

Group Sales Agreement

Date Prepared:	February 24, 2025		
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Organization:	National Energy and Utility Affordability Coalition (NEUAC)		
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Event Name:	Annual LIHEAP Action Day 2026		
Official Event Dates:	01-Feb-2026/ 05-Feb-2026		
Hotel Sales Manager:	Ryan Long		
Title:	Sales Manager		
Telephone:	202.637.4746	Email:	ryan.long@hyatt.com

NEUAC ("Group") and Hyatt Corporation, as agent of CCHH GHDC LLC, a Delaware LLC d/b/a GRAND HYATT WASHINGTON ("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 5, 2025**. 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 5, 2025**, 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 & Guest Room Commitment

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

Date	Day	Standard Guestroom	1 Bedroom Conference Suite	Daily Contracted Guest Room Block
01 Feb 2026	Sunday	38	2	40
02 Feb 2026	Monday	83	2	85
03 Feb 2026	Tuesday	98	2	100
04 Feb 2026	Wednesday	83	2	85

Total Guest Room Block: 310

Guest Room Rates

Hotel confirms the following Guest Room Rates:

Room Type	Block Type	Single Rate	Double Rate	Triple Rate	Quad Rate
Standard Guestroom	Group	\$304.00	\$304.00	\$329.00	\$354.00
1 Bedroom Conference Suite	Group	\$454.00	\$454.00	\$479.00	\$504.00

The Guest Room Rates are quoted exclusive of any applicable taxes and other governmental-imposed fees (collectively referred to herein as "**Taxes**") (which are currently 15.95%) applicable service charges, and/or mandatory fees (e.g., resort or destination fees) in effect at the time of the Event. Group rate will be available 3 days pre and post official event dates up to 10% of the peak night block.

Resort/Destination Fee

The Resort or Destination fee for guest rooms is **\$15.00** (per room per day plus applicable tax) and provides for an enhanced stay experience for guests. The reduced destination fee does not include F&B credit. Any additional mandatory fees applied to guest rooms will be detailed at the time of booking.

Reservation Method

Hotel recommends using a web-based reservation system to make room reservations. Reservations may be made, modified or canceled by attendees via a URL provided by Hotel and published by Group to potential Event attendees (usernames 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 **January 9, 2026**. After the Cut-Off Date, all rooms within the Total Guest Room Block that have not been reserved will be returned to Hotel's general inventory. Reservation requests for rooms within the Total 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 the Guest Room Revenue Commitments. Only actual reservations for Event attendees will be considered valid room reservations. After the Cut-Off Date, canceled 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 fifty (50) 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 fifty (50).

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 and cannot be applied as a credit to the Master Account.

Special Considerations

In the event that Group actualizes a minimum of eighty percent (80%) of its Contracted Guest Room Revenue Commitment, Hotel, as a special consideration to Group, will provide:

- 50% discount on Wi-Fi in meeting space for up to 200 people
- Two (2) Valet parking passes for day guests on February 3, 2026.
- 2 suites at the group rate as shown in guest room grid above
- 2 Amenities for VIPs of hotel's choice, up to \$50 value
- 20% off Encore AV with exclusive use

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

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 1578760. Commissions shall be paid at the rate of 7 percent of the Guest Room Rate for all consumed and fully paid guest rooms within the Total Guest Room Block. 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. Commissions will not be paid on guest rooms booked outside the Total Guest Room Block or on Attrition Charges, Cancellation Charges, or no-show or early departure fees and charges.

Organization Name	Commission Percent
Meeting Solutions, Inc.	7

Group shall disclose to its Event 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 Group's Agent who is Group's sole agent for the Event. Group represents and warrants that: (1) the Agent is authorized to negotiate and otherwise act on Group's behalf for the purpose of this Agreement; (2) Hotel may rely on, and act in accordance with, the instructions of the Agent as if they were Group's



own instructions; and (3) if the Agent is executing this Agreement on Group's behalf, that Agent is authorized to legally bind Group to the terms and conditions of this Agreement. Group acknowledges and agrees 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 Group's 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 Group's agent or Hotel's payment of amounts owed to Agent.

Guest Room Commitment - Attrition Policy

By entering into this Agreement, it is understood that Hotel is relying on, and Group is agreeing to provide, the Total Guest Room Commitment and Group is, therefore, responsible to achieve the Total Guest Room Commitment during the Event (plus any applicable taxes, service charges and other fees). **Group is responsible for picking up a minimum of 248 (80%) total paid guest room nights** ("Total Guest Room Minimum"). Should Group's actualized guest room usage fall below the Total Guest Room Minimum, Group shall pay as liquidated damages the difference between the Total Guest Room Minimum and the actualized guest room for the Event, plus any applicable Taxes, service charges, and other mandatory and optional fees, as calculated on a cumulative basis ("Attrition Charges"). Attrition Charges owed to the Hotel under this Section, if any, will be posted to Group's Master Account.

Hotel and Group intend to liquidate the damages suffered by Hotel in the event that Group fails to meet the Total Guest Room Minimum set forth in this Section. Therefore, Group and Hotel agree that: (a) the damages suffered by Hotel in the event that the Total Guest Room Commitment Minimum 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.

Resale (Attrition)

In the event that Group is unable to pick up enough guest rooms by the Cut-Off Date to meet the Total Guest Room Revenue Minimum set forth herein and would be liable for payment of Attrition Charges, Hotel shall make commercially reasonable efforts to resell Group's unused guest rooms. Group understands that Hotel sells its remaining inventory first before selling rooms in the Total Guest Room Block that have not been picked up. Any guest room within the Total Guest Room Block that is resold will be considered as being a qualifying resold room if Hotel first sells all its guest rooms outside the Total Guest Room Block. Revenues received by Hotel from any qualifying resold rooms will be credited to the Attrition Charges owed by Group.

Meeting and Event Space Commitment

Group's program of events must be signed and initialed by Group and returned to Hotel with this signed Agreement (the "Program of Events"). Hotel will hold the meeting and event space as set forth on the signed and initialed Program of Events, which shall be attached to and made a part of this Agreement. This is considered to be a firm commitment by Group and any alteration to Group's Guest Room Commitments or 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. Hotel may reassign the meeting or event space listed on the Program of Events at Hotel's sole discretion upon notification to the group. Failure to submit a finalized Program of Events to Hotel by **January 9, 2026** may result in a release or reassignment by Hotel of the meeting or event space being held for Group. Group agrees to promptly notify Hotel of any changes in its meeting or event space requirements.

Meeting and event space rental for this Event is **\$5,000** (the "Meeting and Event Space Rental Fee") based on the below Program of Events. The Meeting Event Space Rental Fee is subject to, and exclusive of, any applicable mandatory fees, Taxes, service charges, and fees for optional services requested by Group in effect at the time of



the Event. The service charge will be detailed in and distributed as described in the Section of this Agreement titled, "Service Charges and Administrative Fees".

Program of Events

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Tuesday, 03-Feb-2026					
Office	OFFICE	08:00 AM - 05:00 PM	5	NO SETUP	Renwick
Setup	SETUP	09:00 AM - 12:00 PM	250	BANQT RND5 10	Independence FGHI/B Corridor
Lunch	LUNCH	12:00 PM - 01:00 PM	250	NO SETUP	Independence FGHI/B Corridor
Meeting	MEETING	12:00 PM - 05:00 PM	250	BANQT RND5 10	Independence FGHI/B Corridor

Food and Beverage Revenue Commitment

By entering into this Agreement, Group agrees to provide a minimum of **\$17,000.00** in meeting and event food and beverage revenue (the "Food and Beverage Revenue Commitment"). The Food and Beverage Revenue Commitment excludes any applicable services charges, administrative fees, Taxes, mandatory charges, and fees for optional services requested by Group. The service charge and administrative fee will be detailed in and distributed as described in the Section of this Agreement titled, "Service Charges and Administrative Fees".

Should Group's actual 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 and the actualized food and beverage revenue, plus any applicable Taxes, service charges, administrative fees, and fees for optional services requested by Group (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.

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 14 days prior to the first day of the Event. A surcharge of up to five percent (5%) will be assessed for menu selections or changes that are received less than fourteen (14) days prior to the first day of the Event. Group agrees to provide the guaranteed final number of attendees at least 3 days ~~seven (7)~~ days prior to the first day of the Event.

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.

All banquet food and beverage arrangements must be made through Hotel. Only food and beverages 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.

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

Service Charges and Administrative Fees

A service charge and applicable taxes that are in effect at the time of the Event shall be added to all food and beverage. A 26% Service Charge and applicable taxes shall be added to all food, beverage and meeting room rental. *Note NEUAC is tax except and will provide all paperwork 21 days prior.

Deposits



Group shall provide a non-refundable (except as specifically provided herein) deposit in the total amount of **\$5,500.00** payable as set forth in the table below. All deposits will be credited towards any Attrition Charges or Cancellation Charges 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..

Deposit 1/2 : Due within 30 days of contract signature	\$5,500.00
Deposit 2/2 : Due to hotel by 14 days prior to arrival, January 19, 2026	Total remaining estimated master account

Group shall also provide a contingency deposit for additional items or services requested and provided during the Event, equal to 20% of the estimated Master Account charges ("Contingency Deposit"), due on same date as the final deposit below. The Contingency Deposit will be credited toward any additional amounts charged for additional items or services requested and provided during the Event, and, if applicable, any other outstanding amounts owed by Group to Hotel. Any portion of the Contingency Deposit remaining after payment of such additional items and outstanding amounts will be refunded to Group.

Payment

If Group requests direct billing to a Master Account (as defined below), a completed credit application (which will be provided to Group by Hotel upon request) must be returned to Hotel for approval at least sixty (60) days prior to arrival. 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. A "Master Account" is a record of all charges and transactions made during the Event to be paid for directly by Group.

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.

Billing Arrangements

Individuals shall be responsible for their own guest room, Tax, mandatory fees, incidental charges and any other charges not authorized to be billed to Group. All charges incurred are to be paid upon checkout. Group shall be responsible for charges for the Meeting and Event Space Rental Fee, food and beverage events and other services requested by Group. These charges will be billed to the Master Account only if credit approval is granted in accordance with Hotel's credit approval process. *NEUAC staff will be billed to master account and list provided 14 days in advance.

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 03-Nov-2025 through the first day of the Event	\$84,192.00 (80% of the Total Guest Room Commitment, 40% of Food and Beverage Revenue Commitment, and 40% of any Meeting and Event Space Rental Fee)
From 05-Aug-2025 through 02-Nov-2025	\$72,568.00 (70% of the Total Guest Room Commitment, 30% of Food and Beverage Revenue Commitment, and 30% of any Meeting and Event Space Rental Fee)
From agreement signing through 04-Aug-2025	\$52,620.00 (50% of the Total Guest Room Commitment, 25% of Food and Beverage Revenue Commitment, and 25% of any Meeting and Event Space Rental Fee)

Payment of the Cancellation Charges shall be made by Group to Hotel at the time this Agreement is canceled. 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 table.

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

Resale (Cancellation)

In the event of cancellation, the Hotel shall make all commercially reasonable efforts to resell the Group's cancelled rooms. In no event may Group transfer or resell its rights under this Agreement to any third party room reseller for purposes of reselling cancelled or unused portions of the guaranteed room block. Group understands that the Hotel sells its remaining inventory first before selling Group's cancelled inventory. If the Hotel does resell any or all of the cancelled guest rooms and meeting space at an amount equal to or greater than the cancellation option amount set forth herein, the Hotel will proportionally refund the cancellation payment.

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 five (5) 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, 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.

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.



Except as otherwise specifically provided in this Agreement, neither party shall have the right to terminate this Agreement for any other cause.

Indemnification and Hold Harmless

Hotel agrees to defend, indemnify and hold Group harmless from and against any costs, losses, expenses, damages, and/or liabilities, including reasonable attorneys' fees, resulting from any third-party claim, action, or cause of action arising out of: (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, attendees, invitees, and representatives harmless from and against all costs, losses, expenses, damages, and/or liabilities, including reasonable attorneys' fees, arising out of or resulting from any third-party claim, action, or cause of action alleging: (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.

Limitation of Liability

Except for damages covered by the indemnifying party's indemnification obligations under this Agreement, 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. 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.

Insurance

Group and Hotel shall each maintain sufficient insurance to insure their respective indemnification obligations set forth in this Agreement, 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. 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.

Damage to Hotel Premises

Group shall be responsible for all damage to the hotel premises caused by Group, its agents, contractors, attendees or invitees. 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.

Public Access Laws



Hotel acknowledges its obligation to comply with the public accommodations requirements of the Americans with Disabilities Act or any equivalent applicable 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.

Assignment

Under no circumstances may Group, Agent or anyone else acting on behalf of Group, assign, transfer or resell to a third party its rights or obligations under this Agreement, including, without limitation, Group's reservation or commitments regarding guest rooms, meeting and event space, food and beverage events or other contracted facilities or services under this Agreement. Nothing herein shall be construed as prohibiting or limiting Hotel's right to assign the Agreement or any of its rights or obligations hereunder. Subject to the foregoing, this Agreement will be binding upon, enforceable by, and inure to the benefit of the parties and their respective successors and assigns.

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; or (iii) 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.

Confidentiality

Each party hereby agrees that all information gathered or learned about the other party resulting from or otherwise arising out of this Agreement (excluding personal data, which is addressed exclusively in the following Section ("Privacy of Personal Information"), collectively "Confidential Information") shall remain confidential at all times and each party will use commercially reasonable efforts to limit disclosure to those necessary for performance of the Agreement. Group, and not Hotel, is solely responsible for safeguarding, collecting, or destroying its Confidential Information distributed or circulated by Group to Event attendees during any portion of the Event.

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.

Hotel Name and Trademark

Except for using the name and address of the hotel for the limited purpose of identifying the location of the Event, Group shall not use the name, trademark or logo or any other proprietary designation of Hotel in any advertising or promotional material without the prior written permission of Hotel. Group shall comply with the terms and conditions required by Hotel for such use.

Human Rights/Combating Human Trafficking

At Hyatt, we respect the fundamental human rights of all people and have taken an aggressive approach to prevent human trafficking both at Hyatt properties and more broadly in the hospitality industry. For more information about our human trafficking prevention efforts, please visit the World of Care website 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.

Arbitration

The parties agree that any and all claims, controversies or disputes between the parties arising out of Group's failure to achieve applicable revenue commitments or Group's or Hotel's cancellation or termination of this Agreement ("Attrition and Cancellation Claims") shall be submitted to arbitration before a single arbitrator in the city or county in which Hotel's premises are located. The arbitration proceedings shall be conducted in accordance with: (i) for U.S. hotels, the Commercial Arbitration Rules of the American Arbitration Association; or (ii) for all non-U.S. hotels, the applicable rules of the International Centre for Dispute Resolution, or such other dispute resolution provider as otherwise agreed to by the parties. The arbitration proceedings shall be completed as soon as possible but not more than sixty (60) days after the appointment of an arbitrator. The parties agree to produce and exchange documents within ten (10) days of appointment of an arbitrator, unless otherwise agreed. The parties expressly agree that the arbitration shall be final and binding on the parties and judgment may be entered upon the award and may be enforced by appropriate judicial action in any state or federal court having jurisdiction thereof. The parties agree that the arbitrator shall adhere faithfully to the laws of the State or Province in which Hotel's premises are located and that the arbitrator shall award to the prevailing party in arbitration the reasonable attorneys' fees and costs expended in connection with any arbitration conducted under this provision.



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). Except for Attrition and Cancellation Claims, which shall be resolved pursuant to arbitration as described in this Agreement, 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.

Waiver of Jury Trial

To the extent permitted by law, the parties hereby expressly waive the right to a trial by 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 Total Guest Room Block and/or meeting and event space as set forth herein.

Entire Agreement

This Agreement, along with the attached Hotel Policies and Procedures, 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.

Each party represents and warrants that the individual below is authorized to sign this Agreement on the party's behalf, and when executed, this Agreement shall constitute a binding agreement between Group and Hotel.

By Hotel's
Authorized Representative

By Group's
Authorized Representative



By: _____	By: _____
Name: <u>Ryan Long</u>	Name: <u>Katrina Metzler</u>
Title: <u>Sales Manager</u>	Title: <u>Executive Director</u>
Date: _____	Date: _____

GRAND | HYATT®
WASHINGTON

POLICIES AND PROCEDURES

CHECK-IN TIME

Check-in time is 4:00 pm. Room assignments prior to that time are on an “as available” basis. For guests who arrive to the property and wish to check in prior to our published 4:00 p.m. check-in time, there is a one-time fee of \$30.00 plus tax. This is subject to available clean rooms. Luggage storage is available for hotel guests, located at Bell Desk.

CHECK-OUT TIME

Standard check out time is 11 am. We offer the following options and rates for late check-outs, subject to availability.

- 1:00 pm: Complimentary, based on availability
- 2:00 pm - 3:00 pm: \$75
- 4:00 pm - 5:00 pm: Half Day Rate (50% of the respective day's rate)
- After 5:00 pm: Full Day Rate (100% of the respective day's rate)

Video check-out is available from the television screens in all guest rooms for your convenience.

DESTINATION FEE



All reservations will have a destination fee of \$15.00 plus tax applied to each night of the guest's stay, unless otherwise specified in the sales agreement. A full list of complimentary and discounted items included in the fee can be found at the following link: <https://www.hyatt.com/en-US/hotel/washington-dc/grand-hyatt-washington/wasgh/policies>

EARLY DEPARTURE FEES

An early departure fee equal to one (1) night room and tax will be assessed to any guest who departs prior to the date confirmed at check-in. The fee will be automatically posted to the guest folio, on or after departure. This fee will be waived only with 72-hour advance notice from departure date. Emergency and other special circumstance situations will be reviewed on a case by case basis.

ROOMING LIST TEMPLATE

Rooming lists must be submitted in excel format and include individual arrival and departure dates and pair up those sharing accommodations. Your Event Manager will provide you with a template of necessary format upon request. If confirmations are to be sent to individuals, email addresses should be included on the list. All lists are due by the cut-off date found in the contract.

INDIVIDUAL RESERVATION CANCELLATION POLICY

Reservation cancellations must be received by 3:00 p.m. 72 hours prior to arrival date. Any cancellations made less than 72 hours prior to arrival will be charged a cancellation fee of one night's room and tax.

PARKING

The Hotel has valet parking available on the premises subject to space availability. Valet parking can be placed on a pre-established master account. Self-parking charges cannot be charged back to a master account and must be paid for on own. There are a number of nearby self-parking facilities. The hotel does not have any designated areas for bus or trailer parking. Please contact your Event Manager with specific questions or additional information. Parking rates can be found at the following link: <https://www.hyatt.com/en-US/hotel/washington-dc/grand-hyatt-washington/wasgh/maps-parking-transportation>

ADVERTISING

Neither the group nor the Grand Hyatt Washington will use the name, trademark, logo or other proprietary designation for the other party in any advertising or promotional materials without the prior written approval of such party. The group's requests for any Grand Hyatt Washington advertising materials should be directed to the Grand Hyatt Washington contact listed on the front page of your contract.

PROMOTIONAL MATERIALS

Nothing shall be posted on, nailed to, screwed into, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Use of promotional stickers, adhesives or labels is strictly prohibited. Damages caused to the building, equipment, or furniture, will be at the expense of the group. For your convenience, the Grand Hyatt Washington has strategically located daily event postings throughout the lobby, guest room floors, and event space. The hotel requires that all signage be professionally printed.

Column and Wall wraps can be custom made through the on-site FedEx Office for use on Constitution and Independence Levels. The group must have all space on either level on a 24-hour hold in order to brand the level. All branding is subject to hotel approval. Absolutely no branding materials are allowed in the Lobby, Declaration Level, guest room floors, or escalators.

PAYMENT

Credit and payment policies are governed by the terms of your group sales contract and, secondarily, by the credit and payment guidelines of the hotel as outlined below.

Final payment shall be due fourteen (14) days prior to the event, or as stated in your contract, by certified check, money order, cash or credit card, unless credit has been satisfactorily established and accepted in writing by the hotel. An estimate of the final payment due will be provided to the Group by email prior to the payment deadline. The estimate will include a 20% contingency. The contingency is in place to cover additional items ordered to your master account between when your prepayment is made and when you depart the hotel (i.e. new reservations, increase in attendance, setup changes and surcharges, AV changes or equipment additions, etc.). Upon conclusion of your event, any contingency overage will be refunded back to you within ten (10) days of departure via the method of payment that was used.

Should Group want to request credit, the completed request for direct billing form must be received by the hotel no later than thirty (30) days prior to your function to be considered for direct billing. There is a minimum requirement of \$10,000 in revenue to be considered for



direct billing. If credit is approved in writing, customer agrees to pay the Hotel's undisputed, itemized invoices for goods and services within thirty (30) days from the date of the original invoice. If any portion of the bill is in question, the Group agrees to notify the Hotel within ten (10) days upon receipt of the invoice, after which the hotel will research the charge and respond to the group within ten (10) days by confirming the charge is accurate or by adjusting the charge on the master account.

Credit Applications can be submitted and considered when the group is within six (6) months of arrival date. Groups that have established a National Credit Account with Hyatt will have their credit requests reviewed within three (3) months of their arrival date.

In the event that credit is not accepted in writing by the Hotel, final payment shall be due fourteen (14) days prior to the event, or as stated in your contract, by certified check, money order, cash or credit card. Groups that are District of Columbia Tax Exempt may be subject to tax if they elect to pay by credit card.

Groups that are DC Tax Exempt must submit their DC tax exempt certificate prior to event dates to qualify for exemption from sales tax.

LIFE SAFETY

All meeting requirements, including registration and special set-ups, must meet the guidelines of existing fire codes and ordinances for the District of Columbia. To facilitate this, we require that a copy of all diagrams and floor plans be submitted at least sixty (60) days prior to your meeting. Accordingly, the group acknowledges that it will be responsible to provide security for any such above mentioned items and hereby assumes responsibility of loss or theft thereof. The *Hotel Security and Event Planning Guide* for meeting planners is available upon request from your Event Manager.

SECURITY

The Group acknowledges that the Hotel cannot be responsible for the safe keeping of equipment, supplies, written materials, or any other valuable items left in function rooms by the Group. Accordingly, the Group assumes responsibility of loss thereof. Security officers are available for groups at \$65.00 per hour with a six (6) hour minimum. Please contact your Events Manager for more information or interest in providing additional security.

WELCOME BASKETS AND ROOM DELIVERIES

Welcome notes and bags to be distributed at check in through the front desk can be arranged with your Event Manager at the following rates:

- Letters: \$2.00 each
- Bag or Baskets: \$3.00 each

Room deliveries can be scheduled at any hour when the drop consists of items slid under door, hung on the door, or placed directly in front of the door. The charge for this type of room delivery is:

- First Item: \$4.00 per room
- Each Additional Item: \$1.00 per room

Room Deliveries that consist of items placed inside a guestroom are delivered can be scheduled between the hours of 9:00 a.m. and 9:00 p.m. at the following rates:

- First Item: \$5.00 per room
- Each Additional Item: \$1.00 per room

All items should be generic and not personalized by guest name. If personalized, an addition \$2.00 per room per item will apply.

SHIPPING/RECEIVING/STORAGE

The Grand Hyatt Washington offers a full complement of shipping, receiving and storage services through our partnership with FedEx Office. Located on the Declaration Level, FedEx Office is committed to providing you with an outstanding experience during your stay. Handling and storage fees apply for all incoming and outgoing packages, including courier services. A complete list of services and pricing is available at the following link: <http://www.fedex.com/us/office/Hotels-Conventions/hyatt-grand-washington.html>

All incoming and outgoing items are required to have the below FedEx labeling standards. It is encouraged to ensure your tracking number is readily available when calling for incoming packages.



(Guest Name) (Guest Cell Number)
c/o FedEx Office at Grand Hyatt Washington
1000 H St NW
Washington, DC, 20001
(Convention / Conference / Group / Event Name)

Box ____ of ____

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Manager who will communicate these needs to FedEx Office in advance of your event.

LOADING DOCK

The FedEx Office manages the loading dock and all incoming and outgoing parcel and courier services. The loading dock is in use constantly and is on a first come first serve basis. Due to the size and amount of space, all vehicles must have a lift gate. The freight elevator is on ground level (not at dock level). All vehicles must be occupied at all times; you may not leave a vehicle unattended regardless of the equipment or accessories delivered. The hotel does not have a forklift. The Hotel will not receive any equipment from Equipment Vendors. A representative of the Outside Company must be present to receive and move the equipment. Handling and storage fees apply for all incoming and outgoing packages, including courier services. A complete list of services and pricing is available at the following link: <http://www.fedex.com/us/office/Hotels-Conventions/hyatt-grand-washington.html>.

IN CONJUNCTION WITH (ICW)

Group agrees to be solely responsible for all charges and activities in meeting rooms held for their use. An authorized client representative will directly finalize all arrangements for meeting space with your Event Manager.

Groups meeting in conjunction with a conference, but not as a part of the official convention program, which require meeting space and separate billing, are subject to credit approval. Requests for such space should be sent in writing directly to the hotel. All meeting space, if available, will be at the hotel's normal prevailing room rental fees and will be subject to the hotel's contract terms and conditions.

Please note that if a convention assigns any of their held space to another group, the space is no longer considered part of the convention, but will be handled as any other ICW and therefore subject to additional fees or charges.

FOOD AND BEVERAGE/EVENT SPECIFICATIONS

The Group's assigned Event Manager will contact the Group's authorized representative approximately six (6) months prior to the Group's arrival to assist in the planning and actual details of producing the meeting. Food and beverage menu prices will be guaranteed three (3) months prior to arrival. Food and beverage function space is reserved for the Group based on contracted attendance and the Hotel's current standard banquet menu prices.

Final food and beverage orders and event specifications to be provided to your Event Manager thirty (30) days prior to your event. Upon receipt and review of your event specifications, your Event Manager will provide you a completed Group Detail Report for review. Changes can be made to your Group Detail Report up to fourteen (14) days prior to the start of your event. Changes made within fourteen (14) days of your event start will incur a 20% surcharge (plus service charge and tax) for each change made to priced items and a \$100 surcharge (plus service charge and tax) for each non-priced item (including room set or diagram changes and items incurring staffing changes). Prior to the beginning of your event, a signed Group Detail Report must be returned to your Event Manager.

In arranging for food and beverage functions, the final attendance must be received by your Event Manager no later than 12:00 p.m., **3 days seven (7)** 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. The Hotel cannot be responsible for service to more than 3% over the guarantee. Guarantee increases requested after 12:00 p.m. three (3) business days prior to the event will be based upon availability and subject to a 50% surcharge (plus service charge and tax).

On site "pop-up" changes or requests for items not outlined in the signed Group Detail Report (including room set, power, internet, buffet set, will be accommodated based on availability at the time of the request. Each change or request will incur a \$250 surcharge (plus service charge and tax).

Due to legal liability and licensing restrictions for all food and beverage served on the premises, hotel policy requires that only food and beverage purchased through the hotel may be served in conference and event spaces, unless otherwise arranged and approved through your Event Manager.



FOOD AND BEVERAGE SMALL GROUP SERVICE CHARGES AND LABOR CHARGES

Groups of twenty-five (25) people or less for plated or buffet meals are subject to a \$200.00 service charge. A minimum of (10) guests is required for buffet service.

Passed or displayed Hors d' Oeuvres require a twenty-five (25) piece minimum of each item. Server and Attendant labor fees are \$250.00 each, applicable to butler passing and action or carving stations. Your Event Manager can provide recommendations for the number of attendants based on your guest count and menu selection.

All alcohol service requires a Bartender, recommended one bartender for every 100 guests. The Bartender labor fee is \$250.00 each.

Labor fees are subject to 10% DC Sales Tax.

TABLETOP EXHIBITS AND TABLES FOR OUTSIDE DRAYAGE COMPANIES

Should you find a need to host tabletop exhibits or displays during your conference, the hotel is able to meet your needs. There is a charge of \$100.00, plus service charge and tax, per table which consists of a 6' x 30" draped and skirted table with up to two (2) chairs and one (1) small wastebasket. Electrical hook-up, audiovisual, internet services, drayage services, package storage and handling fees, decorations, labor, security labor, cleaning or janitorial services are not included in the price and are available at prevailing rates. Your Event Manager will be happy to provide an order form for your exhibitors for these items. Please provide the hotel with your tabletop needs at least 45 days in advance.

All exhibits and/or table top exhibits must have the approval of the DC Fire Department 21 days prior to the show opening. Hotel will submit the floor plan to the Fire Marshall for any required modifications and/or changes. We encourage you to have an approved plan prior to assigning or accepting exhibitors.

FIRE MARSHAL PERMITS

All event functions of (100) guests or more are required by DC Fire Marshal Office to obtain a temporary event permit. A fee of \$150.00 per permit applies. Your event manager will assist in submitting all required permits and the permit fees will be applied to your master account. Floorplans must be submitted with each permit and preliminary floorplans must be submitted no later than 21 days prior to the event. Your event manager will advise of any modifications required for Fire Marshal approval; such modifications may limit seating capacity to be compliant with DC Fire Code.

OUTSIDE CONTRACTORS

All vendors providing services to a group in the hotel are required to carry certain minimum levels of liability, workers compensation, and automobile insurance. These vendors will be required to submit proof of insurance naming the Grand Hyatt Washington and our owners and partners as "additionally insured" for the duration of their work here. Contact your Event Manager for specific wording and liability limits. Vendors and their employees (regular or contract) are also subject to the standards of conduct and the policies and procedures of the hotel. All outside contractors entering the hotel are required to check in at the security office upon arrival with a valid photo ID. Upon check in they will receive a badge that must be worn at all times. Failure to do so will result in the contractor being escorted from the premises.

OUTSIDE AUDIO VISUAL

Encore AV is the preferred AV vendor for Grand Hyatt Washington. Should the group elect to contract an outside vendor, the terms and conditions below will apply. Failure to follow these procedures and rules could result in refused admission to the hotel of the vendor or dismissal from the property if on-site violations occur.

- Encore is required by the Hotel to manage and coordinate all outside AV vendors working at the Hotel. A load-in and load-out supervisor will be provided at prevailing rates for the duration of the vendor's load-in and load-out. Supervision fees will be applied to the master account.
- All outside AV vendors must contact Grand Hyatt Washington in writing no less than sixty (60) days prior to load-in detailing its plans and requirements while at the Hotel.
- All outside AV vendors must provide a \$5,000 deposit a minimum of ten (10) days prior to the first event to be used to offset any damage done to the hotel by the outside AV Company. This deposit will be returned within thirty (30) days after the event should no damage be incurred.
- All outside AV vendors, and sub-vendors of a primary vendor, must place on file with the Hotel a current certificate of insurance (COI) with a minimum of \$2 million in coverage for general liability, automobile liability, property damage, and proof of statutory coverage for worker's compensation. The COI must list the Grand Hyatt Washington DC and Encore as "additional insured." The vendor's insurance as detailed on the COI must be primary and not contributory with Hyatt or PSAV insurance.

- All outside AV vendors must provide the Hotel a letter confirming that all individuals coming into Grand Hyatt Washington on behalf of the vendor and client are employees; freelancers hired by the vendor, or contracted hourly labor hired by the vendor. No later than two (2) business days prior to setup time, vendor must provide the Hotel a list of all onsite individuals working for the vendor, so that Grand Hyatt Washington Security can provide ID badges. All vendors must adhere to a dress code of business attire. Business attire is defined as a collared shirt or dress shirt, dress slacks or khakis, and appropriate shoes. No tee shirts, jeans, shorts or tennis shoes are permitted at any time. All representatives of outside vendors must adhere to hotel grooming standards.
- Load-in and Load-out times must be arranged with your Event Manager. The loading dock is in use constantly and is available on a first come first serve basis. Due to the size and amount of space, all vehicles must have a lift gate. The freight elevator is on ground level, not at dock level. All vehicles must be accompanied at all times; you may not leave a vehicle unattended regardless of the equipment or accessories delivered. The hotel does not have a forklift. The Hotel and Encore will not receive any equipment from equipment vendors. A representative of the outside vendor must be present to receive/ move the equipment.
- Vendors are not permitted to use the house sound system. Outside vendor bids must provide auxiliary sound.
- Encore has exclusive RIGGING rights. If the outside vendor needs to rig anything to ceilings, walls, etc., riggers must be contracted through Encore. All rigging specifications must be submitted sixty (60) days prior event for review. No single point is to exceed 450 lbs. dead hang. Please contact Encore for rigging costs.
- Storage space within the Hotel for outside vendors will be the sole responsibility of the outside vendor. Once notified, the Hotel will attempt to secure space for the outside vendor at prevailing rates but is under no obligation to provide storage space. No equipment or cases are to remain in the "back of the house" areas at any time. Any empty cases must be stored/removed from the hotel and brought back for load-out.
- All electricity/power required to operate the outside vendors equipment will be coordinated, installed, removed and billed through the Hotel Engineering Department at prevailing rates.
- Outside vendors are responsible for leaving all the Hotel facilities used in the same condition as provided to them. This includes disposal of all trash, props, cardboard, plastic, etc. Rapid setup and strikes are required by all outside vendors. If group requires additional setup and or strike time that needs to be arranged prior to contracting with the Outside vendor. If a dumpster is required, it needs to be dropped off and removed the same day. Any charges related to clean-up are the responsibility of the outside vendor.
- All floor surfaces must be covered with a protective covering by the outside vendor during all loan-in/load-outs. Cleaning and/or damage fees will be assessed to the outside vendor should carpeting/floors require more than a basic vacuuming or sweeping. Nailing, screwing, or similar actions into staging, ceilings, flooring, or walls are strictly prohibited. All screens must have an appropriate dress kit, all cabling must be away from the main doors to any meeting room, all cabling must be taped down securely with gaffer tape that matches the carpet (no black gaffer tape in audience areas), all stand or carts must be draped, no equipment is allowed to roll through the foyer areas, access to rooms must be through the service entrance, service corridors must be kept clear of cases and cabling securing taped down. Service doors cannot be blocked regardless of staging needs.
- Under no circumstance are pyrotechnics to be used in the Hotel. Hazer and foggers are only allowed with permission of the hotel engineering and security departments. Security department must be contacted in writing sixty (60) days prior to event load-in and setup detailing the type of hazer/fogger that is used and for how long. A fire watch may be required and will be arranged by the security department, at prevailing rates, to monitor the hotel fire system. Outside vendor must send copies of all state and local permits showing the vendor is licensed to provide hazer and foggers.
- The Hotel assumes no responsibility for the safekeeping and security of the outside vendor's equipment, supplies, written materials or any other items left in function rooms or approved store rooms by the outside vendor, group, or attendees. Accordingly, the outside vendor will be responsible to provide security and assumes all responsibility for the above-mentioned items

RIGGING

Encore has exclusive rigging rights. If the outside vendor needs to rig anything to ceilings, walls, etc., riggers must be contracted through PSAV at prevailing rates. All rigging specifications must be submitted sixty (60) days prior event for review. No single point is to exceed 450 lbs. dead hang. Please contact Encore for rigging costs.

The above Policies and Procedures are subject to change by Grand Hyatt Washington without notification.