements for branding material. The use of any lifts during installation or tear down must be arranged through Encore.

Ask your Event Manager for the **Branding Guidelines**.

BUSINESS CENTER AND FEDEX:

Located on the 2nd Floor. Services include computers, Internet access, copy machine, fax machine, shipping and client solutions services. More information can be found online at: <https://local.fedex.com/en-us/wa/seattle/office-5744>.

CHECK IN & OUT:

Bkng#: 30541065

12

Check in time is 4:00PM and check out time is prior to 11:00AM. Arrivals prior to 4:00PM will be accommodated based on availability and cannot be guaranteed.

COAT CHECK:

Staffed coat check services are available at an additional charge of \$50.00 per attendant per hour (with a 4 hour minimum). We recommend one (1) attendant per (100) guests.

Portable coat racks are available upon request for a self-service coat check area. The Hotel is not responsible for any items left in coat check areas or on coat racks, and will return unclaimed items to Lost and Found.

DELIVERIES (IN ROOM):

The Hotel's Guest Services department can handle all guest room deliveries, including welcome packets, guest amenities, etc. At least one (1) week advance notice must be given in order to schedule appropriately. Please see the following fees:

Non-personalized room drop	Placed in room	\$3.00/per drop
Personalized Room Drop	Placed in room	\$5.00/room

DETAILS/ PROGRAM SPECIFICATIONS:

In order to execute an accurate and successful Event/Program, setup and agenda details are required no later than **30 days prior to the program start date**. This will allow your Event Manager to provide you with a Group Detail Report for review and an updated Estimate of Charges.

Failure to comply with the 30 day deadline may result in full prepayment required prior to program start and/or additional labor fees.

In order for the Hotel to prepare appropriately for food and beverage events, Group agrees to **provide menu choices and number of attendees at least fourteen (14) days prior to the first day of the Event**. A surcharge of up to five percent (5%) will be assessed for menu changes that are received less than fourteen (14) days prior to the first day of the Event.

ELECTRICAL:

All electrical needs will be handled by Encore. Additional charges may apply. Contact your Event Sales or Planning Manager to inform them of any electrical arrangements you may require.

ELECTRONIC READER BOARDS:

The Hotel is able to add company logos or introduction pages to the individual electronic reader boards located outside each individual meeting room. The material must be in a JPEG format or a PowerPoint and limited to up to 10 images per screen. The fee starts at \$75.00 per small monitor or \$500.00 for the entire floor (entire floor must be contracted). Customization of the large reader boards located in the foyer and lobby space is also available, based on Hotel approval. Cost to be determined based on scope of customization, starting at \$150.00 per monitor.

EQUIPMENT:

The following equipment rental fees will apply to all room setups. All fees below subject to current sales tax.

Podium:	\$30.00 each/per day
Stage/Riser:	\$30.00 per 6 x 8 section/per day
Dance Floor:	\$5.00 per 4 x 4 section/per day

EXHIBITS:

Any Group with an exhibit show as a part of their program must contract through a professional exhibit company. The below companies are trained to manage your full exhibit show, including working with your Exhibitors, accepting their boxes and shipments and providing all tables/chairs and booth drape for your show.

GES

4060 Lind Ave., SW
Renton, WA 98057
Phone: (425) 251.6565

Fern

12614 Interurban Ave So.
Seattle, WA 98168
Phone: (206) 431.1010

Should you choose not to contract a professional exhibit company, the Hotel will provide up to (15) Tabletop exhibits, based on Hotel's inventory, at an additional charge of **\$50.00++** per exhibit. Exhibit fee includes (1) 6' x 30" Table draped with a Conference Cloth and (2) Banquet Chairs.

FOOD AND BEVERAGE:

The Hyatt Regency Seattle is responsible for ensuring the quality and freshness of food served to its guests. Therefore, no food or beverage from outside sources may be served in the Hotel function spaces.

GUARANTEES:

In arranging for private functions, the final attendance must be received by the Event Office no later than 11:00 a.m. 5(five) business days prior to the commencement of the function. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly.

National Holidays are not considered business days and should be taken into consideration when submitting guarantees.

The Hotel will be prepared to serve 3% over the guaranteed number of attendees and cannot be responsible for service to more than 3 % over the guarantee for groups of up to 1,000 persons. For groups more than 1,000 persons, a maximum of 30-person overset will apply. If the guarantee is raised within the 72 hours, the 3% over set will not apply, and the guarantee then becomes the set. If the guarantee is raised above the 3% within 72 hours, the price of the menu will be 1.5 times the base amount.

GUEST ROOM HOSPITALITY EVENTS:

Guest rooms and guest suites are the private domain of the registered occupant(s) for the time reserved, and those occupants are entitled to reasonable and normal use therein. In the event of planned group activities in the guest room areas, guests are required to obtain advance approval from the Hotel. All group food and beverage services must be coordinated through and/or provided by the Hotel. Should such group activities (not coordinated through the Hotel) come to the Hotel's attention, the Hotel will evaluate the same for possible charges, and the guest will be responsible for payment thereof. ***Any banquet functions held within the Suite must adhere to the hotel quiet hour policy of 10:00pm to 7:00am, therefore all functions will conclude at 10:00pm.*** For more information on Suite Hospitality entertainment, please contact your Event Manager.

HOUSEKEEPING:

A Seattle Collection is committed to sustainability and offers full room cleaning after the 3rd night's stay. Guests have the opportunity to request earlier housekeeping services upon check-in, if so preferred.

Group Housekeeping gratuities may be arranged at the client's request and charged to the Group's master account. Recommended gratuity is \$3.00 per room, per day or \$15.00 for suites.

INDEMNIFICATION AND INSURANCE FOR OUTSIDE VENDORS:

Outside vendors will be required to sign a waiver that agrees to defend, indemnify and hold harmless Hyatt Corporation and Hyatt Regency Seattle regarding any actions resulting from the event. In addition, the vendor will be required to carry comprehensive general liability insurance in a minimum amount of \$1,000,000 and name **Hyatt Corporation, as agent of HT-Seattle Owner, LLC, a Delaware limited liability company, d/b/a Hyatt Regency Seattle** as additional insured and be prepared to provide proof of coverage to the Hyatt Regency Seattle. For additional information regarding these requirements, please contact your Event Planning Manager.

INSURANCE COVERAGE & WAIVERS FOR SPECIAL EVENTS:

Any events planned of a "unique" nature should be reviewed with the Hotel in advance. Once approved by the Hotel, the Group may be required to provide evidence of insurance in amounts sufficient to provide coverage for any liabilities arising out of, or resulting from, the respective obligations pursuant to this contract. Or, the Group may be required to obtain appropriate waivers of liability as required subsequent to Hyatt Corporation Legal Department review.

KEYS (FUNCTION ROOMS):

The Hotel has the ability to re-key and/or provide standard keys for all meeting rooms. Pricing is as follows:

Keys:	\$10.00 per key	Waived for the NEUAC office in meeting space.
Re-Key:	\$100.00 per lock	(includes one key)

Please advise the number of keys required for each office or meeting room at least 72 hours in advance. Client will be responsible for returning the keys at the conclusion of the program. A charge of \$50.00 per key will be applied for unreturned keys. Prices subject to current sales tax.

KEYS (GUEST ROOMS):

The Hotel welcomes Groups to contract with an outside vendor to provide custom Guest Room key cards. There is a \$1.00 per guest room (based on peak nights) charge for distributing custom key cards. It is recommended to purchase at least 2 keys per room on peak. The hotel must test a sample key card at least one week prior to the first group arrival. PLI is the only hotel-approved vendor for customized key cards.

PLI (Plasticard Locktech International) | 605 Sweeten Creek Industrial Park, Asheville, NC 28803
Phone: (800) 752.1017 | Fax: (828) 210.4755
www.plicards.com

LABOR FEES:

The below labor fees are exclusive to applicable taxes.

- Buffet service less than 20 guests: \$250.00
- Bartenders: \$150.00 each for 3 hours, \$50 each additional
- Tray Passers: \$75.00 each for 3 hours
- Cashiers: \$75.00 each for 3 hours
- Coat Check Attendant: \$50.00 each per hour (4 hour minimum)
- Engineer: \$150.00 per Engineer, per hour (4 hour minimum)

LOSS OR DAMAGE:

Hotel will not assume any responsibility for damages or loss of any merchandise or articles left in any area of the Hotel prior to, during or following the Group functions. It is the responsibility of the Group to notify attendees that personal items should not be left in function rooms or foyers. Group is responsible for any damage or destruction to the premises during the period of time that the guest, attendees, invites, employees or independent contractors hired by Group are under Group’s jurisdiction.

LUGGAGE STORAGE:

Luggage storage is available at the Bell Desk on the Lobby Level. If you anticipate a high usage of luggage check, an appropriately sized space must be identified in the planning stages and can be arranged as a private hosted luggage storage area. A dedicated Luggage Attendant may be arranged at a fee of \$50.00+ tax per hour per attendant (with a 4 hour minimum).

NO SHOW POLICY:

In the event that a guest does not check into their room on the first night of their reservation, this will be considered a “no show”. Client understands that a no show room is released at midnight for all remaining days of the reservation. Reinstatement of the reservation will be based on hotel availability and cannot be guaranteed. All no shows will be charged a fee of one night’s room and tax to the method of payment used to guarantee the reservation (individual credit card or group master account).

PACKAGE SHIPPING & RECEIVING:

Federal Express handles all incoming and outgoing packages for the hotel (personal and group). Click [HERE](#) to view a full list of [Handling and Storage pricing](#).

PACKAGE LABELING STANDARDS: To expedite the delivery of your packages please follow the below template for labelling packages.

Hold for Guest: (Guest Name + Contact Information) c/o FedEx Office at Hyatt Regency Seattle 808 Howell Street Seattle, WA 98101 (Convention/ Conference/ Group/ Event Name) Box # of

Deliveries for **events** should be scheduled to arrive no more than 3 days prior to the event start date to avoid additional storage fees. Items measuring over 6.5 feet in size are considered oversized and will be assessed an additional oversized fee if stored for more than (5) calendar days.

All vendors will be responsible for their own shipping/receiving charges as follows in addition to charges incurred through shipping provider (i.e. FedEx, UPS, etc.). They will also be subject to current Handling fees (found [HERE](#)).

Additional handling/storage fees may apply. Please refer to the FedEx shipping website for [Handling and Storage pricing](#).

FedEx will accept packages for registered guests holding a reservation up to 3 days prior to arrival. They will not accept or hold packages for recipients without a reservation. All packages subject to FedEx handling/storage fees.

Packages not claimed within 5 days after departure will be returned to sender at guest's expense. We will not hold packages for more than 5 days after departure.

PARKING:

A garage is attached to the hotel and self-parking is offered, subject to space availability. Contact your Event Planning Manager for current parking rates.

PETS:

We are proud to be a pet-friendly hotel. A pet fee of up to \$50.00 will apply. No pets may be left in guestrooms unattended. Weight limits are up to 50 pounds for one dog or up to 75 pounds (combined) for two dogs.

PORTERAGE:

Any group arrival requiring baggage assistance will be handled by the Hotel's Guest Services Staff. Group Porterage may be arranged at the client's request and charged to the Group's master account. Porterage is \$15.00 round-trip, per person based on 2 bags per person.

PROMOTIONAL MATERIALS:

Nothing shall be posted, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor or organization. All banners and signage must be hung by the Hotel's audio visual team, Encore.

RESERVATIONS:

Rooming lists must be submitted on a template provided by the Hyatt Regency Seattle to ensure accurate processing.

Reservations may be also be made, modified or canceled by individuals on-line at a URL to be established by your Event Planning Manager or Reservations Coordinator, published by the group to potential attendees. Reservations must be made on or before the cut-off date.

All individual reservations must be guaranteed by credit card when making the reservation. To avoid cancellation fees, guests may cancel their reservation by 4pm PST 48 hours prior to their arrival. Guaranteed reservations not cancelled within the 48 hours prior to arrival will be billed to the guest or Group, as appropriate.

Upon arrival, all guests will be asked to verify their departure date. The guest may change their departure date if necessary anytime up until 12:00pm the day before their expected departure. If a guest checks out of the hotel prior to their expected departure date without advising the front desk in advance as noted, a fee of one night's room and tax will be assessed.

SECURITY:

The Hotel will not be responsible for the safekeeping of equipment, supplies, written materials or any other items left in function rooms by the Group or its attendees. Accordingly, the Group acknowledges that it will be responsible to provide security for any such above-mentioned items, and hereby assumes responsibility of loss thereof. Additional security options are available that can be provided by the Hotel.

The engineering department can provide lock-out services which consist of all meeting room door locks being re-keyed. This service costs \$100.00 per lock. The Hotel does not assume any liability for the contents of the room whether this service is utilized or not. This service is not recommended for rooms with movable walls unless the Group is occupying the entire room.

Offering more reliability, we are happy to provide a dedicated security guard to secure and monitor the contents of the room at a separate cost to the group. The Hotel's Events Department can provide assistance by arranging for security services for the Group at \$85.00 per hour (4 hour minimum). Please notify the assigned Event Planning Manager thirty (30) days in advance in order to arrange for a dedicated security officer. Additional charges apply for dedicated Security requests made within 30 days of the scheduled date.

SETUP CHANGES:

Once a room has been set 24 hours in advance, , based on the agreed upon set, and it is requested to be changed, a room set up fee will apply. The fee will vary based upon the severity of the change and size of room. Expect charges to range between \$250 and \$1,000. Fees will not be charges without approval of Client.

SMOKING/NON-SMOKING:

For the health and comfort of all our guests, we thank you for keeping our property 100% smoke- and vape-free and respecting our policy against all tobacco and non-tobacco products that emit smoke. Should smoking/vaping occur in any of the guest rooms, there is a \$250 cleaning fee plus applicable taxes, currently at 15.6%.

TELEPHONE:

Any costs associated with the installation and usage of special telephone lines and/or equipment will be incurred at the Group's expense. Please contact Encore for pricing.

TAXES/SERVICE CHARGES:

Guest rooms are subject to the appropriate state, local and any occupancy taxes in effect at the time of the Group's meeting. These taxes are currently 15.6% occupancy tax, and subject to change. In addition to this tax, there is a \$4.00 per night per occupied room Seattle Tourism Assessment Fee.

All catering food and beverage is subject to a taxable service charge and sales tax. A taxable 25% service charge and applicable taxes shall be added to all food and beverage. 16.5 percent (%) of which is to go to service personnel and banquet captains, and where applicable busboys and/or bartenders engaged in the function, and 8.5 percent (%) is retained by the hotel. A taxable 25% service charge and applicable taxes shall be added to all meeting room rental charges. 6 percent (%) of which is to go set-up personnel, and 19 percent (%) is retained by the hotel. A 10.25 percent (%) sales tax will be applied to all food and beverage and meeting room rental charges and service fees. Taxes / Service Charges are subject to change.

TAX EXEMPTION:

The Hotel must be notified at least one month in advance, by written notice containing appropriate documentation, of any claims of "Tax Exempt" status. All groups or individuals must meet Washington State requirements in order to be exempt from taxes. These requirements include that payment must be made by federal purchase order, federal check, or qualified federal credit card.

Please follow this link to find the application for Tax Exemption: <http://dor.wa.gov/Content/Home/Default.aspx>

EVENT FOLLOW UP:

In an effort to provide increased customer service, you may receive an email from Medallia (Hyatt@express.medallia.com) shortly after the conclusion of your event. If contacted, we would greatly appreciate it if you would take time to answer their questions. Your honest and candid feedback is what will allow us to provide better service.

The information included in this document is subject to change: Revised 14 December 2022