



Hotel Monteleone

214 Royal Street, New Orleans, LA 70130-2201

(504) 523-3341 • Fax (504) 681-4491

September 28, 2007

Ms. Melanie Amrhein

Past President

National Association of State Student Grant and Aid Programs

P.O. Box 91202

Baton Rouge, LA 70821

***RE: National Association of State Student Grant and Aid Programs
Saturday, October 4, 2008 - Wednesday, October 8, 2008***

Dear Ms. Amrhein,

We are delighted to have this opportunity, to host the **National Association of State Student Grant and Aid Programs** at The Hotel Monteleone over the above dates.

Enclosed is a contract for your review and signature. Please review the contract carefully to ensure that I have not omitted any items. In order to convert this to a definite group booking, please sign and return the enclosed contract for countersigning by ***Friday, September 21, 2007.***

Ms. Amrhein, thank you for selecting The Hotel Monteleone. We look forward to welcoming your clients to our hotel and making this a successful event. If I may be of any assistance in the meantime, please feel free to contact me at 504-681-4414 or at: gdumont@hotelmonteleone.com.

Sincerely,

Genevieve Dumont
Sales Manager

The Hotel Monteleone
Group Booking Agreement
September 28, 2007

This agreement is made and entered on a **FIRST** option basis on this date of September 28, 2007 between the Hotel Monteleone (Hotel) and **National Association of State Student Grant and Aid Programs (Group)**. The following provisions set forth below and the parties agree as follows:

This contract is based on the overall program, which the Group has agreed to hold as described herein. In the event that the Group decreases the room block, changes dates and/or eliminates catered functions, Hotel reserves the right to re-negotiate room rate, meeting room rental, and other terms and concessions. Hotel may also void this contract without penalty should the Group significantly reduce the value of the program on which the contract is based.

Name of Organization:	National Association of State Student Grant and Aid Programs
Posted As:	<i>National Association of State Student Grant and Aid Programs</i>
Contact:	Ms. Melanie Amrhein
Address:	P.O. Box 91202 Baton Rouge, LA 70821
Phone:	225-922-3296
Fax:	225-925-7449
Email:	MAmrhein@osfa.state.la.us

GUEST ROOM BLOCK: *Saturday, October 4, 2008 - Wednesday, October 8, 2008*

	Saturday 10/04	Sunday 10/05	Monday 10/06	Tuesday 10/07
King or Double/Double	15	50	50	50

ROOM RATES

The Hotel Monteleone, is pleased to offer your group the following negotiated room rates for **Saturday, October 4, 2008 - Wednesday, October 8, 2008**

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
King or Double/Double	\$159.00	\$159.00	\$184.00	\$209.00

Each additional person: \$25.00

Applicable city and state taxes are thirteen percent (13%) plus two dollars (\$2.00) per room, per night occupancy tax. Taxes are subject to change without notice.

Bed types are on a request basis only and are not guaranteed unless specifically contracted.

Room rates are available to your attendees three (3) days prior and three (3) days after meeting dates, based on availability. Rates are subject to availability at the time the reservation is made.

ROOM BLOCK REVIEW

We will maintain periodic contact to adjust the block as may be necessary. The Hotel reserves the right to modify the group block based on historical performance.

A room block review will take place at one hundred and twenty (120), ninety (90), sixty (60), and thirty (30) days prior to your group arrival. Any adjustments to the room block will be made in accordance to the review.

Two years of history are required with signed contract.

RESERVATION PROCEDURE/CUT-OFF

The Hotel Monteleone reserves the right to approve registration materials prior to printing and distribution to your attendees. This will ensure all that all information pertaining to the Hotel is correct and complete. In the event approval is not received and information is incorrect, the organization assumes all responsibility for notifying all guests and accepts responsibility for any differences in room rates.

Your Hotel Monteleone Sales Manager should be included on your delegate mailing list to keep us informed when reservations are likely to begin arriving.

It is our understanding your attendees will be calling directly for reservations. Your room block will be held until **Friday, September 5, 2008**, thirty (30) days prior to your arrival, at which time any unassigned rooms will be released back to the Hotel for general sale without further notice. Reservation requests received after this date will be accepted on a space and rate available basis. Attrition calculations may be processed on pick up at the cut off date.

Reservations may be made by **calling (504) 523-3341 or by calling our Group Reservations number at 1-800-217-2033. Guests may also reserve by fax at (504) 528-1019.** Reservations must be guaranteed by one night's deposit or a major credit card. Individual guest room deposits will be refunded if reservations are canceled seventy-two (72) hours prior to date of arrival.

Our reservation system will have your group posted as *National Association of State Student Grant and Aid Programs*. Please have your attendees identify themselves as *National Association of State Student Grant and Aid Programs* to ensure they receive the group rate and the group receives the proper credited pick up.

Individuals will be responsible for their own room, tax and incidental charges, unless noted in writing.

Brochures are available upon request. Hotel reserves the right to limit brochure quantities.

Check-in time is 3:00pm. While every effort will be made to accommodate guests arriving before check-in time, rooms may not be immediately available.

Check-out time is 12:00 noon. Requests to retain rooms beyond this hour should be directed to your Conference Services Manager. Depending on room availability, a late departure charge may be applied. Complimentary luggage storage is available.

EARLY DEPARTURE FEES

Currently the Hotel Monteleone charges an early departure fee for guests who depart prior to their confirmed departure date. Guests will be asked at registration/check-in to confirm their intended departure date. Guests may change their departure date without penalty up to and including registration/check-in. Any guests departing the Hotel prior to the indicated date at registration/check-in will be charged an early departure fee of one night's room and tax charge.

COMPLIMENTARY ACCOMMODATIONS:

The Hotel Monteleone will be pleased to provide one (1) complimentary guest room for every fifty (50) full convention rated rooms paid for and occupied on a cumulative basis provided utilization of 85% of the contracted room block. If the contracted room block falls below 85%, hotel reserves the right to review the complimentary allocation.

Complimentary accommodations are available during the actual dates of your meeting. Complimentary units are included in your contracted block

Any complimentary units assigned, but not earned due to no-show or group wash, will be automatically posted to the master account at the group rate.

Unused complimentary units have no value.

Units are earned as follows:

One (1) Superior room	=	one (1) unit per night
One (1) Deluxe room	=	→ one (1) unit per night
One (1) Executive salon	=	↖ one (1) unit per night
One (1) Bedroom suite	=	two (2) units per night

A list of names in order of preference should be submitted for complimentary room assignments. Suite upgrades are based on availability unless specifically contracted.

Please indicate to your Conference Services Manager, at least twenty-one (21) days prior to your meeting, which reservations are to be on a complimentary basis.

All complimentary rooms are included in your room block. Failure to assign or submit complimentary units 21 days prior to the meeting may result in forfeiture of complimentary units.

As a gesture of our sincere interest in hosting your meeting, we are pleased to offer the following consideration to *National Association of State Student Grant and Aid Programs*, provided eighty-five percent (85%) utilization of the contracted group block:

- **One (1) upgrade at the group rate of \$159.00 to a one bedroom Junior Suite for President.**

ATTRITION CLAUSE

Should your room pick-up fall below the contracted amount and the group does not cancel the contract, the following scale of additional charges will apply:

85% - 100%:	No Additional
75% - 84%:	75% of lost room revenue
74% or less:	100% of lost room revenue

If the Hotel is able to resell the contracted rooms with equivalent revenue, the attrition fees will be reduced accordingly or deducted from the amount owed by the Group.

Attrition fees will be added to the Master Account. The Hotel will provide detailed backup concerning the attrition calculations.

MEETING AND CATERING ARRANGEMENTS

Currently the following meeting and banquet space is being held for your group based on your specifications provided. Please review this information and make any necessary changes prior to returning the contract:

Date	Start Time	End Time	Description	Setup	Agr
10/5/2008	1:00 PM	6:00 PM	Meeting	Conference	20
10/5/2008	6:00 PM	10:00 PM	Reception	Reception	70
10/6/2008	8:00 AM	9:00 AM	Continental Breakfast	Classroom	60
10/6/2008	8:00 AM	5:00 PM	General Session	Classroom	60
10/6/2008	12:00 PM	1:00 PM	Lunch	Rounds	60
10/7/2008	8:00 AM	9:00 AM	Continental Breakfast	Classroom	60
10/7/2008	8:00 AM	5:00 PM	General Session	Classroom	60
10/7/2008	12:00 PM	1:00 PM	Lunch	Rounds	60
10/8/2008	8:00 AM	9:00 AM	Plated Breakfast	Rounds	60
10/8/2008	8:00 AM	12:00 PM	General Session	Classroom	60

A tentative program outlining your needs is due six (6) months prior to your meeting. All unassigned space will revert to the Hotel. The final program is due 30 days prior to the start of your meeting. Any changes to the program or meeting specifications will require advanced approval of your sales manager and/or conference service manager.

Unless otherwise noted above, meeting rooms will not be held on a twenty-four (24) hour basis.

One (1) room set, per meeting room per day is included in the above meeting space. Additional room sets or set changes within seventy-two (72) hours are subject to a re-set fee.

There will be a reset fee for meeting rooms, which will require a different setup on the same business day within a 24-hour period. This excludes rooms, which are reset to accommodate food and beverage events as long as **National Association of State Student Grant and Aid Programs** meets the minimum food and beverage requirement as stated within this contract.

Reset fees are as follows:

If less than a 2 hour turn time:	\$2.50 per person per room
If more than a 2-hour turn time:	\$1.25 per person per room

A minimum of \$50.00 per room is required.

The Hotel reserves the right to re-assign function space based on anticipated attendance.

Meeting rooms will be set with tables, chairs and water set-ups at no charges based on your program up to hotel inventory. If the number of tables and chairs are required beyond hotel inventory, the hotel will make necessary arrangements to rent the additional equipment and the charges will apply to the groups' master account.

FOOD AND BEVERAGE REVENUE MINIMUM

The above outlined schedule of events requires a **Guaranteed Minimum Food and Beverage Expenditure of \$5,000.00**. The Guaranteed Minimum Food and Beverage Expenditure is inclusive of Food, Beverage and Room Rental only. Service Charges, Sales Tax, Audio/Visual, Labor Charges, and other miscellaneous charges do not contribute to the Guaranteed Minimum Food and Beverage Expenditure. In the event that the actual Food and Beverage Charges fall short of the contracted Guaranteed Minimum Food and Beverage Expenditure, additional Room Rental will be assessed.

Please note that patron nor its guests or invitees will be permitted to bring food and/or beverage of any kind into the Hotel or into its premises without the express written permission of the hotel. In the event such permission is granted, the hotel is hereby authorized to charge for the service of said food and/or beverage. The sale of retail items is strictly prohibited in public areas and/or private meeting rooms under the context of this contract.

The Hotel Monteleone will not assume any responsibility for damages or loss of any merchandise or articles left in the Hotel prior to, during, or following your event

CONFERENCE MANAGEMENT

A manager from our Catering/Convention Services Department will handle your entire meeting and catering needs. They will also assist you with your group reservations, VIP's and any other special requests you may have.

Food and beverage prices may be confirmed up to six (6) months in advance of the event. All banquet food and beverage prices are subject to service charges as well as state and local taxes in effect at the time of the event. Our current sales tax is nine point seventy-five percent (9.75%) and a service charge is levied at twenty

percent (20%). We will automatically prepare and set for five percent (5%) over the guarantee. Service charges and taxes are subject to change.

A \$100.00 Labor Charge will apply for food and beverage events for under 25 people.

Carvers and food station attendants are available for a fee of \$100.00 each for three hours.

A bartender fee and cashier fee (if applicable) of \$100.00 each will apply to all bars for three hours. Additional hours are available at \$10.00 for each additional hour.

Meeting room names will not be guaranteed until Convention Services Manager's receipt of signed banquet event orders indicating food and/or beverage, room setup and guaranteed numbers of attendance. Banquet Event Orders (BEO's) will serve as an addendum to the original signed contract and must be signed.

In the event signed Banquet Event Orders are not received within 72 hours (3 business days) prior of the start of the program, the hotel reserves the right to automatically assume the numbers within this contract as a guarantee

Any add-ons during the meeting and not on the initial BEO will require a signature prior to receiving the items

At the end of the function a final banquet check will be presented. In the event the banquet check is not signed upon presentation, the Hotel will assume the check is correct and the client will be held responsible for all final charges.

All your event details and menu arrangements should be concluded at least thirty (30) days prior to each function. All banquet and catering details and charges will be completed on a separate agreement, through your Conference Services Manager, and once signed will become part of this agreement.

In the event the menu arrangements are not finalized at least thirty (30) days prior to the first scheduled event, the Hotel reserves the right to select menu arrangements for the organization.

All guarantees are required seventy-two (72) hours in advance of your event. In the event you do not provide a guarantee of the attendance within the stated time frame, the Hotel reserves the right to automatically use the anticipated number of attendees in this agreement as the guarantee. These charges will be billed to your Master Account.

Guarantees are not subject to reduction and charges will be made accordingly.

Amenities are available for purchase for your organization. Our conference service team will be happy to assist you with selections or special requests.

PARKING

Valet parking is available at the Hotel for thirty dollars (\$30.00) for regular size and thirty-two dollars (\$32.00) for oversize per day, per vehicle, as space permits. Parking is not guaranteed. Rate is subject to change without notice. Please inform your Conference Services Manager if you should expect parking for local attendees.

FREIGHT

Due to the layout of our hotel, we are unable to store display material and/or show merchandise. At the conclusion of your setup operations, all related equipment (including trucks, crates, etc.) must be removed from the premises and returned no earlier than the last day of the exhibit/production event.

Based on the lack of loading docks, at no time will trucks or automobiles be allowed to park unattended at the garage entrance. All violators will be ticketed and towed.

SHIPPING

Special arrangements must be made for receiving any equipment, goods, displays or other materials, which will be sent, delivered, or brought to the Hotel. The Hotel will accept most shipments no earlier than seven (7) days prior to the first event; shipments over five (5) boxes must be stored with a local drayage company. Storage/Cartage fees of five dollars (\$5.00) per box will apply to all shipments and will be charged to your Master Account. The failure to adhere to this requirement may result in the deliveries being refused or materials being unavailable when required. All equipment or boxes shipped to the hotel should be addressed as follows:

THE HOTEL MONTELEONE

214 Royal Street

New Orleans, LA 70130

HOLD FOR: National Association of State Student Grant and Aid Programs

We also ask that boxes be numbered "1 of 6", "2 of 6", "3 of 6", etc. This way, we will know when incomplete shipments are received. It is also very helpful for you to bring appropriate bills of lading. Since the hotel has very limited space for boxes and equipment storage, we would appreciate it if your shipments were sent as close as possible to your program dates.

Again, trade show exhibitor's equipment, crates, and boxes, must be shipped to your official drayage contractor.

SIGNAGE

We ask that all signs be professionally printed and request that they are in a 28" (vertical) x 22" (horizontal) format. We have tri-pod style easels. Signage is not allowed in the main lobby, but is allowed throughout the convention and meeting facilities. No, signs, banners or displays shall be erected or displayed in any part of the Hotel without the prior approval of your Conference Services Manager. A nominal fee may be imposed for banner hanging.

No signs, banners, displays or other materials shall be affixed to any walls, doors or other surfaces in the Hotel without prior approval from management. In the event does not approve the above and it should occur, charges may be incurred on the groups master account

DECORATION

Arrangements for special theme props may be made through the Conference Service department. Props are available for rental. All décor, staging and exhibits must meet with the approval of the New Orleans Fire Marshall's office and the Safety Codes of the Hotel Monteleone.

AUDIO VISUAL

Royal AudioVisual is our in-house audio-visual supplier. Outside A/V companies are allowed, however, access fees may be incurred in the event in-house sound is requested by your organization.

TELEPHONE

Arrangements for computer installation and/or telephone lines must be requested 14 business days prior to the start of the meeting. Arrangements made less than 14 days in advance may incur additional installation fees.

ELECTRICAL

Electrical needs exceeding standard 120volts/20amp wall plugs will be assessed a service fee based on your specific needs.

SECURITY

The hotel may require security officers for certain events. Your conference service manager will provide a list of hotel approved security companies for your convenience.

PORTERAGE

If the group should arrive by motor coach, a portorage fee of seven dollars (\$7.00) per person, round-trip will be added to the Master Account.

Group arrivals are subject to portorage fees of seven dollars (\$7.00) per person, round-trip. Portorage will be added to the Master Account.

ROOM DELIVERIES

Room deliveries are available with advance notice. A \$3.00 per room (inside), \$2.00 per room (outside) and \$0.50 per additional item will be charged to your Master Account.

REPORTS

The Hotel shall provide the **National Association of State Student Grant and Aid Programs** with weekly sleeping room pick-up reports beginning no later than eight (8) weeks prior to the start of the event.

A final report will be provided to **National Association of State Student Grant and Aid Programs** no later than thirty (30) days after the last day of the event and shall include the actual number of sleeping rooms used by the organization each day and revenue generated by any related events.

INDEMNIFICATION

Each party to this agreement shall indemnify, defend and hold harmless the other party, its officers, directors, agents and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees arising out of or caused by indemnifying party's negligence or willful misconduct in connection with the provision and use of Hotel as contemplated by this judgment.

FIRE AND SAFETY

Hotel warrants that the Hotel facilities and rooms comply with all Federal, State and Local laws, status, and regulations pertaining to fire safety. Hotel further warrants that it maintains written procedures and policies concerning fire safety codes and prevention if requested by the group.

The Hotel Monteleone prohibits the use of any open flame in guest rooms or meeting function rooms without fire marshal approval and fire marshal personnel. The use of any open flames will result in the closing of any function.

Due to the computerized fire safety system in The Hotel Monteleone, the use of any artificial smoke or fog machines is prohibited without prior approval. If the use of this type of equipment is necessary, the New Orleans Fire Marshall, the General Manager and the Director of Engineering must approve the equipment. If approval is granted, the fire safety system in the area of the function will need to be monitored. This will require the use of manual labor to secure the area for safety. Labor costs will be at the expense of the group hosting the function.

Additionally, any equipment that uses or is powered by gasoline or propane is prohibited and will not be allowed in the building without prior approval.

AMERICANS WITH DISABILITIES ACT

Hotel warrants that, as a place of "public accommodations," it is, to the best of its knowledge, in compliance with the Americans with Disabilities Act (Public Law 101-336)

CONSTRUCTION AND REMODELING

Hotel will notify **National Association of State Student Grant and Aid Programs** of any construction or remodeling to be performed in the Hotel during your **Saturday, October 4, 2008 - Wednesday, October 8, 2008** meeting. The Hotel will make every effort to keep such activity from distracting or interfering with the use of meeting rooms or other facilities during the meeting. If it is anticipated that there would be any interference, the Hotel will arrange comparable meeting and sleeping room facilities at a nearby hotel after all possibilities have been reviewed and agreed to by the Hotel.

CREDIT/MASTER ACCOUNT ARRANGEMENTS:

A Master Account for food and beverage, room and miscellaneous charges connected with conference operations can be established with the Hotel subject to credit approval.

Request for credit must be accompanied by a completed application signed by an officer of your organization, and is required thirty (30) days prior to the function.

To establish direct billing with the hotel, your final bill must be a minimum of three thousand five hundred dollars and no cents (\$3,500.00).

When direct billing is approved, the Hotel will require an advance deposit equal to fifty percent (50%) of the anticipated Master Account charges. This deposit is due no later than ten (10) days prior to arrival date. All deposits will be posted as a credit on your Master Account. The remaining amount is due within twenty-one (21) days of receipt of billing.

Failure to adhere to advance deposit schedule may result in the cancellation of contracted group rooms.

Final Payment on all accounts is due upon receipt of our invoice, which will be sent to you within thirty (30) days from the conclusion of your meeting. Any unpaid balance after thirty (30) days will be subject to interest of one and one half percent (1 1/2%) per month until the balance is paid in full. In the event there is an amount in dispute, only the amount in dispute shall be withheld. All other amounts shall be paid upon receipt of the invoice within thirty (30) days.

Should a collection agency be hired to collect fees due to the Hotel **National Association of State Student Grant and Aid Programs**, agrees to pay all expenses of collection, including reasonable attorney's fees and costs.

CANCELLATION POLICY:

The Group acknowledges that its failure to fulfill its obligation under this agreement will result in monetary damages to the Hotel, and the amount of those damages may be difficult to establish. Therefore, the Group agrees to pay the Hotel liquidated damages based on the following schedule regarding any such failure and further agrees that such amounts are reasonable estimates of the damages the Hotel is likely to suffer, and not a penalty.

TIME FRAME	AMOUNT OF DAMAGES
Signature to 180 days prior to arrival	60% of estimated room revenue on one peak night
179 days to 60 days prior to arrival	75% of estimated room revenue on one peak night
59 days to arrival date	100% of total estimated guest room and F&B Revenue

Notwithstanding the above provision, the Hotel shall undertake all reasonable efforts to resell canceled rooms and shall credit those revenues against the above specified liquidated damages. Whether canceled rooms have been resold, shall be measured with due regard to the Hotel's previous occupancy and revenue records for the same period in prior years and its occupancy and revenue forecasts for the current year.

FORCE MAJEURE:

Notwithstanding any other provision herein to the contrary, neither party shall be liable for its failure to perform its obligations here under if such failure to perform is caused by events or circumstances beyond its reasonable control including, but not limited to: acts of God, war, riot, government act or restriction, fire, flood, or casualty. In the event that a party reasonably anticipates that it will not be able to perform its obligation hereunder due to force majeure, it shall give prompt written notice to the other party.

MODIFICATIONS AND/OR AMENDMENTS:

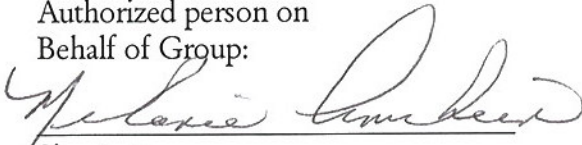
Contract submitted is considered as the original contract. Any changes, additions, or deletions must be agreed to and signed by parties listed below or their authorized agents or contracts will be considered null and void. This agreement contains the entire arrangement of the parties and supersedes any prior or contemporaneous agreements, arrangements or understandings.

BINDING:

The arrangements outlined in this contract have been set-aside for you on a first-option basis. The first option on this contract is valid until *Friday, September 21, 2007*. After this date, if we have not received this signed contract, your Group will automatically revert to second option. As a second option, the space being held for you may be released to another group. To extend the first option, there must be mutually agreed upon written verification confirming the extension date.

Once I have received your signed contract, I will counter-sign and return one (1) copy for your files. At that time, these arrangements will be considered definite.

Authorized person on
Behalf of Group:

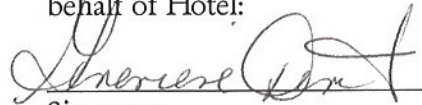

Signature

MELANIE AMRHEIN
Print Name

PAST-PRESIDENT
Title

9/28/07
Date

Authorized person on
behalf of Hotel:


Signature

Genevieve Dumont
Genevieve Dumont

Sales Manager
Sales Manager

9-28-07
Date

The person whose signature appears above has been authorized and empowered by **National Association of State Student Grant and Aid Programs** to approve this agreement. In the event he/she is not authorized, the Hotel Monteleone will hold the signatory liable for the faithful performance of this contract and payment in full for the execution of this contract.

Should the signer of the stated contract differ than the person on page one, please complete the following:

Print Name

Signature

Address

City, State, Zip

Phone

Email