



October 26, 2023

The following information constitutes a binding Contract between **Daytona Beach Owner OPCO, LLC (“Owner”)** d.b.a. **Hilton Daytona Beach Oceanfront Resort** hereinafter referred to as “Hotel” or “we,” and **Florida Records Management Association**, hereinafter referred to as “Group,” “Client”, “you,” or “your,”. Signatures at the end of this document by representatives of both parties indicate mutual agreement of the arrangements contained herein.

Florida Records Management Association

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Hilton Daytona Beach Oceanfront Resort

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May 19 - 23, 2025

GUEST ROOM BLOCK:

The Hotel is pleased to offer availability on the following dates and rates for your meeting:

	Mon 05.19.25	Tue 05.20.25	Wed 05.21.25	Thu 05.22.25
Run of House	143	237	237	237
Clocktower Suite	0	1	1	1
Terrace Suite	1	1	1	1
Hospitality Suite	1	1	1	1
TOTAL	145	240	240	240

Total Room Nights: 865

GUEST ROOM RATES:

Rates for your meeting are confirmed as follows:

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
Run of House	\$163	\$163	\$173	\$183
Clocktower Suites	\$313	\$313	\$323	\$333
Terrace Suite	\$363	\$363	\$373	\$383
Hospitality Suite	\$363	\$363	\$363	\$363

Please note the above rates are subject to any applicable taxes. Currently the Sales Tax rate is 6.5% and Occupancy Tax is 6%. *Taxes and are subject to change.*

HELMSBRISCOE PLACEMENT FEE:

Rooms are commissionable at (7%) on revenue rooms actually utilized and paid for by the Group including rooms consumed over the contracted amount and rooms credited after the cut-ff (excluding any taxes, rebates, housing fees and other subsidy) that were reserved as part of the established room block at the negotiated meeting rates. Group has designated HelmsBriscoe as Group’s “Agent of Record” for this Event. Commission will be paid to HelmsBriscoe and is non-cancelable and non-transferrable to any other entity. Group agrees to take full responsibility for determining whether further disclosure of the commission is required and for making such disclosure if it is required.

AUDIT OF ATTENDEES:

Hotel does offer G.R.I.P., Hilton’s proprietary Group Reservation Identification Program, which automates the process of cross-referencing registration lists to identify rooms booked outside of the reserved Room Block. If Hotel does offer G.R.I.P., then Group’s final report of consumed rooms will reflect all rooms associated with Group’s Room Block. If Group requests a comparison through G.R.I.P., Group will need to electronically provide the first and last names of attendees registered for Group’s Event to the Hotel.

Regardless whether the Hotel does or does not offer G.R.I.P., the following clauses shall apply:

- Group agrees that Group takes full responsibility for (a) determining whether it is necessary to disclose to Group’s attendees that information is being provided to Hotel by Group or vice versa which may be considered private or confidential, and for making such disclosure, if it is required, and (b) obtaining any necessary permissions from attendees allowing for such exchange of information. After comparing Group’s list to the Hotel’s guest registry, Hotel will advise Group of the number of room nights occupied by Group’s attendees reserved outside the official Room Block.
- If Group requests Hotel to provide Group the names of the guests who reserved rooms outside of the official Room Block, Group agrees to sign an addendum relating to the release of the audit information for Group’s Event and to fully defend and indemnify Hotel and Hilton Domestic Operating Company Inc. from and against any and all claims, settlements, judgments, fees or costs, including attorney’s fees and expert witness fees and costs, incurred as a result of any claim by any person or entity arising out of the release of information about a guest or guests to Group, as part of this comparison process.
- Group’s assigned Event Manager will discuss how Hotel can assist Group in managing Group’s attendees’ booking behavior so that attendees will reserve rooms within the Room Block.
- The revenue generated by those room nights booked outside of the reserved Room Block will be added to Group’s revenue achieved for purposes of determining the Group’s obligations under the Sleeping Rooms Performance (guest room attrition) clause. Group will be given credit for rooms used by the Group’s attendees outside the Room Block at the rate actually paid for the rooms used. Rooms reserved outside the Group’s Room Block will not be counted in determining any concessions, complimentary room credit or staff room allotments (as applicable).
- A miscoded room will be commissionable to HelmsBriscoe unless Hotel has paid a commission to another entity, or unless the payment of a commission will cause the rate of the room to become less than the net negotiated group rates provided in the Agreement.
- At the Hotel’s discretion, miscoded rooms may be commissionable unless Hotel has paid a commission to another entity, or unless the payment of a commission will cause the rate of the room to become less than the negotiated group rates provided in the Agreement.

AMENITY DELIVERY:

Should you require the delivery of any gift or amenity that you provide, the following charges will apply:

<u>Delivered to a guest room</u>	<u>Handed out at arrival at the front desk</u>
\$6.00 + tax per room – dropped off inside room	\$1.00 per amenity – not personalized
\$4.00 + tax per room – letter under door	\$2.00 per amenity – if personalized

PARKING:

The following rates are applicable to both overnight and day-only parking. Rates are subject to 6.5% sales tax. ***The group is guaranteed the follow rates:***

Self-Parking	Discounted to \$15 per night/per car		
Valet-Parking	Discounted to \$20 per night/per car	Bus-Parking	\$100 per bus, per night

CHECK-IN TIME / CHECK-OUT TIME:

Our check-in time is **4 pm** and check-out time is **11 am**. Guests arriving before 4pm, will be accommodated as rooms become available. Our Front Desk Staff can arrange to check baggage for those arriving early when rooms are not available and for guests attending functions on their day of departure.

Late Check Out (Based upon availability)

- Charge: \$75 until 3pm
- Charge: 100% of room rate after 3pm

Early Departure

- Charge: (1) night’s room & tax

COMPLIMENTARY ACCOMMODATIONS:

Hilton Daytona Beach Oceanfront Resort will provide one (1) complimentary room night on a cumulative basis for every **40** room nights occupied by attendees of **Florida Records Management Association**. Also, complimentary rooms will be figured on full revenue rooms, not on staff rooms or any reduced rate rooms. Complimentary room credits earned must be used during **May 19 - 23, 2025** and the value of credits may not be credited to the group's master account.

CONCESSIONS:

In consideration of the entire value Group's Event brings to the Hotel, the Hotel is pleased to offer the following concessions based on Group's achievement of **80%** or greater of **Total Anticipated Sleeping Room Revenue** and **Total Anticipated Food and Beverage Revenue**. These concessions are valued at **\$51,296**. If the actual total sleeping room revenue and the actual total food and beverage revenue for Group's Event materializes at less than **80%** of the combined **Total Anticipated Sleeping Room Revenue** and **Total Anticipated Food and Beverage Revenue**, the concessions will be *reduced* proportionately at the discretion of the Hotel or, at Group's request, provided and charged to Group's Master Account at retail value, in addition to any performance damages Group may owe related to sleeping room revenue and Food & Beverage revenue, plus applicable Meeting Room Rental Fees. Please advise Group's assigned Event Manager no later than seven (7) days prior to first guest room arrival of Group's decision whether Group prefers to have concessions reduced or if Group wants to retain and pay for the concessions. If Group elects to pay for unearned concessions, Group agrees that Group will pay all applicable charges, state and local taxes, gratuity and/or service charges on all concessions provided.

- Complimentary meeting room rental with Food/Beverage minimum of \$45,000++ (excluding taxes and service charges)
- Waived applicable daily resort fee at the time of event (associated services not provided)
- Complimentary basic Wi-Fi in guestrooms
- 80% Attrition (692)
- 4-week cut-off (4/21/2025)
- 1 comp room per 40 on full-priced rooms (comp upgrades, reduced room, staff, and comps are not eligible)
- (1) complimentary Clocktower Suites for (2) nights with comp valet parking (available for use between May 19 - 23, 2025)
- (2) Clocktower Suites discounted to \$163 for (4) nights (available for use between May 19 - 23, 2025)
- (1) complimentary Terrace Suites for (4) nights with comp valet parking (available for use between May 19 - 23, 2025)
- Complimentary Hospitality Suite with parlor for (4) nights (available for use between May 19 - 23, 2025) Host may provide outside food and beverage for consumption in the hospitality suite with no penalty (any request for ice, service ware, utensils, etc. will incur a \$125 fee.)
- Group is requesting to block guestrooms in the South Tower: 301-310 and rooms 401 -410.
- (9) guaranteed oceanfront high floors at group rate for (4) nights
- Group rate offered 3 days pre/post events based upon availability
- Self-parking is discounted to \$15, valet parking discounted to \$20. The same rates apply to day use guests.
- (14) complimentary 6 ft. tables, skirted with chairs, for exhibits, additional tables available for \$35 each, \$75 additional to include power
- (3) complimentary podiums per day – based on hotel availability
- No charge to bring in outside AV. All AV needs are the responsibility of the group. Should AV assistance be required there will be a \$270 charge per day if Encore is not utilized as your sole provider
- (2) hardline Internet connections in General Session offered at \$170 per day, group may not require this once on property (charged only if utilized)
- Wi-Fi in all contracted meeting spaces \$270 per day
- No charge for group to utilize any wall outlets in the meeting space to power their own equipment including but not limited to: laptops, projectors, power strips, etc.
- 15% discount if Encore is utilized as your sole AV provider
- (1) 3-day, 2-night gift certificate for door prize
- Double Hilton Honor Meeting Planner points
- No charge to provide your own entertainment
- (12) complimentary valet parking passes for (4) nights (available for use between May 19-24, 2025)

VALUE OF CONCESSION \$51,296

Item	Retail Value	Units/Quantity	Concession	Savings
Resort Fee	\$25	865	Comp	\$21,625
Basic Wi-Fi	\$10	865	Comp	\$8,650
1 Comp Per 40	\$163	851/40 = 21 * Estimated	Comp	\$3,423
Clocktower Suite	\$313	2 x 4 = 8	\$150	\$1,200
Clocktower Suite	\$313	1 x 2 = 2	Comp	\$626
Terrace Suite	\$363	1 x 4 = 4	Comp	1,452
Hospitality Suite	\$363	1 x 4 = 4	Comp	\$1,452
High Floor Room	\$193	9 x 4 = 36	\$30	\$1,080
Self-Parking	\$30	850	\$15	\$12,750
Exhibit Tables	\$35	14	Comp	\$490

ANTICIPATED ROOM NIGHT AND BANQUET FOOD AND BEVERAGE REVENUE FIGURES:

At this time, the hotel is holding **865 room nights for your use over the contracted dates, totaling revenues of \$140,995**. Planned banquet food and beverage revenue is **\$45,000**. All food and beverage is subject to prevailing service charge administrative fee, and tax. All revenue figures are net and not inclusive of taxes, resort fee, service charge, administrative fee or commissions.

Current state sales tax is 6.5%, service charge is 13%, administrative fee is 9% - for a total of 22%.

PRE-ARRIVALS / STAY OVERS:

For any guests who may wish to arrive early or depart later than indicated in the official dates mentioned above, we will honor the group rate for three (3) days prior and three (3) days after your major meeting dates. Early arrivals or late departures, other than listed above, are subject to space availability.

RESERVATIONS:

It is our understanding all reservations will be on an individual basis. Hotel understands reservations will be made directly by Group's attendees using **HiltonLink**, Hilton's free tool that enables guests to book online, using the negotiated meeting/convention rate(s) secured with the Hotel. Guests can also make reservations via the following:

866-536-8477 or **1-800-HILTONS** (toll free, 24-hour reservation center).

It is important that each of your guests contact the hotel no later than 5:00 pm on the cut-off date of **Monday, April 21, 2025**, and identify themselves as part of your group, and provide us with guest name, requested type of room, requested bed type (i.e. king, double queen, or suites), check-in and check-out dates. Any requests for special room arrangements must be made at the time of this call.

Hilton Daytona Beach Oceanfront Resort agrees to hold your room block until **5 pm - Monday, April 21, 2025**. At that time any unsold rooms will be released to the Hotel for general sale. Reservations received after the cut-off date will be on a space and rate-available basis only. Should such a request be accepted, such room nights will be credited to the Group block of the purpose of calculation of attrition.

Any cancellations within 72 hours from the date of arrival will be billed for one (1) night's room and tax. It is the responsibility of the Group to inform all attendees of our cancellation policy.

Hilton Daytona Beach Oceanfront Resort will impose a one (1) night's room and tax early departure fee for all guests who register for a specified length of stay and check out early. Our front desk staff will make every effort to confirm the guest's departure date upon check-in to minimize any confusion.

TAX EXEMPTION: Employees of tax exempt entities must provide a certificate of Florida State Tax Exemption upon check-in. The name on the payment must match the name on the certificate.

RELOCATION:

Hotel agrees it will not relocate any attendee of the FRMA meeting with a guaranteed reservation of the meeting dates. If any guest room reservation cannot be accommodated by Hotel, Hotel will provide: (1) accommodations at a comparable Hotel reasonably

nearby at no charge for the first night; (2) one complimentary round trip ground transportation between Hotel and the alternate hotel for each day the guest is displaced; (3) one 5 minute phone call and necessary arrangements for forwarding of the displaced guest's telephone messages and mail; (4) an offer to relocate the displaced guest back to the first available guest room; (5) upgraded accommodations at Hotel upon return (if available) and a welcome expression from the General Manager; and (6) credit to Room Block for any nights that guests are displaced.

PAYMENT:

Payment can be made with a certified check, money order, company or personal check, ACH Wire or credit card. Payments made with a personal or company check, certified check, money order, or ACH Wire will be eligible for a 1.5% discount. **This discount will be reflected on the final bill.**

METHOD OF PAYMENT:

It is our understanding that each attendee is responsible for their own room, tax, incidentals, and parking.

DEPOSIT REQUIREMENT:

Each reservation must be guaranteed with first night's room, and tax with a major credit card. This deposit is due at the time of reservation, prior to cut-off date, and is subject to a "72-hour" cancellation policy to avoid forfeiture. Any reservation not canceled in accordance with the reservation policies will be subject to a cancellation fee of one night's room and tax, and will be charged against the individual's deposit.

MASTER ACCOUNT:

Please complete the credit card authorization form to set up the master account. No guarantees can be made to a group master account until the credit card authorization has been received. Group is tax-exempt and a valid certificate will be provided no later than 30 days prior to group arrival.

BILLING:

Your program is not considered definite until Payment Information is received.

DIRECT BILLING: If you wish to establish credit with the Hotel for the purpose of direct billing, please complete the attached credit application and return to your sales manager. The threshold to establish direct billing is a spend of at least \$10,000. The maximum amount that can be direct billed for any Master Account is 50% of the total bill. A minimum of (2) Hotel References must be provided. A valid credit card must also be provided at least 60 days prior to arrival to guarantee payment for any attrition or cancellation charges.

PAYMENT OF DIRECT BILLING: Subject to the approval of credit by the Hotel, authorization to direct bill may be issued and payment will be required 30 days upon receipt of an invoice from the Hotel. For any charges that remain unpaid after thirty (30) days from the date of the invoice, a late payment charge equal to the less of 10% per month, or the highest rate permitted by law, shall be applied on the remaining balance until paid in full.

CREDIT CARD PAYMENT: A valid credit card authorization form may be submitted in lieu of Direct Billing or Advanced Deposit. This card will be charged 72 hours prior to arrival if full payment has not already been received. In the unlikely event the card would be declined, another method of payment must be received at that time. Any remaining balance accrued while in house is due upon departure and will be charged to the credit card on file. If you have any questions regarding the final bill and balance, you may request a billing review with our accounting department prior to departure.

DEPOSIT SCHEDULE: In the event credit is not approved or requested; full prepayment of all estimated charges must be made no less than 14 days prior to arrival if paying with a personal or company check or 7 days to arrival if paying with a certified check, money order or credit card, please refer to your deposit schedule. In the event the Hotel does not receive such prepayment, the Hotel shall have the option of releasing your space by providing you with written notice, and you will remain liable for any cancellation and other similar charges provided in this Agreement.

As per our agreement, the following method of payment will be utilized with the group

- Master Account – Food, Beverage, AV, Service Charges & Taxes
- Individual Pay Own – Room, Tax, Incidentals & Parking

DEPOSIT SCHEDULE:**Date**Date: 60 days prior to arrival **or Sunday, March 16, 2025**Date: 30 days prior to arrival **or Thursday, April 15, 2025** if paying with a personal or company check

-OR-

Date: 14 days prior to arrival **or Thursday, May 1, 2025**, if paying with Certified check, money order or credit card**Amount**

50% of Anticipated Master Account

100% of Anticipated Master account

100% of Anticipated Master account

MEETING SPACE:

Date	Time	Event Class	Room	Setup	AGR
Fri, 05/16/25	7:00 AM - 11:45 PM	Storage	Ponce DeLeon Room	Conference	10
Sat, 05/17/25	7:00 AM - 11:45 PM	Storage	Ponce DeLeon Room	Conference	10
Sun, 05/18/25	7:00 AM - 11:45 PM	Storage	Ponce DeLeon Room	Conference	10
Mon, 05/19/25	7:00 AM - 11:45 PM	Setup	Coquina Pre-function	Table Top	15
Mon, 05/19/25	7:00 AM - 11:45 PM	Office	Dolphin Room	Conference	10
Mon, 05/19/25	7:00 AM - 11:45 PM	Office	Manatee Room	Conference	10
Mon, 05/19/25	7:00 AM - 11:45 PM	Setup	Coquina Pre-function	Registration	2
Mon, 05/19/25	7:00 AM - 11:45 PM	Setup	Coquina Pre-function	Rounds of 10	140
Mon, 05/19/25	7:00 AM - 11:45 PM	Setup	Coquina ABCDE	Classroom	450
Mon, 05/19/25	7:00 AM - 11:45 PM	Setup	Coquina FGH	Rounds of 10	270
Tue, 05/20/25	7:00 AM - 11:45 PM	Meeting	Manatee Room	Existing Setup	10
Tue, 05/20/25	7:00 AM - 11:45 PM	Exhibition	Coquina Pre-function	Table Top	15
Tue, 05/20/25	7:00 AM - 11:45 PM	General Session	Coquina ABCDE	Classroom	450
Tue, 05/20/25	7:00 AM - 11:45 PM	Office	Dolphin Room	Existing Setup	10
Tue, 05/20/25	7:00 AM - 11:45 PM	Registration	Coquina Pre-function	Rounds of 10	140
Tue, 05/20/25	7:00 AM - 11:45 PM	Registration	Coquina Pre-function	Registration	2
Tue, 05/20/25	2:45 PM - 3:15 PM	Break PM	Coquina Pre-function	Special Set	140
Tue, 05/20/25	6:30 PM - 9:00 PM	Dinner	Oceanview Room & Terrace	Rounds of 10	350
Wed, 05/21/25	7:00 AM - 8:30 AM	Breakfast	Coquina FGH	Rounds of 10	270
Wed, 05/21/25	7:00 AM - 11:45 PM	General Session	Coquina ABCDE	Classroom	450
Wed, 05/21/25	7:00 AM - 11:45 PM	Office	Dolphin Room	Existing Setup	10
Wed, 05/21/25	7:00 AM - 11:45 PM	Office	Manatee Room	Existing Setup	10
Wed, 05/21/25	7:45 AM - 11:45 AM	Registration	Coquina Pre-function	Registration	2
Wed, 05/21/25	8:30 AM - 11:45 PM	Exhibition	Coquina Pre-function	Table Top	15
Wed, 05/21/25	10:15 AM - 10:45 AM	Break AM	Coquina Pre-function	Special Set	140
Wed, 05/21/25	2:45 PM - 3:15 PM	Break PM	Coquina Pre-function	Special Set	140
Wed, 05/21/25	6:00 PM - 9:00 PM	Dinner Buffet	Coquina FGH	Buffet - Seated	350
Wed, 05/21/25	6:00 PM - 9:00 PM	Reception	Coquina Pre-function	Special Set	

MEETING SPACE CONTINUED:

Thu, 05/22/25	7:00 AM - 11:45 PM	General Session	Coquina ABCDE	Classroom	450
Thu, 05/22/25	7:00 AM - 11:45 PM	Office	Manatee Room	Existing Setup	10
Thu, 05/22/25	7:00 AM - 11:45 PM	Office	Dolphin Room	Existing Setup	10
Thu, 05/22/25	7:15 AM - 8:30 AM	Breakfast	Coquina Pre-function	Rounds of 10	140
Thu, 05/22/25	8:30 AM - 11:45 PM	Exhibition	Coquina Pre-function	Table Top	15
Thu, 05/22/25	10:15 AM - 10:45 AM	Break AM	Coquina Pre-function	Special Set	140
Thu, 05/22/25	11:30 AM - 1:30 PM	Lunch	Coquina FGH	Rounds of 10	270
Thu, 05/22/25	12:00 PM - 1:30 PM	Lunch Buffet	Coquina Pre-function	Rounds of 10	140
Thu, 05/22/25	12:00 PM - 4:30 PM	Breakout	Oceanview Room	Rounds of 10	90
Thu, 05/22/25	12:00 PM - 4:30 PM	Breakout	Ponce DeLeon Room	Rounds of 10	50
Thu, 05/22/25	2:45 PM - 3:15 PM	Break PM	Coquina Pre-function	Special Set	140
Thu, 05/22/25	3:15 PM - 4:30 PM	Breakout	Coquina F	Rounds of 10	90
Thu, 05/22/25	3:15 PM - 4:30 PM	Breakout	Coquina H	Rounds of 10	90
Thu, 05/22/25	3:15 PM - 4:30 PM	Breakout	Coquina ABC	Classroom	90
Thu, 05/22/25	3:15 PM - 4:30 PM	Breakout	Coquina G	Rounds of 10	90
Thu, 05/22/25	5:30 PM - 9:00 PM	Dinner	Oceanview Room & Terrace	Rounds of 10	260
Fri, 05/23/25	7:00 AM - 3:30 PM	Office	Dolphin Room	Existing Setup	10
Fri, 05/23/25	7:00 AM - 3:30 PM	Office	Manatee Room	Existing Setup	10
Fri, 05/23/25	7:15 AM - 8:30 AM	Breakfast	Coquina FGH	Rounds of 10	270
Fri, 05/23/25	8:30 AM - 12:00 PM	Exhibition	Coquina Pre-function	Table Top	15
Fri, 05/23/25	8:30 AM - 3:30 PM	General Session	Coquina ABCDE	Classroom	450
Fri, 05/23/25	9:45 AM - 10:30 AM	Break AM	Coquina Pre-function	Special Set	310

MEETING AND BANQUET AGENDA:

The Hotel understands that the meeting room space is a key element of the success of the program. This includes room size, layout, and physical location with respect to each of the FRMA's functions. The Hotel agrees that the attached designated space agenda is a part of this agreement and cannot be changed or altered without written consent from Group. If the space is changed without consent of Group, Hotel and Group will mutually come to an agreement for monetary concessions to the master account.

MISCELLANEOUS FEES, CHARGES AND SURCHARGES:

Hotel agrees that there will not be charges assessed to the Group that are not explicitly stated in this agreement. This covers but is not limited to such items as extra charges for set-up and tear-down, food and beverage services, shipping and receiving, handling and sending of shipments. Shipping fee schedules and Encore pricing lists have been added as addendums.

FOOD & BEVERAGE:

Due to licensing requirements and for quality control, all food and beverage served at Hotel must be supplied and prepared by Hotel. In addition, food and beverage purchased through the Hilton Daytona Beach Resort may not be taken from the hotel premises. Menu prices will be confirmed on Banquet Event Orders (BEOs). All food and beverage is subject to prevailing service charge administrative fee and tax.

A service charge of 13% of the total food and beverage revenue, miscellaneous charges, AV, and room rental will be added, which will be provided to wait staff employees, service employees and/or service bartenders. An administrative fee of 9% of the total food and beverage revenue, miscellaneous charges, AV, room rental, and applicable taxes will be added. This administrative fee is retained by the Hotel and is not a tip, gratuity or service charge for any employee and is not the property of the employee(s) providing service to you. Current state sales tax is 6.5%.

Outside Food/Beverage is prohibited at the Hilton Daytona Beach Oceanfront Resort without prior permission. A minimum \$500.00 fee will be assessed to the master account should outside food/beverage be discovered on property.

FOOD PRICE INCREASES:

There may be increases in prices due to unforeseen changes in market conditions at the time of Group's Event. Hotel will communicate these increases to Group in advance. Hotel will require written confirmation that Group agrees to pay these increased prices, or at Hotel's option and after consultation with Group, Hotel may make reasonable substitutions in menus and Group agrees to accept such substitutions.

ATTRITION:

This contract constitutes our mutual agreement for **Florida Records Management Association's** usage of **865** room nights. Both contractual parties acknowledge and agree that there will be a loss incurred, by **Hilton Daytona Beach Oceanfront Resort**, should there be a reduction on the total number of room nights realized from this agreement. **Hilton Daytona Beach Oceanfront Resort** will allow slippage up to **20%** of the contracted room block without damages. If the number of room nights utilized falls below **80%** (692) of the total number of room nights contracted, **Hilton Daytona Beach Oceanfront Resort** will assess a charge equal to the agreed upon group guest room rate of **\$163** multiplied by the difference between room nights and the actual number of rooms utilized.

RESELL CLAUSE:

Upon notice of guestroom attrition by Group to Hotel, Hotel will use reasonable efforts to resell the guestrooms. Hotel will prorate and credit the attrition fee to Group for any or all guestrooms that are resold. In addition, any fees received by Hotel from pre-paid nonrefundable group sub-block rooms, outside of room block reservation and individual Group attendees under Hotel's individual no-show, room cancellation or early departure policies, will be credited to Group. Prior to billing for attrition Hotel must provide appropriate backup, and then invoice Group for only the difference in revenues (if any) still owed after the contracted dates of the Event have passed, and a mutually satisfactory audit has been completed by both parties.

GUARANTEE:

In order to provide for all attendees, a guaranteed count will be needed seventy-two (72) hours in advance of the function. Unfortunately, this number may not be reduced. Should you be unable to provide us with a count, **Hilton Daytona Beach Oceanfront Resort** will refer to the originally contracted number and prepare accordingly. This will ensure the comfort of all in attendance. All food and beverage is subject to prevailing service charge administrative fee and tax. All revenue figures are net and not inclusive of taxes, service charge, administrative fee, or commissions.

LABOR CHARGE:

In the case on-site changes are requested, an additional labor fee of \$75.00 may be assessed.

DECORATIONS / BANNERS:

The **Hilton Daytona Beach Oceanfront Resort** requires that nothing shall be posted on, nailed to, or otherwise attached to the walls, floors, or ceilings of the hotel without arrangements made through Convention Services. Glitter, sparkles, confetti, silly string, and bubbles are not permitted at the **Hilton Daytona Beach Oceanfront Resort**. There will be a \$250.00 cleanup fee assessed if these items are used.

USE OF EVENT AND FUNCTION SPACE:

To protect the safety and security of all Hotel guests and property, Customer will obtain Hotel's advance written approval before using items in event and function space that could create noise, odors or hazardous effects (e.g., loud music, smoke or fog machines, dry ice, confetti cannons, candles, or incense) and before engaging in any activities outside of the reserved function rooms (e.g., registration table). Customer will obtain any required Fire Marshall or other safety approvals, and will pay any expenses incurred by Hotel as a result of such activity, such as resetting smoke or fire alarms or unusual cleanup costs.

ROOM RENTAL:

Though we usually charge for usage of our function space, the hotel will provide all of the function space you require in accordance with the schedule of events on a complimentary basis, in recognition of the revenue we will derive from the provision of room nights and food and beverage services and ancillary services hereunder. ***Should the F&B revenue fall short of the \$45000++ minimum, the difference between the actual revenue and the revenue minimum will be assessed as room rental.***

BOXES:

Hilton Daytona Beach Oceanfront Resort will gladly receive the supplies necessary for any function through our Shipping and Receiving Department on property. Shipping and handling fees apply. All guest and event packages being shipped to the hotel must follow the address label standards to prevent package routing delays. Please schedule your shipment(s) to arrive 3-4 days prior to the event start date to avoid additional storage fees.

AUDIO-VISUAL EQUIPMENT:

The Hilton Daytona Beach Oceanfront Resort is pleased to have selected **Encore** as the audiovisual provider for our customers. A complete line of basic and specialized audio, video, lighting and technology, along with professionally trained technicians, are available through **Encore**. **Encore** can help you achieve a successful event of any size and technology.

Encore Contact: Jay Taylor 386-947-8076 or jay.taylor@encoreglobal.com

Encore is our preferred audiovisual provider and the Hotel will charge an additional fee for the technical support of any available Hotel services that the Group elects to procure from an outside vendor. Any connection to the ceiling or supporting structure of the Hotel must have approval from the Hotel prior to installation. Specific guidelines will be enforced. Additionally, Hotel maintains exclusive control over all connections to house audio, lighting, electrical systems, all signs, banners, decorations, or balloon drops suspended in the hotel. Specific guidelines are enforced. Appropriate charges will apply.

PERFORMANCE OF HOTEL:

Hotel agrees that all Hotel services, staffing, recreational facilities and activities, sleeping rooms, in room amenities and services, F&B, restaurants, lounges and retail outlets, meeting space/venues, levels of service (including but not limited to staff to guest service ratios, front desk personnel, wait staff, housekeeping staff, etc.), and accepted industry ratings (i.e. Mobil star ratings and AAA diamond ratings) in effect at the time of ratification of this Contract will be open for business (as applicable) and in effect at the same or better levels for the dates of this meeting b) Group has full confidence that Hotel will adhere to its promise of quality service pertaining to Group’s meeting and its attendees’ stay at the Hotel. It is due to the very high standards of Hotel that Group has elected to hold its event at this location. By this contract, Group is being held to very specific standards of performance and, in all fairness, expects the Hotel to perform in like manner according to its advertised high standards.

SIGNAGE:

Hilton Daytona Beach Oceanfront Resort must approve all signs, decorations, or props that are to be displayed. The Hotel will check for quality, content, placement and method of fastening. Any of the above not approved by the Hotel may be removed, and any damage caused to the facility will be charged to the individual or the master account.

PROVISIONS:

The hotels will do everything physically possible to comply with the American Disabilities Act (ADA). The 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 the Hotel of such needs. Group shall be responsible for the cost of any auxiliary aids and services (including engagement of and payment to specialized service providers, such as sign language interpreters), other than those types and quantities typically maintained by the Hotel.

QUIET ENJOYMENT:

The Hotel guarantees that the meeting rooms are conducive to a quiet learning environment or to conducting business. Surrounding rooms must be monitored for any loud microphones or other disturbances. The Hotel is responsible for notifying Group before confirming any bookings that might interfere with Group reserved space. The Hotel will also respond promptly to requests to adjust the temperature in meeting rooms, if any such occurrences.

CONFIDENTIAL INFORMATION:

Group and Hotel will each take reasonable steps to keep all confidential information provided by the other party confidential and to identify information as confidential when shared. Confidential information will not include: (1) information that is publicly available; (2) which will be handled by the parties in accordance with the “Privacy” provision above; or (3) information that is left or discarded in event rooms, public space or guest rooms.

ARBITRATION:

Any controversy, claim or dispute arising out of or relating to this Agreement, shall at the option of the Hotel be settled through non-binding mediation or binding arbitration conducted in accordance with the rules of the American Arbitration Association or through an action brought in any court of competent jurisdiction in the State in which the Hotel is located for trial and determination by such court sitting without a jury, under the law of such State in either case. In connection with any such litigation, including appellate proceedings, the prevailing party shall be entitled to recover reasonable attorneys’ fees and costs. In addition, Group shall be responsible for payment of attorneys’ fees and interest associated with the Hotel’s efforts to collect monies owed under the terms of this Agreement. The parties consent to the exclusive jurisdiction of a court of competent jurisdiction in the State in which the Hotel is located and to service of process outside the State in which the Hotel is located pursuant to the applicable requirements of such court in any matter so submitted to it and THE PARTIES EACH EXPRESSLY WAIVE THE RIGHT TO A TRIAL BY JURY. Any judgment or award rendered by the arbitration as referenced above may be entered in any court in the State in which the Hotel is

located having jurisdiction thereof or in any court having jurisdiction over the party against whom judgment is sought to be enforced. Neither party shall under any circumstances be responsible for indirect, consequential or punitive damages.

GOVERNING LAW:

The terms of this agreement shall be governed by and construed in accordance with the laws of the State of Florida.

CHANGES, ADDITIONS, STIPULATIONS, or LINING OUT:

Any changes, additions, stipulations or deletions including corrective lining out by either Group or Hotel will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

SECURITY:

Hotel does not provide security in the meeting and function space and all personal property left in the meeting or function space should be at the sole risk of the owner. Group agrees to advise its attendees that they are responsible for safekeeping of their personal property.

INSURANCE:

The Hotel and the Group shall obtain and maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from the respective obligations pursuant to this contract.

INDEMNIFICATION:

Group shall defend, indemnify and hold harmless Hotel and Hotel's parent company, subsidiaries, affiliates, successors or assigns and their respective directors, officers, shareholders, and employees and Hotel's guests (collectively, "Indemnitees") against any and all loss, injury, death, damage, liability, claim, deficiency, action, judgment, interest, award, penalty, fine, cost or expense, including reasonable attorney and professional fees and costs, and the cost of enforcing any right to indemnification hereunder and the cost of pursuing any insurance providers (collectively, "Losses") arising out of or occurring in connection with the Group's: (i) breach of the Agreement; (ii) negligence or willful misconduct. Group shall not enter into any settlement without Hotel's or Indemnitee's prior written consent.

FORCE MAJEURE / IMPOSSIBILITY:

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party such as acts of God, act of terrorism, acts of state or governmental authorities, strike, lockout, material or labor restrictions by any government authority, civil riot, flood or another cause beyond the reasonable control of Hotel or Group, including without limitation, pandemics or other similar emergencies related to communicable diseases (but only if the WHO, CDC, or other governmental agency has issued an advisory recommending against travel to or from Hotel, or recommending against gatherings in excess of Group's planned attendees), to the extent that such circumstance makes it impracticable, impossible, or illegal for Hotel to provide, or for groups in general to use, the Hotel. Upon such circumstance, Hotel and Group hereby waive any claim against the other for damages, cancellation penalties or fees, by reason of such termination, except that any deposit paid hereunder shall be refunded to the Group by Hotel. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis. Notwithstanding anything herein to the contrary, the parties agree that as of the date the parties entered into this Agreement, there are no travel warnings imposed by government authorities, public health agencies, the World Health Organization or the Center for Disease Control, nor any other events related to COVID-19 in the geographic region of the Hotel or the Group that would allow either party to invoke the Force Majeure clause; provided, however, this does not preclude the possibility that future travel warnings imposed by government authorities, public health agencies, the World Health Organization or the Center for Disease Control, or other events related to worsening conditions of COVID-19 in the geographic region of the Hotel or Group could become grounds for either party to invoke the Force Majeure clause in the future.

CHANGE IN MANAGEMENT:

If a change in management or ownership generates a decline in the quality of services and/or facilities, Group may cancel the Event and terminate this Agreement without penalty. In the event of such termination, any pre-paid amounts (including non-refundable deposits) will be promptly returned in full to Group.

CANCELLATION POLICY:

Hotel has offered the favorable sleeping room rates and other concessions in this Agreement based upon the Total Anticipated Revenue for Group's Event, plus additional revenue that the Hotel anticipates Hotel would receive from providing additional services to the Group and Group's attendees at additional charge. If this Agreement is cancelled by Group, the parties agree that the Hotel will have lost the revenue represented by this Agreement, and also the opportunity to offer Group's unused facilities to others either

individually or as part of another block, and Hotel will incur additional costs in attempting to resell inventory that was already sold to Group. The parties agree that since the exact amount of such damages will be difficult to determine, the liquidated damage 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 a cancellation. Therefore, Group agrees that should Group cancel Group's Event for any reason other than due to a valid impossibility occurrence or change in management including changing Group's meeting site to another hotel, Group will pay as liquidated damages to the Hotel a percentage of the Total Anticipated Revenue for Group's Event, plus any applicable state and local taxes as required by law, as follows:

Date of Hotel's Receipt of Cancellation Notice	Percentage of Total Anticipated Revenue	Amount of Cancellation Damages
Cancellation between date of signing to May 19, 2024:	30% =	\$55,320
Cancellation between May 20, 2024 to November 20, 2024:	50% =	\$92,200
Cancellation between November 21, 2024 to February 20, 2025:	70% =	\$129,080
Cancellation between February 21, 2025 to date of arrival:	90% =	\$165,960

Total Anticipated Revenue for this Group Block is **\$184,400. (Rooms & F/B)**

The parties agree that the sliding scale of damages above is intended to reflect that the closer in time to the date of Group's 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. Therefore, no analysis of resale or mitigation will be required and damages will be due as set forth below.

Payment of cancellation damages is due at the same time that Group delivers Group's **written notice of cancellation to the Hotel**. Hotel may consider Group's notice of cancellation to be invalid and thus may not release accommodations held until payment of the applicable cancellation damages is received; therefore, delay in payment may result in higher cancellation damages owed.

CANCELLATION BY HOTEL:

If meeting is canceled by hotel for impossibility, the hotel will be responsible for placing the group in similar accommodations and covering costs involved in the execution of the meeting and time spent in the planning stages. Hotel will not displace group due to booking a more profitable piece of business.

REBOOKING CREDIT:

In the event of cancellation for reasons other than a valid Impossibility/Force Majeure occurrence, and provided FRMA has timely paid the cancellation fees owed for the cancellation in accordance with the terms set forth herein, the Hotel will provide FRMA with credit in the amount of 50% of the cancellation fees. FRMA may use such credit towards rooms or food charges for a new meeting, provided that such new meeting (a) is contracted and held within 12 months of original program operation dates and (b) is of equal or greater size than the canceled meeting, in terms of total rooms and banquet food and beverage revenue. This credit may not be used towards payment of any attrition or cancellation damages associated with the new meeting. If the Event is terminated due to a valid Impossibility/force majeure occurrence, then Group agrees to negotiate promptly and in good faith with the Hotel in an effort to rebook the canceled Event, based on space and rate availability at the Hotel, over mutually acceptable dates. If the parties agree on rebook dates, then Hotel will retain the advance deposits paid under the canceled Event and apply 100% of the deposits toward the Master Account of the rebooked event. Advance deposits applied to a rebooked event may not be applied to cancellation or performance damages for the rebooked event and any unused credit will be retained by Hotel. If the parties cannot agree on mutually acceptable rebook dates, then Hotel agrees to refund 100% of prepaid advance deposits less all documented expenses incurred by Hotel in preparation for the canceled Event (*i.e.*, food and beverage products purchased for the Event that cannot be used in other outlets at the Hotel, labor costs incurred by Hotel if staff schedules were posted and the Event is canceled, etc.).

ANTICIPATED HOTEL RENOVATION/CONSTRUCTION:

At the time of contract, no construction or renovation is planned by the hotel. In the event that the Hotel may be undergoing any construction or renovation during the meeting dates that would affect the Group's room block or function space, the Hotel shall promptly notify the Group, and the Group shall have the right to cancel this Agreement without liability upon written notice to the Hotel if, in the Group's reasonable judgment, such construction or renovation is likely to unreasonably affect the use of the facilities or the quality of service to be provided under this Agreement and Hotel shall refund any and all sums or monies deposited with the Hotel regarding the contract.

If the construction or renovation does disrupt the Group because of noise, dirt, dust, or unavailability of meeting space, damages may be awarded or monies may be refunded to the Group from the Hotel.

CONTRACT REVIEW PERIOD:

Both parties agree to a review period of 30 days after the conclusion of the Florida Records Management Association 2024 event or by June 24, 2024. The review will allow FRMA to assess the feasibility of holding the event at the Hilton Daytona Beach Oceanfront Resort for 2025 based on the hotel not meeting it's contractual obligations, performance or if FRMA is dissatisfied. This includes, and not limited to adjusting the room block and/or meeting space up or down without penalty, with prior notification. The revised guest room will be applied for attrition calculation purposes. Any modifications to this contract will be made via addendum. FRMA may cancel this contract without penalty during this 30-day review period until June 24, 2024. At the end of the 30 days, the standard cancellation clauses apply.

MEETING PLANNER BONUS PROGRAM

Isabel Hernandez ("Meeting Planner") is eligible to earn an Meeting Planner Bonus for a qualifying event. The Meeting Planner's Hilton Honors Account Number is **1251191027**. For this Event, the Event Planner is eligible to earn one Hilton Honors bonus point for every eligible one United States Dollar spent.

Eligible revenue includes all guest room revenue (regardless of whether the rooms are paid by individuals or billed to the master account for payment by Group) and all meeting room rental and all catered food and beverage revenue and all audio-visual revenue up to a maximum of \$100,000 of eligible revenue.

Group agrees to take full responsibility for determining whether further disclosure of the Event Planner Bonus is required and for making such disclosure if it is required.

The above arrangements have been set aside for you on a first-option tentative basis until **October 31, 2023**, at that time, unless we have a signed Contract from you, we have the absolute right to release the space being held for you to another group. Thank you very much for choosing **Hilton Daytona Beach Oceanfront Resort**, we look forward to the opportunity to host your room block.

SIGNATURES:

Approved and authorized by **Florida Records Management Association**

Name: Isabel Hernandez
Title: Director of Conference Programs

Signature / Date:

E-Signed : 10/30/2023 04:34 PM CDT
Isabel Hernandez
programs@frma.org
IP: 151.132.2.218
Certifi Electronic Signature

Approved and authorized by **Hilton Daytona Beach Oceanfront Resort** DocID: 20231030124930116

Name: Kristina Walters
Title: Sales Manager

Signature / Date:

E-Signed : 10/31/2023 01:18 PM CDT
Kristina Walters
kwalters@daytonahilton.com
IP: 142.190.122.194
Certifi Electronic Signature

Approved and authorized by **Hilton Daytona Beach Oceanfront Resort** DocID: 20231030124930116

Name: Skip James
Title: Director of Sales & Marketing

Signature / Date:

E-Signed : 11/05/2023 07:11 AM CST
Skip James
sjames@daytonahilton.com
IP: 35.145.79.160
Certifi Electronic Signature

SHIPPING FEES AND INSTRUCTIONS ADDENDUM

Hilton Daytona Beach Oceanfront Resort Shipping Instructions

PREPARING YOUR SHIPMENT

All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names, unless the items are specifically for their use (e.g., hotel specifications, rooming lists, or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. Package deliveries should only be scheduled after the recipient has completed the check-in process.

PACKAGE LABELING STANDARDS

(Guest Name) (Guest Cell Number)
c/o Hilton Daytona Beach Oceanfront Resort
100 North Atlantic Ave
Daytona Beach, FL, 32118
(Convention / Conference / Group / Event Name)

Box of

Hilton Daytona Beach Oceanfront
Resort

100 North Atlantic Ave Daytona
Beach, FL 32118

Guest Services
Phone: 386-254-8200

Shipping & Receiving
Supervisor

Ariene Stoll

Phone: 386-944-1381
email astoll@daytonahilton.com

SHIPMENTS WITH SPECIAL REQUIREMENTS

Meeting and event planners, exhibitors and attendees are encouraged to contact Shipping and Receiving in advance of shipping their items to Hilton Daytona Beach Oceanfront Resort with any specific questions. If you have any special needs (e.g., 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 in advance of your event.

ON-SITE PACKAGE DELIVERY

In most cases, Shipping & Receiving will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Hilton Daytona Beach Oceanfront Resort, but please consult with a Shipping & Receiving team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, Resort team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. **Any decorator or drayage packages requiring overnight storage at the Resort will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address.** Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each Resort team member dedicated to perform these additional services. Please note that Resort team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES / MEETING ROOMS

In most cases, Shipping & Receiving will complete delivery or pickup of packages to guest suites at Hilton Daytona Beach Oceanfront Resort, but please consult with a Shipping & Receiving team member for any specific delivery limitations that may exist. Shipping & Receiving is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.

UPON YOUR ARRIVAL

A handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **386-944-1381** a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, Resort requires the package recipient's signature before a package can be released to the guest. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Outbound packages and freight to be picked up by a third party courier should be coordinated directly with those vendors, and communication should be sent to Shipping & Receiving, indicating when those items will be picked up. Shipping and Receiving will not make arrangements for freight or third party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

SHIPPING FEES AND INSTRUCTIONS ADDENDUM

Hilton Daytona Beach Oceanfront Resort Shipping Instructions

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	INBOUND Pick Up by GUEST	INBOUND Delivery by HOTEL	OUTBOUND Drop Off by GUEST	OUTBOUND Pick Up by HOTEL
Envelopes up to 1.0 lb.	\$2.00	\$5.00	\$7.00	\$10.00
0.0 – 1.0 lb.	\$2.00	\$5.00	\$7.00	\$10.00
1.1 – 10.0 lbs.	\$10.00	\$15.00	\$15.00	\$20.00
10.1 – 20.0 lbs.	\$15.00	\$20.00	\$20.00	\$25.00
20.1 – 30.0 lbs.	\$20.00	\$30.00	\$25.00	\$35.00
30.1 – 40.0 lbs.	\$25.00	\$40.00	\$30.00	\$45.00
40.1 – 50.0 lbs.	\$25.00	\$50.00	\$30.00	\$55.00
50.1 – 60.0 lbs.	\$35.00	\$50.00	\$40.00	\$55.00
60.1 – 150.0 lbs.	\$35.00	\$70.00	\$40.00	\$75.00
Pallets & Crates*	\$150.00 or \$0.75/lb. >200 lbs.	\$150.00 or \$0.75/lb. >200 lbs.	\$150.00 or \$0.75/lb. >200 lbs.	\$150.00 or \$0.75/lb. >200 lbs.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Envelopes up to 1.0 lb.	No Charge
0.0 – 10.0 lbs.	\$5.00
10.1 – 30.0 lbs.	\$10.00
30.1 – 60.0 lbs.	\$15.00
60.1 – 150.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

Package weights will be rounded up to the nearest pound.
 * For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.75/lb. >200 lbs., which is applied to each pallet/crate handled.

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over .5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days

ADDITIONAL SERVICES

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each Resort team member dedicated to perform these additional services. Please note that Resort team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. **OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING.** The Resort does not provide such insurance. Neither the Resort, nor the employees, agents or contractors of Resort will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Resort may establish from time to time for receiving and delivering of packages.

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ENCORE PRICING ADDENDUM



Event Technology
Services

At Encore, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.

Popular Packages

- > Meeting Room Projector Pkg \$627
- > Projector Support Package \$222
- > PC Audio Package with Small Speaker System \$553

Small Meeting

- > Conference Speaker Phone \$160
- > Laptop Computer \$255

Audio

- > Self-Powered Speaker 12"-15" \$135
- > Wireless Microphone \$200
- > Analog Mixer up to 12 Ch \$125
- > Analog Mixer 12 - 23 Ch \$175
- > Digital Mixer 12 - 23 Ch \$310

Video

- > Logitech MeetUp w/ Laptop \$630
- > Folding Screen - Small (width <13') \$455
- > Folding Screen - Medium (width 14' - 22') \$605
- > Tripod Screen Medium \$90
- > Monitor - 50"-59" \$615

Scenic

- > Decor Drape Per Panel \$165

Lighting

- > Accent Light and Fixture \$50
- > LED Wash Light \$75

Labor Rates

- > Set Up | Strike \$105/hr
- > Operator \$125/hr

Pricing is in effect as of January 1, 2023 and is subject to change without notice. All Encore solutions may be subject to our property's standard service fee and all rates are subject to applicable sales tax. Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation, and services charges that may apply. ©2023 Encore Global LP or its subsidiaries. Proprietary and Confidential Information.

Hilton Daytona Beach

100 North Atlantic Ave, Daytona Beach, FL 32118

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