

# OMNI

ATLANTA  
AT CENTENNIAL PARK

## LETTER OF AGREEMENT

This is a Letter of Agreement (“Agreement”) between Association for the Study of African-American Life and History (“Group”) and Omni Hotels Management Corporation as agent for the owner of Omni Atlanta Hotel at Centennial Park (“Hotel”), dated Friday, March 29, 2024.

### 1. GENERAL INFORMATION

<b>Especially Prepared for:</b>	Association for the Study of African-American Life and History	<b>Global Sales Contact:</b>	<b>Patti Johnson</b>
<b>Name of Event:</b>	Association of Study of African American Life & History 2025 Annual Conference (“Event”)	<b>Hotel:</b>	Omni Atlanta Hotel at Centennial Park (“Property”)
<b>Contact:</b>	Sylvia Cyrus Executive Director 301 Rhode Island Ave., NW Suite 2204 Washington, DC 20001-1826 Email: <a href="mailto:scyrus@asalh.org">scyrus@asalh.org</a>	<b>Hotel Contact Information:</b>	Mitchell Chastain Sales Manager 190 Marietta St. NW Atlanta, GA 30303 Phone Number: (678) 567-7338 Email: <a href="mailto:mitchell.chastain@omnihotels.com">mitchell.chastain@omnihotels.com</a>
<b>Official Event Dates:</b>	<b>Sunday, September 21, 2025</b> (“Arrival Date”) through <b>Monday, September 29, 2025</b> (“Departure Date”)		
<b>Anticipated Attendance:</b>	<b>250</b> (individually as “Attendee” and collectively as “Attendees”)		

*This is a draft proposed agreement that is under negotiation and subject to further review and approvals. It is not an offer. This draft, along with any changes, additions, addendums, or corrective lining out by (Group), shall not be binding unless and until signed by both parties’ authorized representatives.*

The following arrangements are being reserved for Group on a first option basis. Hotel sales associates are authorized to negotiate rates and reserve (Group’s) room block and event space. If Hotel does not receive this document executed by Group on or before 5:00 p.m. local time at the Property on **Sunday, March 31, 2024**, this invitation to make an offer shall expire and Hotel may release all or part of the room block and event space described in this document without any further notice to Group.

### 2. GUESTROOM COMMITMENT

#### (a) ROOM BLOCK

Hotel will provide and Group will be responsible for utilizing 904 guestroom nights in the pattern set forth below (such number and such pattern, the “Room Block”):

	Sun 9/21/2025	Mon 9/22/2025	Tue 9/23/2025	Wed 9/24/2025	Thu 9/25/2025	Fri 9/26/2025	Sat 9/27/2025	Sun 9/28/2025
<b>Deluxe Single Guestroom</b>	1	11	17	30	35	35	35	
<b>Deluxe Double Guestroom</b>	4	8	39	124	193	193	115	
<b>One Bedroom Suites</b>	--	4	4	4	4	4	4	
<b>One Bedroom Luxury Suite</b>	--	1	1	1	1	1	1	
<b>Staff Rooms</b>	--	5	5	5	5	5	5	4
<b>Total</b>	<b>5</b>	<b>29</b>	<b>66</b>	<b>164</b>	<b>238</b>	<b>238</b>	<b>160</b>	<b>4</b>

**904 Total Rooms**

**80% TOTAL ROOM NIGHTS CUMULATIVE: 723**

	Single Rate	Double Rate	Triple Rate	Quad Rate
<b>Deluxe Single Guestroom</b>	\$189.00	\$189.00	\$214.00	\$239.00
<b>Deluxe Double Guestroom</b>	\$189.00	\$189.00	\$214.00	\$239.00
<b>One Bedroom Suites</b>	\$189.00	\$189.00	\$214.00	\$239.00
<b>One Bedroom Luxury Suite</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Staff Rooms</b>	\$139.00	\$139.00	\$164.00	\$189.00

All special guestroom rates are exclusive of appropriate state and local taxes, fees and assessments, currently **16.9%** and a **\$5.00** state fee per room, per night and are subject to change without notice.

**GROUP RATES**

**Deluxe Single Guestroom and Double (2bds) Guestroom Group rates will be valid three days prior and three days post meeting dates based on availability of standard guestrooms and placement fee/commission to HelmsBriscoe.**

**LOWEST RATE**

Hotel agrees that the Group will be guaranteed the lowest rate in the hotel, over the same meeting dates (**September 21-28, 2025**) for similar sized meetings, food and beverage spend and booking patterns. Exceptions include negotiated volume corporate business, government accounts, airline crew rooms, FIT accounts and other similar agreements, agreements that has already been in placed prior to signing groups contract. This guarantee applies to rates made available to the general public, either through the hotel reservation department, 800 reservation services, or any online distribution channel, other than online channels where a customer cannot choose the hotel or brand (opaque), e.g.; Priceline. Should a lower rate be discovered, the Hotel agrees to either 1) offer that lower rate to any of the Group's attendees or 2) remove the lower rate from all distribution channels.

**COMMISSION**

A placement fee/commission of 10% is to be paid by the Hotel to HelmsBriscoe, IATA #03633884, as agent of record, on total room revenue from all utilized sleeping room nights as outlined in this contract. HelmsBriscoe and Hotel agree that commission is not paid on rebates, resort fees, internet, or any fees packaged into the rate. Rooms already commissionable to another third party will not apply. Hotel and Group agree that the commission for the booking of this Event is non-cancelable and non-transferable to any other party. Hotel guarantees that rate is not increased due to the placement fee. Hotel will not be liable for any commission or fee to any other entity. (HelmsBriscoe IATA #: 03-633884, Federal ID # 86-0790056). You have designated HelmsBriscoe as your agent of record for this event, Placement fee/commission payments are paid on discounted staff rooms.

**REBATE**

Hotel will pay **\$10.00** of guestroom rate for each revenue guestroom night actually occupied and paid for by Group's Attendees as part of the established Room Block. The rebate or subsidy will be paid to Group for the purpose of (convention center, defraying costs, etc.). This payment will be made by Hotel after Hotel receives payment in full for the Event. The rebate or subsidy will be paid on full group rated guestrooms only and deducted before commission is paid.

Disclosure of Intermediary Payments: Group agrees to take full responsibility for determining whether further disclosure of the commission, rebate, subsidy, fee or select rewards benefits is required and for making such disclosure if it is required.

**COMPLIMENTARY GUESTROOMS**

In consideration of your Room Block commitment, Group will receive one complimentary guestroom for every 45 occupied, revenue-producing guestrooms on a cumulative basis (total room nights utilized by night divided by 45). Group may elect to apply their earned complimentary guestrooms toward particular guestrooms over the Event dates or apply the value of each earned complimentary room (two earned complimentary guestrooms equal one guestroom at the single contracted group rate) toward the Master Account. Group will provide a list of names in order of preference for complimentary guestroom assignment.

Each earned complimentary guestroom equals one unit in the overall Hotel inventory. Complimentary rooms can be applied as follows based on the Room Block.

Deluxe Rooms	- One Unit
Premier (Corner, Park View, Balcony)	- Two Units
Executive One Bedroom Suite	- Four Units
Executive Two Bedroom Suite	- Five Units
Governor's Suite	- Six Units
Executive Three Bedroom Suite	- Seven Units
Presidential Suite	- Eight Units

Complimentary rooms are included in the Room Block.

**(b) SAY GOODNIGHT TO HUNGER**

Join Omni Hotels & Resorts in their partnership to end the plight of hunger. Over 48 million Americans struggle with putting food on the table. Planning an event with Omni now comes with the added opportunity to make a difference. For all group guestrooms booked in the future, regardless of how the reservation is made, Hotel will contribute one meal per actualized reservation. Group not only gets a sensational meeting, but also, can help make a meaningful difference in our local communities. Visit [Omnihotels.com/SGTHGROUP](http://Omnihotels.com/SGTHGROUP) to learn more.

**3. RESERVATIONS**

**(a) CHECK-IN/OUT TIME**

Hotel's check-in time is 4:00 pm; check-out time is 11:00 am. All Attendees arriving before 4:00 pm will be accommodated as guestrooms become available. Hotel's Guest Service staff can arrange to check baggage for those arriving early when guestrooms are unavailable and for Attendees attending the Event on departure day.

**(b) RESERVATION METHOD**

**Rooming List:**

Hotel understands that STAFF, BOARD, SPEAKERS, and VIPS reservations will be made by Rooming List and will be submitted to Hotel on or before the Cut-off Date. Guestroom and tax charges will be posted to the Master Account. Individual Attendees will be responsible for their own incidental charges.

**Individual Call-In and Customized Web Page:**

Hotel understands that all reservations will be made, modified or canceled by individuals by either calling Omni Reservations at 1-800-THE-OMNI and, in either case, referring to Group and meeting name or by logging onto their customized Group web page. The Meeting Planner will work with Hotel's Group Housing Coordinator (GHC) in customizing their own Group web page. The GHC will send the link to the Meeting Planner in an email to begin the reservation procedure for Attendees. Reservations must be made on or before the Cut-off Date. All Attendees will be responsible for their own guestroom, tax and incidental charges.

**(c) RESERVATION GUARANTEE**

Hotel require a valid credit card to guarantee the room. The credit card is not charged. Guests have until 72 hours prior to arrival to cancel their reservation without penalty. Any guaranteed reservation that is cancelled less than seventy-two (72) hours prior to arrival will be subject to one (1) night guestroom plus tax cancellation fee. Additionally, any reservations that arrive after the scheduled arrival date will be considered a "no show" and a charge of one (1) night guestroom plus tax cancellation fee will be posted to the Attendee credit card on file. "No show" rooms will only be posted to the Master Account if Group submits a rooming list. Should the group fall into attrition, any non-refundable deposits received by the Hotel will be credited towards group's potential attrition amount.

**NO WALK CLAUSE**

Due to the nature of the Event, Hotel agrees to honor a "no walk" policy for Attendees and shall not re-accommodate or "walk" Attendees whose reservations are guaranteed under this Agreement. It is understood that some Attendees may be "late arrivals" and the guestrooms guaranteed for these Attendees should be held until their arrival.

All contracted guestroom reservations are guaranteed for late arrival and will not be cancelled, downgraded or released back to Hotel without Group's written consent. Contracted guestroom types are specified by bed type, view, or other

descriptions unique to the Property and Hotel is required to fulfill Group's requirements such as rooms with two beds for share-with.

Hotel is required to notify Group 48 hours prior to Arrival Date if there is an oversold situation and if contracted guestroom types are in jeopardy of not being fulfilled.

**(d) CUT-OFF DATE**

The cut-off date for accepting reservations into the Room Block is **Friday, September 5, 2025**, at 11:59 PM local time at the Property ("Cut-off Date"). Attendees will be made aware of the cut-off date. The hotel will honor all early arrivals and stay-overs at the Group rate as long as rooms are available. The Hotel will credit group for reservations made by group no matter what rate is confirmed or if rooms were booked outside of Group room block.

**(e) OMNI SELECT GUEST**

When an attendee joins Omni Hotel & Resorts' industry-leading loyalty program, they will receive the following benefits:

<b>Omni Select Guest Gold Level Benefits</b>		
	<b>First Stay</b>	<b>Second Stay &amp; 2-9 Nights</b>
Complimentary 3 MB Internet Access	√	√
Opportunity to Earn Free Nights	√	√
Complimentary Daily Beverage (AM and PM options)		√
Complimentary Pressing – 2 Items		√
Complimentary Bottled Water		√
Complimentary Shoe Shine		√
Exclusive Member-Only Offers	√	√
Express Check-Out	√	√

**For more information and to enroll:** <http://www.omniselectquest.com>

**(f) OMNI SELECT PLANNER FOR GROUP PLANNERS**

For planners who opt-in, membership number and name must be listed. Omni Select Planner rewards, awarded through the Omni Select Guest Program, are available to planners for qualified bookings through the group sales departments of participating Omni Hotels & Resorts.

Group acknowledges that Award (free night) and Tier (Select Guest status) credits have been earned in connection with all applicable contracted group revenue sources, including rooms, banquet and rental purchased under this Agreement, and that Group consents to the awarding of such credits to the individual listed below. Credits will be awarded to the designated member account according to the Omni Select Planner and Select Guest program terms and conditions.

Member Name \_\_\_\_\_

Select Guest Membership Number \_\_\_\_\_

If the Select Guest Membership Number is left blank, Group forfeits the Select Planner rewards.

**4. PAYMENT DETAILS**  
**(a) DEPOSIT SCHEDULE**

Based on the estimated Master Account charges below, Group agrees to the following advance deposit schedule\*:

<b>Charge Type</b>	<b>Date</b>	<b>Amount</b>
Deposit – Initial	<b>Upon Signature</b>	<b>\$10,000.00</b>
Deposit - Second	<b>May 24, 2025</b>	<b>\$15,000.00</b>
Deposit – Final	<b>30 days in advance of Arrival Date</b>	100% of remaining estimate balance due (Including applicable taxes, service charge & contingency)

*\*Deposit schedule is subject to change depending upon whether Group is extended direct billing privileges. If Group is approved for direct billing, Hotel will provide Group with an updated deposit schedule.*

Hotel reserves the right to require new or additional deposits if Group’s credit status changes even after credit approval is granted.

If any deposit is not paid when due, Hotel will have the right, at its option, to consider the Event cancelled by Group and to collect applicable cancellation damages.

**(b) ESTIMATED MASTER ACCOUNT CHARGES**

List of estimated Master Account charges:

- 1. Meeting Food and Beverage and AV Costs (if any)**
- 2. Staff Rooms and VIPs Rooms**

All charges posted to the Master Account should be approved in writing by Group. Hotel recommends reviewing Master Account charges daily with Group to eliminate discrepancies.

**(c) METHODS OF PAYMENT & DIRECT BILLING**



The Hotel accepts cash, check, ACH, wire transfers, major charge and credit cards or direct billing for payment. Should you prefer, all master account charges may be paid by charge /credit card. The Hotel accepts American Express, Diners Club, Discover Card, JCB International, Master Card or Visa for master account payments. If you elect to pay by a major charge or credit card, you authorize the Hotel to bill the charge or credit card for applicable charges in accordance with Hotel policies. In the event any charges are disputed, you agree that we may charge the undisputed charges to the account immediately and the remainder will be charged upon resolution.

If Direct Billing privileges are requested, please complete the enclosed credit application and return it to the assigned Conference Services Manager by April 18, 2025. In submission of this application, you authorize the Hotel to confirm your credit based on all available resources. Should Direct Billing not be approved by Hotel, (or only a portion of the anticipated charges be approved) full prepayment of all estimated charges (not approved for Direct Billing) must be received by a date specified by the hotel, prior to arrival, by Hotel-approved method, which includes major charge and credit cards.

Group will advise Omni of its expected method of payment at least **60** days in advance of Sunday, September 21, 2025. The Hotel accepts cash, check, ACH or wire transfers for payment. If Group requests to make payment using a charge or credit card honored by Omni, a valid card must be provided to Omni no later than seven (7) days in advance of arrival (09/21/2025), and any additional charges that the Group is responsible for will be charged to the specified card at such time. Any additional charges that may be added during the course of the event will be charged to this same card upon departure.

Should group request to submit an application for review by Omni for consideration of establishing direct billing privileges, upon review, Omni may elect to extend direct billing privileges for a portion of the master account to Group. If direct billing has been established, payment of all undisputed outstanding balance of Group’s master account is due within thirty (30) days of Group’s receipt of invoice from Omni. Direct Billing accounts may be settled by cash, check, ACH or wire transfers. For approved Direct Billing accounts paying by cash, check, ACH or wire transfer Omni Hotels and Resorts will offer a 1% discount for clients that pay in 15 days terms. Clients who do not elect the early pay discount must accept net 30 terms.

**(c) WIRE FRAUD ADVISORY**

If Group has a deposit or payment transaction with Hotel and receives an email containing NEW or REVISED wiring instructions, DO NOT respond to the email. Instead, call your account team or relationship manager immediately, using a previously provided phone number or email address, to verify instructions prior to sending funds. DO NOT use any contact information provided in the suspected phishing email! Once requested by Group, the Hotel will send specific wiring instructions directly to Group in secure email communication noted by this icon  and an information advisory indicator, such as:  Encrypt-Only - This message is encrypted.

These instructions will never change. If you are ever in doubt about an email or wiring instructions, please call your account team or relationship manager at the Hotel. The following website [www.omnihotels.com](http://www.omnihotels.com) may also be used to obtain contact information.

**5. EVENT DETAILS**  
**(a) EVENT SPACE**

Based on Group's requirements, Hotel has reserved appropriate function and/or meeting space ("Event Space") outlined in the attached Schedule of Events. Due to the possibility of changes in the number of people, number of guestrooms, Event Space format, and dates, Hotel reserves the right to assign all Event Spaces and public spaces which will be discussed and mutually agreed upon and mutually agreed upon in writing.

Group will be asked to sign Event Orders confirming the specific Event Space set up details before the Event. If extensive Event Space set-up or elaborate staging is required, an additional fee will be charged as stated above. Any such charges will not apply unless signed off in writing by Group. If equipment is necessary that exceeds Hotel's available inventory, then Group agrees to pay for the cost of renting additional equipment. In addition, if significant changes are made to the Event Space set up details after receipt of the signed Event Orders (including on-site changes), a re-set fee of **\$150.00** per Event Space or change will be assessed. The quotations listed do not include gratuities, taxes, and service charges, which are currently **8.9%** tax, **25%** gratuities / service charge.

Hotel understands that there may be persons or groups attending the Event who may wish to schedule additional meetings over your convention dates. These affiliated persons or groups will be expected to pay for use of function and/or meeting space requested at Hotel's published rates.

For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the Property. Group agrees to indemnify Hotel for any damage caused to any hotel property as a result of drayage related to the Event, whether caused by Group and/or Group's agents, employees, or contractors.

**(b) FOOD AND BEVERAGE GUARANTEE**

Group agrees to provide a minimum of **\$45,000.00** in banquet food and beverage, exclusive of gratuities, taxes, and service charges, which are currently **8.9%** tax, **25%** service charge ("F&B Guarantee"). F&B Guarantee does not include Event Space rental, food & beverage outlet revenue, room service, service charges, tax, labor charges, audio visual, parking, or any other miscellaneous charges incurred. All food and beverage taxes and service charge fees are subject to change without notice. Hotel will notify if there will be a shortage with the food and beverage minimum and offer suggestions/recommendations to ensure Group will meet the required minimum.

If the actual banquet food and beverage revenue is less than the F&B Guarantee, the difference will be posted to the Master Account.

Group will be asked to sign Event Orders confirming menus and other details for each event. Hotel menu prices will be guaranteed January 2025 prior to Group's arrival. Upon request, copies of proposed menus will be provided.

Due to licensing requirements and quality control issues, all food and beverage to be served on Hotel's property must be supplied and prepared by Hotel. Hotel reserves the right to cease service of alcoholic beverages.

**(c) PARKING**

The current overnight valet rate is \$60.00 per vehicle. The parking rates that are in effect during the dates of your meeting may be greater or less and, will be applicable to those that choose to park in the hotel parking facility.

**(d) AUDIO-VISUAL**

Hotel has a preferred in-house audio-visual department relationship with Pinnacle Live. Pinnacle Live maintains a well-trained and professional on-site staff and an expansive inventory of the most technically advanced equipment and services to support Group’s audio-visual, sound, lighting, video, rigging, power, and high-speed internet access needs.

If Group chooses to use a third-party supplier for the Event’s technology needs, charges for load-in and load-out supervision and house system technical assistance will apply. Hotel reserves the right to approve all outside contractor(s). Certificates of insurance and liability releases will be required at a minimum. All outside contractors must adhere to Hotel’s published Audio-Visual Services Standards/Production Guidelines requirements.

To ensure proper use and function of house sound systems, (which will be discussed and mutually agreed upon) Hotel reserves the right to:

- 1) Supply all audio support whenever the use of the in-house sound systems is utilized.
- 2) Supply all wireless microphones to ensure all utilized frequencies are managed appropriately.

Pinnacle Live is the exclusive provider of all rigging, power, and breakout room equipment & labor. All rigging performed within the meeting space will be designed per specification, installed, and removed exclusively by Pinnacle Live. Power and rigging requirements must be stated in writing a minimum of 30 days prior to the Event’s installation date. Breakout rooms are defined as rooms associated with a General Session held within a ballroom and are not intended for small independent meetings that are not associated with a larger meeting or in conjunction with a primary function. It is Pinnacle Live’s goal to not inhibit small event breakouts and to allow these types of events to be managed by their own breakout AV, whether through Pinnacle Live or their own provider. However, to assure quality, efficiency, and protection of hotel assets Pinnacle Live must be the provider of all breakout equipment and labor in-house for production group business breakouts.

Pinnacle Live is the exclusive provider of all high-speed internet and networking requirements within the Property’s meeting and public space. Third-party HSIA provisioning is strictly prohibited without prior written consent and arrangement with Hotel and Pinnacle Live.

Any audio-visual discounts or concessions are contingent upon Group utilizing Pinnacle Live as their sole audio-visual provider for the Event. Audio-visual discounts provided are for all audio-visual equipment owned, in stock, and available. The discount does not apply to labor, sub-rental items, service charges, and tax.

Group agrees to allow Pinnacle Live the opportunity to submit a proposal for Group’s audio-visual requirements over the meeting dates.

**(e) PACKAGES**

The Hotel has an exclusive relationship with *FedEx* to manage the business center, packages, and branding needs for the Hotel. Packages may be delivered to the Hotel within 48 hours of the date of the function and will be controlled by FedEx onsite. Packages or materials of excessive weight or value must be approved for receipt by the Hotel prior to shipping. 7:00AM - 6:00PM Monday through Friday. Sat. 10:00AM - 4:00PM Sun.12:00pm – 4:00PM Should special arrangements for delivery be necessary, please contact you Conference Services Manager

The FedEx current pricing structure is as follows:

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No charge	\$5.00
0-1.0 lbs.	\$2.00**	\$5.00
1.0 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0lbs	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.lbs	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$0.50 / lb. (\$150.00 Minimum)	\$0.50 / lb. (\$150.00 Minimum)

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Omni Atlanta Hotel at Centennial Park. Specific delivery limitations should be checked directly with the onsite FedEx Office. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If the Group is using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified

address. FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request.

The following information must be on all packages to ensure proper delivery:

**Hold for Guest: ,  
c/o FedEx Office at Omni Atlanta at Centennial Park  
100 CNN Center NW  
Atlanta, GA, 30303**

<< GROUP MEETING NAME >>

**Box \_\_\_ of \_\_\_**

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days. The Omni Atlanta Hotel at Centennial Park is not in any way liable for the contents of these packages.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates*	\$50.00
Over 6.5' in Size	\$25.00

## **6. GUESTROOM PERFORMANCE AND CANCELLATION**

### **(a) GUESTROOM PERFORMANCE**

#### **CUMULATIVE GUESTROOM PERFORMANCE**

Hotel is reserving the Room Block in reliance upon receiving a certain level of guestrooms revenue, exclusive of food and beverage charges, Event Space rental, and other non-guestroom charges. This Agreement is based in part on Group's use of **904** guestroom nights cumulative. Group is responsible for **80%** of the total Room Block or **723** total guestroom nights.

If guestroom nights actually used by Group are less than **80%** of the total Room Block, Group agrees to pay the difference between **80%** of the total Room Block and Group's actual usage of guestrooms multiplied by the average group rate plus any applicable taxes and resort fees (if any). The Parties agree that these sums are not a penalty and represent an effort by the Parties to establish a reasonable estimate of the Hotel's actual loss prospectively and represent liquidated damages. These charges will be posted to the Master Account. Hotel will subtract out-of-order rooms from total inventory, any paid no-shows and Group's earned complimentary rooms before posting attrition penalty to the master account. Once the sleeping Room Performance Fee, if any, has been paid, Hotel agrees that group concessions will not be eliminated or reduced. In the event that the hotel experiences 100% occupancy, Group will not be held responsible for any Sleeping Room Performance Fee for the sold-out nights(s).

#### **ROOM BLOCK AUDIT**

At Group's request within five business days from Departure Date, Hotel will audit Hotel's guest list against Group's list of registered Attendees and registered Hotel guests. Identified guestrooms will be credited to Room Block pickup. All guestrooms shall accrue to Room Block and will be credited to Group's pick-up for record-keeping purposes used to determine attrition, complimentary guestrooms, Event Space rental (if any), commissions (unless such rooms were made by another commissionable agent), (Expedia, Travelocity, etc.) and/or any other areas of this Agreement affected by Group's guestroom pick-up.

Hotel agrees to use reasonable efforts to resell Group guestrooms not used in the Room Block, which are released and returned by the Group to the Hotel for attempted resale. Such rooms shall be the last in the inventory to be sold following the L.I.L.O (last in, last out) principles of accounting. For sake of ease, resold rooms will be determined on a 'one for one' basis and not on the revenue value of the resold room. To this end, and in consultation with Group, Hotel reserves the right to assign alternate Event Space commensurate with Group's reduced guest room needs which will be discussed and mutually agreed upon.



**CONCESSIONS**

Hotel is pleased to provide Group with the following special concessions over Event dates based on Group’s fulfillment of the Guestroom Performance Clause.

- \$10.00 Rebate per room per night on full rated guest rooms, does not apply to staff rooms (based on actualized guestroom revenue) – contingent upon contract signature by 3/31/2024
- 1 Complimentary Luxury Suite as outlined in room block above
- Four (4) upgrades to One-Bedroom Suites, at the group rate – see room block above
- 1 per 45 complimentary room policy, cumulative based on actualized rooms - contingent upon contract signature by 3/31/2024
- Complimentary guestroom Wi-Fi with Select Guest Membership
- Five (5) staff guestrooms at discounted rate of \$139.00 and commissionable to HelmsBriscoe (based on actualized room revenue)- see room block above
- Staff morning ‘wake me up’ in the staff office to include a dozen breakfast items (chef’s choice i.e. muffins, pastries...), coffee and fruit (chef’s choice). - contingent upon contract signature by 3/31/2024
- Comp basic Wi-Fi in meeting space (checking email and web browsing) with exclusive use of Pinnacle Live - contingent upon contract signature by 3/31/2024
- \$5 Wifi per person / per day up to 4mbps upon Pinnacle Live not being the sole provider from Monday, September 22-Sunday, September 29, 2025.
- Complimentary meeting room rental with achieved food and beverage minimum of \$45,000 before tax and service
- Hotel will receive and deliver boxes complimentary, up to 20 boxes not to exceed 200 pounds. This includes incoming and outgoing
- Audio visual pricing with Pinnacle Live AV company as exclusive AV provider not to exceed \$65K unless additional AV is added to include AV equipment rental, labor, etc., comp wifi in meeting space and streaming for the following rooms: Plenary session (Wed-Sat), Luncheons (Thurs-Sat), Saturday night banquet, and four breakout rooms – contingent upon contract signature by 3/31/2024. Group will submit 2024 Pinnacle Invoice.
- Ten percent (10%) discount off 2025 F/B menu pricing; excludes alcohol, taxes, service charge and custom menu pricing
- Two (2) rooms at discounted room rates for pre-conference site visits. Dates to be determined by hotel and client.
- Select Planner Rewards
- \$500 to be sent by check to the hotel at least 10 days in advance of group arrival to be provided to the group on site as petty cash
- Group can increase room block before cut-off date at the group rate based upon availability of standard guestrooms in increment of 10 rooms per night without an addendum, so long as revenue does not exceed \$10,000. If amount is over \$10,000 an addendum must apply

Concessions are based upon Group utilizing a minimum of **80%** of the total Room Block. These concessions may be reduced in Hotel’s discretion if Group’s pick-up falls below **80%** of the total Room Block which will be discussed and mutually agreed upon.

**(b) CANCELLATION**

Group agrees to provide Hotel with written notice of any decision to cancel this Agreement. Group agrees that cancellation of the Event for any reason, including changing its meeting site to another hotel, would constitute a breach of Group’s obligation to Hotel and Hotel would be harmed. It is further agreed that it would be difficult to determine Hotel’s actual harm and the chart below reasonably estimates Hotel’s harm for a cancellation. The closer to the date of the Event that a cancellation occurs, the less likely it is that Hotel will be able to replace any or all of Group’s business with comparable business. Group agrees to pay Hotel, within thirty (30) days of cancellation, as liquidated damages and not as a penalty, the amount listed in the chart below.

<u>Date of Cancellation</u>		<u>Liquidated Damages Due</u>
From date of signature (fully executed Agreement) through <b>October 25, 2024</b>	<b>25%</b> of total guestroom nights at <b>\$189.00</b> per guestroom night	<b>\$42,714.00*</b>
From <b>October 26, 2024 through February 26, 2025</b>	<b>50%</b> of total guestroom nights at <b>\$189.00</b> per guestroom night plus <b>50%</b> of F&B Guarantee	<b>\$85,428.00*</b>

From <b>February 27, 2025 through June 24, 2025</b>	<b>75%</b> of total guestroom nights at <b>\$189.00</b> per guestroom night plus <b>75%</b> of F&B Guarantee	<b>\$128,142.00*</b>
After <b>June 24, 2025</b>	<b>100%</b> of total guestroom nights at <b>\$189.00</b> per guestroom night plus <b>100%</b> of F&B Guarantee	<b>\$215,856.00*</b>

\*plus applicable taxes and service charges

Hotel will not consider notice of cancellation valid and will not release accommodations held until written notice of cancellation and payment of the liquidated cancellation damages are received, therefore delay in payment may result in higher damages owed.

### **CANCELLATION BY HOTEL**

In the event Hotel cancels this Agreement without cause and without the written consent of Group, Hotel shall be liable to Group for damages reasonably incurred related to cancellation or relocation of Group. Such costs may include: expenses of Group's staff to research alternate facilities, including airfare; any increase in costs at the alternate facility; administrative and operational costs, program printing, attendee notification, and any other reasonable costs and expenses associated with rescheduling the Event.

### **7. MISCELLANEOUS**

Additional charges that are not specified in this contract, or any addendum, will not be incurred by Group for work performed or for services or items provided by Hotel unless Hotel has first obtained prior written permission from an authorized representative of Group to have the work completed or the service provided or services will not be provider. Attendees will not be responsible for any charges for fees not enumerated in this contract or acknowledged in writing.

**8.**

### **(a) FORCE MAJEURE**

The performance of this Letter of Agreement is subject to acts of God, war, government regulations, domestic terrorism, riots, epidemic or pandemic, quarantine, disaster, strikes, civil disorder, curtailment of transportation facilities, (preventing or unreasonably delaying at least 40% or more of attendees from attending), government (federal, state or local) imposed gathering restrictions/ordinances or any emergency beyond the parties' control; any of which render it illegal or impossible to perform their obligations under this Agreement.

In the case of a Force Majeure event, the non-performing party may terminate this Agreement, without liability, upon written notification. Should Force Majeure be determined, Group agrees to negotiate promptly in good faith with the Hotel in an effort to rebook the cancelled event, based on space and group rate availability at the Hotel, over mutually acceptable dates. If the parties agree on the rebook dates, then Hotel will retain the advance deposits paid under the cancelled event and apply the deposits toward the Master Account of the rebooked event. If the parties cannot agree on mutually acceptable rebook dates, then Hotel agrees to refund all prepaid advance deposits. For clarity, neither party shall owe liquidated damages to the other for any such rebooking.

### **(b) INSURANCE**

Hotel and Group shall each obtain and maintain insurance in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from activities conducted at the Property. Evidence of such insurance shall be provided to the other Party at the request of the other Party.

### **(c) ASSIGNMENT**

Group shall not assign its rights or obligations under this Agreement in whole or in part, without the prior written approval of Hotel, which approval shall not be unreasonably withheld, conditioned, or delayed.

### **(d) AGREEMENT BINDING ON SUCCESSORS**

The terms of this Agreement shall be binding upon and shall inure to the benefit of the Parties hereto, their heirs, administrators, successors and permitted assigns. Group will require any successor (whether direct or indirect, by purchase, merger, share exchange, consolidation or otherwise) to all or substantially all of the business and/or assets of Group, to expressly assume and agree to perform this Agreement.

### **(e) INDEMNIFICATION**

To the extent permitted by law, Group agrees to defend, indemnify, and hold harmless Hotel and Omni Hotels Management Corporation and their respective managers, officers, directors, parent companies, subsidiaries, affiliates, employees, agents, representatives, successors and permitted assigns against all losses, damages, liabilities, deficiencies, claims,

actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees (collectively, "Claims"), arising out of or connected with the Event, except to the extent arising out of the gross negligence or willful misconduct of Hotel's employees or agents in connection with the performance of Hotel's obligations hereunder.

Subject to the foregoing, Hotel agrees to defend, indemnify and hold harmless Group from and against all Claims arising from the negligence or willful misconduct of Hotel's employees or agents in connection with the performance of Hotel's obligations hereunder which results in direct physical injury, death or damage to tangible personal property, provided that Group gives prompt notice of the claim to Hotel and provides all reasonable assistance therein.

### **MAJOR CONSTRUCTION/RENOVATION**

As of the date of this Agreement, Hotel has no plans for renovation or remodeling of any facilities that will be utilized by Group pursuant to this Agreement. In the event that after this Agreement is signed, Hotel confirms any plans to remodel or renovate its facilities that will be utilized by Group pursuant to this Agreement, Hotel agrees to inform Group in writing within a reasonable amount of time of the following:

- a. Planned scope of project;
- b. Schedule for commencement and completion;
- c. Anticipated impact project will have on areas to be utilized by Group;
- d. Hotel's plan for minimizing impact of project on Group.

Hotel's plan to renovate or remodel will not constitute grounds for termination of this Agreement unless mutually agreed upon by the Parties. The Parties agree to negotiate in good faith to resolve any concerns raised as a result of renovations or remodeling and to enter into such amendments of this Agreement as may be necessary to reasonably accommodate the Parties.

### **CHANGE OF OWNERSHIP**

Hotel will promptly notify Group of any (i) change in Hotel's management company, including a change in brand affiliation. In the event of such a change of ownership and/or management of Hotel [that, in Group's reasonable discretion, materially and negatively impacts Group, Group may terminate this Agreement without penalty after providing Hotel written notice of such cancellation within 30 days of being notified by Hotel of such change.

### **WALK POLICY**

Due to the nature of the Event, Hotel agrees to honor a "no walk" policy for Attendees and shall not re-accommodate or "walk" Attendees whose reservations are guaranteed under this Agreement. It is understood that some Attendees may be "late arrivals" and the guestrooms guaranteed for these Attendees should be held until their arrival.

All contracted guestroom reservations are guaranteed for late arrival and will not be cancelled, downgraded or released back to Hotel without Group's written consent. Contracted guestroom types are specified by bed type, view, or other descriptions unique to the Property and Hotel is required to fulfill Group's requirements such as rooms with two beds for share-with.

Hotel is required to notify Group 48 hours prior to Arrival Date if there is an oversold situation and if contracted guestroom types are in jeopardy of not being fulfilled.

### **MINIMIZE NOISE AND DISTURBANCE**

Hotel shall ensure that Group's use of Event Space is free from any noise, distractions, disturbances, and interruptions within the reasonable control of Hotel (each, a "Disturbance"). In the event Group's use of any Event Space is materially disturbed by such a Disturbance, Hotel agrees to use reasonable efforts to eliminate the Disturbance immediately upon notification by Group meeting planner and, if mutually agreed, provide reasonable compensation to Group if the Disturbance could not be eliminated and such Disturbance had a material negative impact on the Event.

### **(f) AMERICANS WITH DISABILITIES ACT**

Both Group and Hotel shall be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act (the "Act") as defined by applicable law. Hotel shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by Group, provided that Group gives reasonable advance written notice to Hotel of such needs. Group shall be responsible for the cost of any auxiliary aids and services (including engagement of and payment of specialized service providers, such as sign language interpreters), other than those types and quantities typically maintained by Hotel.

**(g) ATTORNEY FEES AND COSTS**

In the event of any dispute between the Parties, the substantially prevailing party in any legal proceedings will be entitled to an award of its reasonable attorney fees, costs, and pre and post judgment interest.

*[signature page to follow]*

The undersigned expressly agree and warrant that they are authorized to sign and enter into this Agreement on behalf of the Party for which they sign.

**ACCEPTED AND AGREED TO:**

Association for the Study of African-American Life  
and History

TOJV, LLC  
d/b/a Omni Atlanta Hotel at Centennial Park  
By: Omni Hotels Management Corporation, its agent

By: \_\_\_\_\_

By: \_\_\_\_\_

Mitchell Chastain  
Sales Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Bethany Lovelace  
Associate Director of Sales

Date: \_\_\_\_\_

**SCHEDULE OF EVENTS**

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
<b>Sunday, September 21, 2025</b>							
September 22, 2025	8:00 AM	12:00 AM	Staff Office/Volunteer Office	Maple B - Atrium Level-South Tower		20	
September 21, 2025	8:00 AM	12:00 AM	Storage	Maple A - Atrium Level-South Tower		1	
<b>Monday, September 22, 2025</b>							
September 22, 2025	8:00 AM	5:00 PM	Registration Storage	Oak Room- Lobby Level - South Tower		4	
September 22, 2025	8:00 AM	12:00 AM	Registration	Oak Room- Lobby Level - South Tower		6	
September 22, 2025	8:00 AM	12:00 AM	Pre-registration office	Maple C - Atrium Level-South Tower	Flow	4	
September 22, 2025	8:00 AM	12:00 AM	Conference Bag Stuffing	Oak Room- Lobby Level - South Tower		5	
September 22, 2025	8:00 AM	12:00 AM	Storage	Maple A - Atrium Level-South Tower		1	
September 22, 2025	8:00 AM	12:00 AM	Staff Office/Volunteer Office	Maple B - Atrium Level-South Tower		20	
<b>Tuesday, September 23, 2025</b>							
September 23, 2025	8:00 AM	5:00 PM	Registration Storage	Oak Room- Lobby Level - South Tower		4	
September 23, 2025	8:00 AM	12:00 AM	Storage	Maple A - Atrium Level-South Tower		1	
September 23, 2025	8:00 AM	12:00 AM	Registration	Oak Room- Lobby Level - South Tower		6	
September 23, 2025	8:00 AM	12:00 AM	Pre-registration office	Maple C - Atrium Level-South Tower	Flow	4	
September 23, 2025	8:00 AM	12:00 AM	Staff Office/Volunteer Office	Maple B - Atrium Level-South Tower		20	
September 23, 2025	9:00 AM	10:00 AM	Hotel Pre-con Meeting	TBD	Conference	4	
<b>Wednesday, September 24, 2025</b>							
September 24, 2025	8:00 AM	5:00 PM	Breakout 2	Birch Room - Atrium Level-South Tower	Theatre	6	
September 24, 2025	8:00 AM	5:00 PM	Breakout 3	Spruce Room - Atrium Level-South Tower	Theatre	6	
September 24, 2025	8:00 AM	5:00 PM	Registration Storage	Oak Room- Lobby Level - South Tower		4	
September 24, 2025	8:00 AM	5:00 PM	Breakout 1	Pine Room - Atrium Level-South Tower	Theatre	6	
September 24, 2025	8:00 AM	5:00 PM	Breakout 4	Pecan Room - M3-North Tower	Theatre	6	
September 24, 2025	8:00 AM	5:00 PM	Breakout 5	Dogwood Room A - M1- North Tower	Theatre	6	
September 24, 2025	8:00 AM	8:00 AM	Breakout 6	Cottonwood - M1- North Tower	Theatre	6	
September 24, 2025	8:00 AM	12:00 AM	Pre-registration office	Maple C - Atrium Level-South Tower	Flow	4	
September 24, 2025	8:00 AM	12:00 AM	Staff Office/Volunteer Office	Maple B - Atrium Level-South Tower		20	
September 24, 2025	8:00 AM	12:00 AM	Storage	Maple A - Atrium Level-South Tower		1	
September 24, 2025	8:00 AM	12:00 AM	Registration	Oak Room- Lobby Level - South Tower		6	
September 24, 2025	9:00 AM	11:00 AM	Academic Program Committee	Spruce Room - Atrium Level-South Tower	Hollow Square	30	
September 24, 2025	9:00 AM	6:00 PM	Set-up Exhibit Area	Atrium Terrace A-Atrium Level-South Tower	Flow	40	
September 24, 2025	10:00 AM	5:00 PM	ASALH Executive Council Meeting	Birch Room - Atrium Level-South Tower	Hollow Square	30	
September 24, 2025	12:30 PM	1:30 PM	Executive Council Lunch	Birch Room - Atrium Level-South Tower	Rounds	30	
September 24, 2025	5:30 PM	7:30 PM	Plenary Session	Pine Room - Atrium Level-South Tower		150	
September 24, 2025	6:00 PM	8:30 PM	Volunteer Training	Cottonwood - M1- North Tower	Theatre	100	

September 24, 2025	7:30 PM	9:30 PM	Opening Reception	Dogwood Room AB - M1- North Tower	Reception Seating	150	
<b>Thursday, September 25, 2025</b>							
September 25, 2025	7:30 AM	7:30 PM	Convention Registration Opens	Atrium Terrace Foyer -Atrium Level-South	Flow	1	
September 25, 2025	8:00 AM	11:30 AM	Exhibitors (continue) Set-up	Int'l Ballroom ABCD -M2-North Tower		40	
September 25, 2025	8:00 AM	5:00 PM	Breakout 4	Pine Room - Atrium Level-South Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 3	Maple C - Atrium Level-South Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 6	Spruce Room - Atrium Level-South Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 5	Birch Room - Atrium Level-South Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Registration Storage	Oak Room- Lobby Level - South Tower		4	
September 25, 2025	8:00 AM	5:00 PM	Pop Up Meeting	Maple C - Atrium Level-South Tower	Conference	20	
September 25, 2025	8:00 AM	5:00 PM	Breakout 2	Maple B - Atrium Level-South Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 1	Maple A - Atrium Level-South Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 13	Cypress Room - M2-North Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 12	Redwood Room- M1	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 14	Sycamore Room - M2-North Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 16	Magnolia Room - M2-North Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 15	Juniper Room - M2-North Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 7	Atrium Terrace A-Atrium Level-South Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 8	Dogwood Room A - M1- North Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 9	Dogwood Room B - M1-North Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 11	Cottonwood Room B - M1-North Tower	Theatre	19	
September 25, 2025	8:00 AM	5:00 PM	Breakout 10	Cottonwood Room A - M1-North Tower	Theatre	19	
September 25, 2025	8:00 AM	11:00 PM	Plenary Session	Int'l Ballroom ABC -M2-North Tower	Theatre	250	
September 25, 2025	8:00 AM	12:00 AM	Storage	Maple A - Atrium Level-South Tower		1	
September 25, 2025	8:00 AM	12:00 AM	Staff Office/Volunteer Office	Maple B - Atrium Level-South Tower		20	
September 25, 2025	11:00 AM	2:00 PM	Lunch	Int'l Ballroom E -M2-North Tower	Rounds	250	
September 25, 2025	12:00 PM	9:00 PM	Exhibit Opens	Atrium Terrace A-Atrium Level-South Tower	Flow	40	
September 25, 2025	7:00 PM	9:00 PM	Reception	Int'l Ballroom E -M2-North Tower	Reception Seating	250	
<b>Friday, September 26, 2025</b>							
September 26, 2025	8:00 AM	5:00 PM	Breakout 15	Juniper Room - M2-North Tower	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 14	Sycamore Room - M2-North Tower	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 4	Pine Room - Atrium Level-South Tower	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 16	Magnolia Room - M2-North Tower	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 2	Maple B - Atrium Level-South Tower	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 9	Dogwood Room B - M1-North Tower	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 13	Cypress Room - M2-North Tower	Theatre	19	

September 26, 2025	8:00 AM	5:00 PM	Breakout 12	Redwood Room- M1	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 3	Maple C - Atrium Level-South Tower	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 1	Maple A - Atrium Level-South Tower	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 11	Cottonwood Room B - M1-North Tower	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 10	Cottonwood Room A - M1-North Tower	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 6	Spruce Room - Atrium Level-South Tower	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 5	Birch Room - Atrium Level-South Tower	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 8	Dogwood Room A - M1- North Tower	Theatre	19	
September 26, 2025	8:00 AM	5:00 PM	Breakout 7	Atrium Terrace A-Atrium Level-South Tower	Theatre	19	
September 26, 2025	8:00 AM	6:30 PM	Exhibit Opens	Atrium Terrace A-Atrium Level-South Tower	Flow	40	
September 26, 2025	8:00 AM	11:00 PM	Plenary Session	Int'l Ballroom ABC -M2-North Tower	Theatre	250	
September 26, 2025	11:00 AM	2:00 PM	Lunch	Int'l Ballroom D -M2-North Tower	Rounds	250	
September 26, 2025	7:00 PM	9:00 PM	Friday Night Reception	Dogwood Room AB - M1- North Tower	Reception Seating	250	
<b>Saturday, September 27, 2025</b>							
September 27, 2025	7:30 AM	7:30 PM	Convention Registration Opens	Atrium Terrace Foyer -Atrium Level-South	Flow	1	
September 27, 2025	8:00 AM	5:00 PM	Breakout 1	Maple A - Atrium Level-South Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Breakout 10	Cottonwood Room A - M1-North Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Breakout 9	Dogwood Room B - M1-North Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Breakout 8	Dogwood Room A - M1- North Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Breakout 11	Cottonwood Room B - M1-North Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Registration Storage	Chestnut Room- M3 – - North Tower		4	
September 27, 2025	8:00 AM	5:00 PM	Breakout 13	Cypress Room - M2-North Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Breakout 12	Redwood Room- M1	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Exhibit Opens	Atrium Terrace A-Atrium Level-South Tower	Flow	40	
September 27, 2025	8:00 AM	5:00 PM	Breakout 15	Juniper Room - M2-North Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Breakout 7	Atrium Terrace A-Atrium Level-South Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Breakout 14	Sycamore Room - M2-North Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Breakout 16	Magnolia Room - M2-North Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Breakout 6	Spruce Room - Atrium Level-South Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Breakout 2	Maple B - Atrium Level-South Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Breakout 4	Pine Room - Atrium Level-South Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Breakout 5	Birch Room - Atrium Level-South Tower	Theatre	19	
September 27, 2025	8:00 AM	5:00 PM	Breakout 3	Maple C - Atrium Level-South Tower	Theatre	19	
September 27, 2025	8:00 AM	11:00 PM	Plenary Session	Int'l Ballroom F -M2-North Tower	Theatre	250	
September 27, 2025	8:00 AM	12:00 AM	Registration	Oak Room- Lobby Level - South Tower		6	
September 27, 2025	8:00 AM	12:00 AM	Storage	Maple A - Atrium Level-South Tower		1	

September 27, 2025	8:00 AM	12:00 AM	Staff Office/Volunteer Office	Maple B - Atrium Level-South Tower		20	
September 27, 2025	12:00 PM	11:45 PM	Lunch	Int'l Ballroom D -M2-North Tower	Rounds	250	
September 27, 2025	5:00 PM	7:00 PM	Exhibitor Breakdown	Atrium Terrace A-Atrium Level-South Tower		40	
September 27, 2025	7:30 PM	10:30 PM	Banquet	Int'l Ballroom D -M2-North Tower	Rounds	250	
<b>Sunday, September 28, 2025</b>							
September 28, 2025	8:00 AM	12:00 AM	Staff Office/Volunteer Office	Maple B - Atrium Level-South Tower		20	
September 28, 2025	8:00 AM	2:00 PM	Registration Storage	Chestnut Room- M3 – - North Tower		4	
September 28, 2025	8:00 AM	2:00 PM	Storage	Maple A - Atrium Level-South Tower		1	
<b>Monday, September 29, 2025</b>							
September 29, 2025	8:00 AM	12:00 PM	Staff Office/Volunteer Office	Maple B - Atrium Level-South Tower		20	