

JURYS WASHINGTON HOTEL
1500 New Hampshire Ave, NW Washington, DC 20036
202.483.6000 Hotel Fax: 202-232-1130

day's Date: September 8, 2004

Hotel Contact: Erica Gordon Hyman

Company Name: National Association of State Grant and Aid P
Group Name: Annual Spring Meeting
Contact Name: Margaret Laffey
Telephone: 302-577-3250
Fax: 302-577-6755

Address: Carvel State Office Building
820 N. French Street
Wilmington, DE 19801

ROOMS & RATE INFORMATION

Arrival Date: Saturday, June 4, 2005

Departure Date: Wednesday, June 8, 2005

Room Type	Total	06/04/	06/05/	06/06/	06/07/
King Room	140	20	40	40	40
Junior Suite	4	1	1	1	1
Total	144	21	41	41	41

Single Occupancy		06/04/	06/05/	06/06/	06/07/
King Room		159.00	159.00	159.00	159.00
Junior Suite		155.00	155.00	155.00	155.00

#1 50 lgh

Double Occupancy		06/04/	06/05/	06/06/	06/07/
King Room		159.00	159.00	159.00	159.00
Junior Suite		155.00	155.00	155.00	155.00

#50 lgh

Total Room Tax is 14.5% per room per night occupancy
Triple and Quad occupancy please add \$15.00 per person, per night.

RESERVATIONS AND BILLING INFORMATION

Reservation Method: Individual Call In
Guest Room Guarantee: Individual Guarantee
Tax Exempt: Yes

Baseage Handling Chgs: 50.00 per person/ Round Trip
Cutoff Date: May 9, 2005
Decision Date: September 13, 2004
NED Due Date: May 9, 2005
Commission: 10.0%
Payment Account: Direct Bill Approved

IATA Number: N/A
Parking per Vehicle: 18.00
Billing Instructions: Room and tax to individuals. Direct bill all catering charges.
Agreement Notes:

The Meeting Rooms utilized during the conference will be complimentary if NASSCAP has 80% pick-up of their room block and averages \$2000.00 in Catering per day, not inclusive of tax and gratuity. If these numbers are not met, they will pay \$400.00 on June 5, 2005 and \$750.00 per day on June 6-8, 2005

NASSCAP will receive one (1) upgrade to Junior Suite at the contracted rate for the President over the contract dates only.

does this include Sunday?
file invoice for this

EVENT INFORMATION

Event As: NASSCAP Annual Spring Meeting

On-Site Contact: Ms. Cheryl Mapleshorpe

Date	Start/End	Function	Setup	Acc	Rental
<i>Sunday</i>					
June 5, 2005	12:00pm-3:00pm	Board Meeting	Conference	15	See Agreement Notes
June 5, 2005	6:00pm-8:00pm	Reception	Reception	40	See Agreement Notes
<i>- Reception area set-up - outside reception</i>					
<i>Monday</i>					
June 6, 2005	07:30am-08:00am	Continental Breakfast		40	
June 6, 2005	08:00am-9:00pm	Meeting	Classroom	40	See Agreement Notes
June 6, 2005	12:00pm-1:00pm	Plated Lunch	Banquet	40	See Agreement Notes

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Annual Spring Meeting

Tuesday

June 7, 2005	07:30am-08:00am	Continental Breakfast		40	
June 7, 2005	08:00am-5:00pm	Meeting	Classroom	40	See Agreement Notes
June 7, 2005	12:00pm-1:00pm	Pisued Lunch	Banquet	40	See Agreement Notes

Wednesday

June 8, 2005	07:30am-08:00am	Buffer Breakfast		40	
June 8, 2005	08:00am-12:00pm	Meeting	Classroom	40	See Agreement Notes

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Annual Spring Meeting

GROUP CONTRACT TERMS

- The ~~cancel~~ date is the date that any remaining unreserved rooms within the stated block will be released for the sale to the general public. After that date, rooms are no longer blocked for reservations either rooming list or individual call-in. Should the hotel release rooms, every attempt will be made to secure rooms as requested. However, neither rooms nor rates are guaranteed to the group. Group rooming lists and/or individual reservations must be received by the hotel sales department on or before the ~~cancel~~ date in order to secure reservations at the stated group rate.
- The decision date is the final date on which the hotel must receive a signed copy of this contract. After that date, the group block is no longer valid at the negotiated rate outlined in this document. Should the group contract not return a signed copy of this contract to the hotel by the decision date, the hotel releases all liability for holding space and/or rates for the group.
- Each guest must present a valid credit card or cash deposit for payments of incidental and/or room charges. Should the cancellation of this group become necessary, the hotel must receive notification from an authorized representative of the group. Cancellation fees will be charged according to the following scale:

Cancel Date	Fees Due
At the time of signing of 120 days	50% of peak room night revenue
Within 120-90 days of group arrival date	100% of peak room night revenue
Within 89-60 days of group arrival date	50% of estimated group room revenue
Within 59-30 days of group arrival date	75% of estimated group room revenue
Within 29 arrival date of group	100% of estimated group room revenue

- (Please initial) Should your group pick up less than 80% of the group block, and attrition fee will be assessed based upon the remaining rooms not picked up. All cancellation fees will be due and payable to Jurys Doyle Hotel Group, USA within 30 days of cancellation.
- Check-in date is 3:00pm and checkout time is 12:00 noon. Rooms are not guaranteed for early arrival. Guests needing to check in early should inform the front desk staff and every attempt will be made to accommodate the request.
- Room rates are subject to an additional 14.5% hotel occupancy and sales tax.

CATERING CONTRACT TERMS

- A final catering guarantee is due 72 business hours prior to your function. If no guarantee is received, the hotel will prepare and charge for the number of persons estimated for food and beverage functions as stated in this contract. If attendance falls below the guaranteed number, the group will be charged for the guaranteed number.
- Function rooms are assigned to the size and need of the group. The hotel reserves the right to reassign the space based upon best utilization of the function space. Space is available only during the times noted unless hotel management has made written authorization. The space may be scheduled for other programs prior to and following your event. We appreciate your cooperation in following your scheduled times or advising us of any changes prior to your event.
- Room rental is based upon original contracted food and beverage needs. Should the group's food and beverage needs vary from its original requests, the hotel will assess the following attrition fees based upon cancellations:

Cancel Date	Fees Due
Within 89-60 days of group arrival date	50% estimated catering revenue
Within 59-30 days of group arrival date	75% estimated catering revenue
Within 29 arrival date of group	100% estimated catering revenue

- The hotel offers in house audio visual and production equipment through KVL Audio Visual services. Arrangements can be made through our Catering department. Rental charges apply to any audio visual equipment plus tax. Cancellation of equipment within 48 hours prior to your event will result in charges as the equipment is contracted through KVL.
- A designated representative at the completion of each function must sign all banquet checks. Any discrepancies must be defined at that time. Should the group representative fail to sign any banquet checks for payment, the hotel shall assume accuracy and bill accordingly.
- An 18% gratuity charge will be added to all menu prices. 10% sales tax will be added to all Food, Beverage and Gratuity charges.
- If the group or event contract should request room set-up changes once the room has been set, the hotel will assess a \$150.00 set-up fee.
- Final menu selections must be submitted at least three weeks prior to the function in order to insure availability of the items for your group.
- No food or beverage of any kind will be permitted to be brought into or removed from the hotel.
- The hotel is not liable for any loss or damage to equipment left in meeting rooms. It is the sole responsibility of the group to provide adequate coverage for any items in unattended meeting rooms.
- The group is solely responsible for arrangements and all expenses incurred for any shipping of materials, merchandise, exhibits, or any other items shipped to and from the hotel to a group representative and/or attendee.

GENERAL CONTRACT TERMS

- Our accounting department determines tax exempt status. Until our accounting department has ascertained whether the group qualifies for a tax-exempt status, tax will be charged.
- Direct billing must be established through our accounting department six weeks prior to group arrival.
- Either party (the hotel or the group) shall not be liable for non-performance of this contract when such non-performance is attributed to labor troubles, disputes, strikes, government regulations or restrictions upon travel, non-availability of food and beverage supplies, riots, national emergencies, Acts of God and other causes whether enumerated hereafter or not, which are beyond the reasonable control of the hotel to prevent from interfering with the hotel's performance.
- Notwithstanding any other provisions of this agreement, both parties shall be relieved from all requirements thereof, and this agreement shall terminate if the hotel shall sell, transfer, or otherwise convey its interest in Jurys Doyle Hotel Group, USA properties, provided the hotel has given at least 60 days notice of the transfer of interest to the new owner and termination of this agreement to the customer. In the event of any such termination of this agreement, the hotel shall turn over all advanced transfer and assign all of its rights and obligations under this agreement to the new owner.
- Where appropriate, the term "Hotel" refers to the legal owners of the hotel, its officers, directors, agents, managing agents, general partners, employees, and independent contractors and/or the party actually performing the catering and room block services hereunder and is not intended necessarily to refer to the particular hotel building where the function is being held, unless stated within its context.

Please read all pages of this contract. Sign and return all pages no later than September 13, 2004 to hold your rooms on a definite basis. If the signed contract is not received by the decision date listed above the rate may no longer be available to your group. Please contact our Sales Department with any questions regarding this contract at 202-797-0153. Should you need to revise this contract, please initial changes where requested. We will be pleased to consider the changes and send back a new revised copy for your signature.

We look forward to welcoming your group! The Jurys Doyle Hotel Group.

Erica Gordon Hyman
 Erica Gordon Hyman
 Regional Sales Manager
 Jurys Hotel Group, USA
 Date: 13 Sep 04

Maura Hoffman
 Maura Hoffman
 Authorized Group Representative
 Date: 9-10-04