



BRINGING TOGETHER THE BEST



GROUP SALES AGREEMENT

This Agreement is made and entered into as of February 18, 2018, by and between The **Hilton Baltimore BWI Airport** located 1739 W. Nursery Rd. Linthicum, MD 21090 and **Interdisciplinary Action Research Center** (hereinafter referred to as "Group"). Group agrees that the terms of this Agreement are based upon the information provided below by **Interdisciplinary Action Research Center** below. In the event that the information provided by Group materially changes or is incorrect, then this Agreement may be terminated pursuant to Section 5.

SECTION ONE: DESCRIPTION OF THE EVENT

Company/Organization or Sponsor's Name: Interdisciplinary Action Research Center
Event Name: International Conference on Decreasing Recidivism
Contact Name: Dan Zalewski
Contact Phone: 717-479-0512
Contact Address: 900 South Arlington Avenue
 Suite 258B
 Harrisburg, PA 17109

SECTION TWO: GROUP ROOM RESERVATIONS

2.1 **GUEST ROOM ACCOMMODATIONS:** Hotel will hold the following block of rooms for Group's use. Unless as indicated in this Agreement, Hotel does not guarantee any particular rooms nor does it guarantee that rooms will be in proximity to each other.

	Sun 06/17	Mon 06/18
Run of House	70	70

CHECK IN TIME: 3:00pm
 CHECK OUT DATE/TIME: June 19, 2018, 12:00pm
 TOTAL OF ROOM NIGHTS: 140

CUT OFF DATE: Friday, May 25, 2018. After this date, rooms not covered by **individual reservations** provided, shall be released from Group's room block and Hotel may contract with other parties for the use of such rooms. Hotel will continue to accept reservations from Group's attendees after that date at the prevailing room rate, subject to availability.

2.2 GUEST ROOM RATES: The Hotel is pleased to confirm the following room rates for this group:

Room	Single Rate	Double Rate
Run of House	\$129++	\$129++

Hotel room rates are subject to applicable state and local taxes. If group is tax-exempt, it must present all documentation required by Hotel and pay in the manner specified by Hotel. If Group is claiming tax-exempt status, Group hereby accepts all liability and agrees to indemnify Hotel for all taxes paid and all costs incurred, including attorney fees, if a taxing authority requires that the Hotel remit tax for the room nights covered by this Agreement. Otherwise, Group will be charged all applicable taxes.

All rates are net non-commissionable.

2.3 COMPLIMENTARY ROOMS: Hotel agrees to provide Group with one complimentary room night for every 40 revenue generating room nights per night, provided that the total utilization of the sleeping rooms exceeds 80% of the room block. Complimentary units will be credited to the Group's Master Account as earned at the conclusion of the event. Unused complimentary units shall have no value.

2.4 CONTRACT CONCESSIONS:

- One per 40 Comp
- Complimentary Internet in Guest Sleeping Rooms
- Complimentary Meeting space with Food and Beverage minimum of \$17,000.00+++

* The rates and concessions in this agreement are contingent upon full acceptance and no changes to the hotel contract.

2.5 RESERVATION:

INDIVIDUAL RESERVATIONS: Each individual guest must make their own reservations by calling 410-694-0808 by **Friday, May 25, 2018**. They must identify themselves as members of the Group. All reservations must be guaranteed and accompanied by a first night room deposit or guaranteed with a major credit card.

2.6 ROOM AND TAX:

INDIVIDUAL

Room and applicable taxes will be paid by the individual guest

SECTION THREE: MEETING ROOM/BALLROOM AND CATERING SERVICES

3.1 MEETING ROOMS: Upon the signature of this Agreement, Hotel reserves and Group guarantees payment for the following meeting rooms space for the specified days/times:

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
6/17/2018	12:00 PM	6:00 PM	Break-Out	Concourse C	Classroom Style	40	
6/17/2018	12:00 PM	6:00 PM	Break-Out	Concourse D	Classroom Style	40	
6/17/2018	6:00 PM	8:00 PM	Dinner	Concourse A	Rounds of 8	120	
6/18/2018	7:30 AM	8:15 AM	Breakfast	Concourse A	Rounds of 8	120	
6/18/2018	8:30 AM	10:00 AM	General Session	Concourse A	Rounds of 8	120	
6/18/2018	10:00 AM	10:15 AM	Break	PreFunction Space A	Flow	120	
6/18/2018	10:15 AM	12:15 PM	Break-Out	Concourse C	Classroom Style	40	
6/18/2018	10:15 AM	12:15 PM	Break-Out	Concourse D	Classroom Style	40	
6/18/2018	10:15 AM	12:15 PM	Break-Out	Concourse A	Rounds of 8	40	
6/18/2018	12:30 PM	1:30 PM	Lunch	Concourse A	Rounds of 8	120	
6/18/2018	1:30 PM	3:00 PM	Break-Out	Concourse C	Classroom Style	40	
6/18/2018	1:30 PM	3:00 PM	Break-Out	Concourse D	Classroom Style	40	
6/18/2018	1:30 PM	3:00 PM	Break-Out	Concourse A	Rounds of 8	40	

6/18/2018	3:15 PM	4:45 PM	Break-Out	Concourse C	Classroom Style	40	
6/18/2018	3:15 PM	4:45 PM	Break-Out	Concourse D	Classroom Style	40	
6/18/2018	3:15 PM	4:45 PM	Break-Out	Concourse A	Rounds of 8	40	
6/18/2018	4:45 PM	5:30 PM	General Session	Concourse A	Rounds of 8	120	
6/19/2018	7:30 AM	8:15 AM	Breakfast	Concourse A	Rounds of 8	120	
6/19/2018	8:15 AM	10:00 AM	General Session	Concourse A	Rounds of 8	120	
6/19/2018	10:00 AM	10:15 AM	Break	PreFunction Space A	Flow	120	
6/19/2018	10:15 AM	11:45 AM	Break-Out	Concourse C	Classroom Style	40	
6/19/2018	10:15 AM	11:45 AM	Break-Out	Concourse D	Classroom Style	40	
6/19/2018	10:15 AM	11:45 AM	Break-Out	Concourse A	Rounds of 8	40	
6/19/2018	11:45 AM	12:30 PM	General Session	Concourse A	Rounds of 8	120	
6/19/2018	12:30 PM	1:15 PM	Lunch	Concourse A	Rounds of 8	120	
6/19/2018	1:15 PM	2:45 PM	Break-Out	Concourse C	Classroom Style	40	
6/19/2018	1:15 PM	2:45 PM	Break-Out	Concourse D	Classroom Style	40	
6/19/2018	1:15 PM	2:45 PM	Break-Out	Concourse A	Rounds of 8	40	
6/19/2018	2:45 PM	4:00 PM	General Session	Concourse A	Rounds of 8	120	

Hotel reserves the right to assign and change specific meeting rooms at its discretion. Group must obtain final approval from Hotel before publishing meeting room names.

CHARGES:

Group will be charged 23% service fee on all Food/Beverage, Meeting Room Rental and Miscellaneous Charges. A 23% Service Fee will be added to all quotes/services received by PSAV, this is separate from any fees charged by PSAV and is not included in any quotes provided by PSAV. Service fee is subject to prevailing Maryland State Sales Tax.

3.2 **CATERING SERVICES:** A minimum of **\$ 17,000.00** in food and beverage must be spent at your function (the “Guaranteed Amount”). This Guaranteed Amount does not include room rental, meeting space rental, service charges, tax and labor charges, audio-visual, parking or any other miscellaneous charges incurred. Group is required to pay Hotel the full Guaranteed Amount, regardless of whether Group actually charges that amount. Group is required to pay Hotel any amounts exceeding the Guaranteed Amount.

3.3 **FOOD & BEVERAGE POLICY:**

Due to licensing and insurance requirements, all food and beverage to be served on Hotel property must be supplied and prepared by Hotel. In addition, no remaining food or beverage shall be removed from the premises. . Menu prices will be confirmed on Banquet Event Orders (BEOs). **A service charge, currently 23% of the total food and beverage revenue** (plus all applicable taxes), will be added to all food and beverage charges. Included as part of the service charge is a gratuity (currently 15 % of total food and beverage revenue) that is paid directly to food and beverage service staff. The remainder of the service charge is retained by Hotel to cover non-itemized costs of the event. No other fee or charge, including administrative fees, set up fees, labor fees, or bartender or food station fees, is a tip, gratuity, or service charge for any employee. At the conclusion of the function, such food and beverage becomes the property of Hotel.

Group will be charged 23% service fee on all Meeting Room Rental and Miscellaneous Charges.

- ❖ A 23% Service Fee will be added to all quotes/services received by PSAV, this is separate from any fees charged by PSAV and is not included in any quotes provided by PSAV. Service fee is subject to applicable Maryland State Tax
- ❖ Final menu selections must be submitted to Hotel’s Catering Manager at least 3 weeks in advance; otherwise, items selected cannot be guaranteed. At the time final menu selections are made, Group shall review, approve and initial the final menu. Other than specifically stated in the approved menu (or otherwise agreed in a separate writing signed by Group and Catering Department).
- ❖ The Catering Office must be notified of the guarantee attendance no later than noon three business days prior to the scheduled function. Guaranteed attendance for functions scheduled Tuesday must be received by noon on the preceding Friday. Hotel agrees to set five percent over the guaranteed attendance for banquets. Guarantees of attendance are not subject to reduction and Hotel will charge the Master Account, at a minimum, the amount due in accordance with the guaranteed attendance.

3.4 **AUDIO VISUAL SERVICES**

Group is aware PSAV is the Hotel’s exclusive in-house A/V provider; however Group reserves the right to utilize outside vendors for audio-visual needs. The in-house AV Company will be allowed to provide a quote. If an outside company is utilized, there will be a 5% surcharge assessed by hotel based on the quoted value of the event by Hotel’s in-house AV Company. Group must also agree to terms on outside vendor addendum. (Available upon request)

Group is allowed to bring listed AV equipment below supplied by presenters/organization without penalty.

- LCD Projector
- Easels
- Laptops
- Flipcharts
- Extension Cords/Power strips
 - (Fee may be assessed for use of power, to be determined by hotel at time of request)

SECTION FOUR: BILLING/CREDIT PROCEDURES

4.1 INVOICING: All functions must be secured at time of booking with advance deposit.

All events must be secured with a valid credit card at time of booking. The card will be charged in the event payment is not received in a timely manner.

Payment Methods

Non- Direct Bill Accounts:

(a) If payment is by personal / business check, this payment must be received by the hotel no later than 7 business days before the function begins.

(b) If payment is by credit card, authorization for the full estimate of business must be obtained no later than 72 hours (3 business days) prior to the beginning the function. The authorization amount for all charges, including AV, must be provided to accounting before authorization can be obtained. If the credit card is declined for any reason, the group will be informed immediately and a different form of payment will be required. Should the group not be able to produce pre-payment, the event will be cancelled. Hotel will charge the credit card the final balance within 24 hours of group departure and a zero balance receipt will be sent to the group. If for any reason the final balance is declined the hotel will notify client an alternate form of payment is required, for all invoices paid by credit card not settled upon groups departure, there will be a 3.0% handling charge added. I understand a 2.0% finance charge will be charged to all accounts over 30 days past departure date.

(c) Payments by cash or certified funds (certified check or cashiers check only) are required 5 business days prior to the function.

Pop-up functions, defined as being booked less than 7 days out, must be secured by full payment at time of booking with credit card or certified funds.

Tax exempts groups must provide a copy of their tax exempt certificate at time of booking. State of Maryland certificates only.

Applications for Direct Billing

- Requires 6 weeks to process and a \$5,000 minimum.
- All first time events still require a deposit at booking.
- I understand that bills are submitted after completion of a stay in the hotel or a function and are due to the hotel within 30 days from date of billing. For bills not settled within this timeframe, it is hotel policy to settle outstanding invoices with a company credit card. For all invoices paid by credit card not settled at check out, there will be a 3.0% handling charge added. I understand a 2.0% finance charge will be charged to all accounts over 30 days. If this account is placed in the hands of an attorney or collection agency, the undersigned agrees to pay all attorney's fees and costs permissible by law. By my signature I understand and agree to the policy for bills not settled within the proper time frame. I further understand that it is my company's responsibility to keep the list of authorized persons current by written notice.
 - Payment of Direct Bill Accounts are requested to be made via a check, cash or certified funds within 30 days of billing date.
 - If applying for Direct Billing and group opts to pay with a credit card after group departs a 3% handling fee will apply to all invoices.

4.2 **DEPOSIT:** Hotel requires a non-refundable deposit in the amount of \$ **3,000.00** which Hotel must receive by Wednesday, February 21, 2018 in order to guarantee a hold on Group's room block and/or meeting space. If Deposit is not received by the above date, Hotel will no longer be required to continue to hold the room block or meeting space requested by Group.

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4.3 **INCIDENTALS:** Incidental expenses of Group members will be the responsibility of each guest . If Group is responsible for incidental expenses, all such expenses will either be estimated or pre-paid as set forth in Section 4.2 above, or shall be billed to Master Account. If the individual guests are to be responsible for incidental expenses, the guest will be expected to leave a valid credit card or a cash deposit in the amount of \$50.00 per day with the Hotel at the time of check-in. It will be the Group's responsibility to inform its members of this requirement.

SECTION FIVE: CANCELLATION/MODIFICATION

5.1 **CANCELLATION OF ROOM RESERVATIONS:**

Guests are responsible for paying for their own accommodations. Deposits (taken either in cash or by credit card) are refunded or credited only if notice is received by 48 hours prior to arrival date and cancellation number must be obtained by guest.

5.2 **GROUP'S CANCELLATION:**

If Hotel cancels this Agreement or is unable to provide the requested rooms or meeting space, the Hotel will work with Group to arrange alternative accommodations and space at the prices set forth herein. Hotel will arrange for comparable space in the same vicinity of the Hotel and shall provide, without charge, necessary transportation between the alternative site and the Hotel. Hotel's liability is limited to these remedies and Hotel shall not be liable for any consequential, punitive or special damages.

Group and Hotel have entered into a binding commitment. The Hotel is committed to providing the rooms and services specified in this Agreement and the Hotel has offered special rates and other concessions based upon anticipated revenues for your event. The anticipated revenue includes the revenue from the total number of sleeping rooms you have requested as well as the revenue received from the food and beverage services you may have requested and any ancillary services, such as in-room movies, telephone tolls, room service and other charges.

If you decide to cancel this Agreement, reduce the size of your meeting and/or attendance, or reduce the amount of food and beverage services, you agree that the Hotel will suffer damages. Such damages will be a result of Hotel's inability to offer your unused space or services to another group and /or the cost to the hotel of trying to re-sell this space/services. The exact amount of damages will be difficult to determine. Therefore, you agree that the following liquidated damages clause is a reasonable effort by the parties to agree in advance on the amount of damages. It is agreed that these amounts will be due regardless of the Hotel's ultimate ability to re-sell some or all of the space or services.

Sleeping Room Performance Policy

The Total Sleeping Room Nights Reserved under this Agreement will generate **\$18,060.00** in revenue for Hotel ("**Anticipated Sleeping Room Revenue**"). If you do not use all of the sleeping rooms in your Room Block, you agree that the Hotel will suffer damages. Such damages will occur because Hotel will have lost the opportunity to offer your unused rooms to others either individually or as part of another block and will incur additional costs in attempting to resell inventory that was already sold. The parties agree that the exact amount of such damages will be difficult to determine. The parties agree that the liquidated damages clauses provided for in this Agreement are a reasonable effort by the parties to agree in advance on the damages that the Hotel will suffer due to your lack of performance. Therefore, the parties agree that if the contracted Event is held as scheduled, Hotel will not seek damages for Group's failure to use and pay for the Total Sleeping Room Nights Reserved if Group achieves a minimum of **80%** of the Anticipated Sleeping Room Revenue. Should Group achieve less than this amount, Group agrees to pay to Hotel, as reasonable liquidated damages and not a penalty, the difference between **80%** of the Anticipated Sleeping Room Revenue and the actualized guest room revenue received by Hotel for rooms used and paid for as part of the official Room Block, plus any applicable state and local taxes as required by law, as a reasonable estimate of the Hotel's losses on sleeping rooms, ancillary revenue, costs of sale and other losses.

Cancellation: Group agrees that if it cancels this Agreement for any reason, the Hotel will suffer damages. The closer in time the cancellation occurs, the greater the damages will be. Therefore, Group agrees to pay Hotel at the time of cancellation a liquidated damages fee, as follows:

- More than 90 days, less than 180 days prior to arrival date: **\$8,765.00** equal to 25% of total anticipated guest, food, beverage and meeting room revenue
- More than 60 days, less than 90 days prior to arrival date: **\$17,530.00** equal to 50% of total anticipated guest, food, beverage and meeting room revenue
- More than 30 days, less than 60 days prior to arrival date: **\$26,295.00** equal to 75% of total anticipated guest, food, beverage and meeting room revenue
- More than 3 days prior to arrival, less than 30 prior to arrival **\$35,060.00** equal to 100% of total anticipated guest, food, beverage and meeting room revenue
- Less than 3 business days prior to arrival Amount Equal to 100% of Contracted Revenue's outlined on Banquet Event Order(s) and 100% of guest room revenue

SECTION SIX: MISCELLANEOUS

6.1 **SIGNS AND DISPLAYS/USE OF HOTEL NAME:** Group shall not display signs in Hotel nor use the name/logo of the Hotel in any promotional brochures or ads without prior approval of the General Manager of Hotel. It is further agreed that no sign, banner or display shall be affixed to any part of Hotel. Any damages caused to the walls, fixtures or carpet will be billed to Group.

6.2 **SECURITY:** Hotel may, in its sole discretion, require Group to take certain security measures in light of the size or nature of the function, which may include the requirement to hire sufficient security personnel from the Hotel or Hotel may allow Group to retain an outside service that meets required bonding and insurance requirements and is approved by the Hotel prior to the function. If Group hires an outside service in accordance with the above, Group must provide Hotel with a copy of the agreement, which shall indemnify the Hotel and its owner, and their parent, subsidiary and affiliated companies and their employees, representatives and agent, from and against any liabilities related to the services.

6.3 **SHIPPING AND PACKAGES:** In the event Group will be shipping packages to Hotel, Group must notify Hotel at least one week in advance. All packages sent to Hotel should include the name of Group, date of program and number of items. Shipment should arrive no earlier than three (3) days prior to event. Hotel has no liability for the delivery, security or condition of the packages. Large pallets and shipments of excess weight must be delivered on a truck with an auto lift-gate.

6.4 **PARKING:** Hotel self parking is available complimentary.

6.5 **SIGNING AUTHORITY:** The following individuals have the proper authority to sign for the Master Account and/or act on behalf of and bind the Group pursuant to the terms of this Agreement:

Name: _____

Signature: _____

Name: _____

Signature: _____

6.6 **HOTEL CONTACT/NOTICES:** All notices, offers, acceptances, requests and other communications hereunder shall be in writing and shall be hand delivered, Federal Express, certified or registered mail to the Group contact on the first page of this Agreement, or if to the Hotel, to the following address:

**Hilton BWI
1739 W. Nursery Rd.
Linthicum, MD 21090
Attn:**

Hotel may change Hotel's designated contact at any time upon notice. Hotel will not be bound by any notice unless delivered to Hotel in the manner specified herein.

SECTION SEVEN: GENERAL PROVISIONS

7.1 **DAMAGE CLAUSE:** In the unlikely event that damage to any Hotel property occurs as a result of any guest related to Group, Group assumes all liability and expense and agrees that, in addition to any other rights as against such guest or others, Hotel may charge Group's Master Account or directly bill Group for all such charges. Group shall indemnify, defend and hold harmless Hotel and its officers, directors, partners, affiliates, members and employees from and against all demands, claims, damages to persons and/or property, losses and liabilities, including reasonable attorney fees (collectively "Claims") arising out of or cause by Group's negligence or intentional misconduct. Group does not waive, by reason of this paragraph, any defense that it may have with respect to such claims.

7.2 **GROUP'S PROPERTY:** Group agrees and acknowledges that Hotel will not be responsible for the safe-keeping of equipment, supplies, written material or other valuable items left in function rooms, guest rooms or anywhere on Hotel property other than the Hotel safe. State laws will govern Hotel's liability for items stolen in guestrooms or items kept in Hotel's safe. Group is responsible for securing any such aforementioned items and hereby assumes responsibility for loss thereof. Group may not rely on any verbal or written assurances provided by Hotel staff, other than as provided in this Agreement.

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7.3 **INSURANCE**: Property of Group is the sole responsibility of the Group and/or its owner. Group agrees that it has procured sufficient insurance to cover the loss of such property and waives any claims under Hotel's insurance policy for the loss of Group's property or the property of any of its attendees or invitees.

7.4 **FORCE MAJEURE**: The performance of this Agreement is subject to any circumstances making it illegal or impossible to provide or use Hotel facilities, including Acts of God, war, government regulations, disaster, strikes, terrorism, civil disorder or curtailment of transportation facilities. This Agreement may be terminated for any one of the above reasons by written notice from Hotel.

7.5 **DISPUTE RESOLUTION**: Hotel and Group agree to use its best efforts to resolve any disputes under this Agreement through informal means. In the unlikely event that formal action must be taken, this Agreement will be interpreted in accordance with the laws of the State in which the Hotel is situated and the exclusive venue for any dispute arising out of this Agreement shall be in the county or city in which the Hotel is situated. The prevailing party to any litigation shall be entitled to recover, in addition to damages, all legal costs and reasonable attorney fees as fixed by the Court, both at the trial and appellate levels, and in any bankruptcy case and post judgment proceedings.

To the extent allowed by law, the parties hereto hereby waive the right to a jury trial in any action or proceeding regarding this Agreement.

7.6 **ENTIRE AGREEMENT**: This Agreement and any Exhibits hereto constitutes the entire agreement between the parties and supersedes any previous communications, representations or agreements, whether written or oral. Any changes to this Agreement must be made in writing and signed by authorized representative of each party.

7.7 **MISCELLANEOUS**: The persons signing this Agreement each warrants that they are authorized to bind the party for which they are signing. Any provision of this Agreement that is deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of this Agreement invalid. Each party shall execute such other and further documents as may be necessary to carry out the intention as well as to comply with the provisions of this Agreement.

7.8 **NO ASSIGNMENT**: Group may not assign or transfer this Agreement or any part thereof without the written consent of Hotel. Any attempted assignment or transfer by Group without such consent may, at the option of Hotel, be deemed to be a cancellation of this Agreement by Group, in which case Group shall remain liable for all cancellation charged set forth herein.

7.9 **PAYMENT**: Payment of all invoices is due upon receipt. Group shall be responsible for all collection and/or attorney fees or other costs in collecting all amounts due hereunder. No payment by Group or receipt by Hotel of a lesser amount than any amount due shall be deemed to be other than on account of the amount due, and no endorsement or statement on any check or any letter accompanying any payment shall be deemed an accord and satisfaction, and Hotel may accept such check or payment without prejudice to Hotel's right to recover the balance of all amounts due or pursue any other remedies available to Hotel under this Agreement or in law or in equity. If the Master Account remains unpaid after 60 days, in addition to other remedies, Hotel may, at its sole option, elect to cancel future arrangements, agreements or functions made by Group without penalty and upon written notice.

7.10 **COMPLIANCE WITH LAWS**: Group shall comply with all Federal, State and local laws, rules and regulations with respect to its activities on Hotel property, including obtaining any permits required for Group's activities during the event. Hotel may require Group to present proof of such compliance prior to the event. Hotel relies upon Group's attendance projections in reserving the appropriate room(s) and in observing all federal, state and local regulations regarding room capacity limitations and health, safety and fire codes. Hotel reserves the right to take all necessary actions to cause the event to be in compliance with all laws, rules and regulations, including (1) closing the Event, (2) requiring certain guests to leave the event, (3) restricting access to the event, (4) restricting the consumption of alcoholic beverages, and (5) monitoring the event. If the Hotel decides, in its discretion, to take any of the actions above, it shall do so without penalty and Group shall remain liable for all obligations under this Agreement.

7.11 **RIGHT OF INSPECTION/ENTRY**: Hotel will have the right to enter and inspect all functions. If Hotel observes any illegal activity or activity that may result in harm to persons or objects, Hotel has the right to immediately cancel the event, in which case all of Group's guests and invitees must immediately vacate the meeting room premises. In such event, Group will remain liable for all fees and charges related to the function pursuant to the terms of this Agreement.

ACCEPTANCE OF CONTRACT

If a signed original of this Agreement has not been received by the Hotel prior to **Wednesday, February 21, 2018**, Hotel shall have the right to contract with other parties for the use of the room block, meeting room and catering services without further notice to Group. In the event Hotel has a request for the rooms requested by Group prior to **Wednesday, February 21, 2018**, and Hotel has not received Group's signed Agreement, Hotel will contact the Group for a decision. In such event, if Hotel does not receive Group's signed Agreement within five (5) working days, Hotel will have the right to contract with another party without any further notice to Group.

IN WITNESS WHEREOF, Hotel and Group have executed this Agreement in manner and form sufficient to bind them as of the date and year set forth on page one of this Agreement:

PMHS HOSPITALITY
AS AGENT,
DBA Hilton Baltimore BWI Airport

Interdisciplinary Action Research Center

By: _____

By: _____

Name: Linda Steelman
Title: Sales Manager

Name: Gedeon Mudacumura
Title: Executive Director

Date: _____

Date: _____

DIRECTOR OF SALES: _____ Initial

_____ Initial