



Conference Services Letter of Agreement

May 16, 2017

Conference Title:	University of Science and Technology of China Electrical Engineering International Intensive Program 2017*
Conference Organizer(s):	Qiu Lin
Organization:	University of Science and Technology of China*
Address:	96 Jinzhai Road, Hefei Anhui, 230026, China
Campus Sponsor:	International and English Language Programs
Conference Coordinator:	Jordan House
Conference Arrival Date:	Sunday, June 25, 2017 after 2 p.m.
Conference Departure Date:	Sunday, August 6, 2017 by 11 a.m.
Early Arrivals:	None Requested
Late Departures:	None Requested
There is no refund for canceled Early Arrival or Late Departure nights after the reservation deadline date.	
Check-in Location:	McMahon Hall
Housing Location:	McMahon Hall
Housing Service Plan:	Standard Service
Meal Service Plan:	Debit Dollars
Estimated Number of Guests:	12
Number of Rooms Reserved:	6, most of which are designed for double occupancy. Single room requests may reduce the total number of guests we are able to accommodate. Couples housing is limited and based on availability.

*The above hereinafter referred to selectively on Agreement and all Addenda as the "Conference."

Cancellation of the Conference after **Friday, June 2, 2017**, will result in a cancellation fee of **\$2,632.20**, ten percent of the package for the estimated number of guests.

Housing Guarantee

The cumulative number of rooms occupied must meet or exceed 80 percent of the Number of Rooms Reserved, as stated above. If the number of rooms occupied is less than 80 percent, the difference will be charged to the final bill at \$25.00 per empty room, per night. The deadline to adjust the Number of Rooms Reserved is **Friday, June 2, 2017**.

If no adjustment to the Number of Rooms Reserved is submitted by the above deadline, the Number of Rooms Reserved as stated in this Letter of Agreement will be the Conference's housing guarantee.

Conference Services reserves the right to release residence hall rooms based upon the housing guarantee submitted by the Conference.

Reservation Time Line

Guest housing reservation form **deadline: Friday, June 16, 2017**

Reservation forms received after the deadline date will be processed on a space-available basis and are subject to a Late Reservation Fee of \$25.00.

Housing and Dining Arrangements

Package Rate

\$2,257.13 per person, double occupancy (includes \$63.63 estimated tax)

\$3,191.63 per person, single occupancy (includes \$63.63 estimated tax)

These rates include 42 nights of lodging and \$630.00 toward meal service (plus \$63.63 tax) in any Housing & Food Services food service location and/or card-operated vending machine on campus including fixed-price, All-You-Care-to-Eat dining service. Meal service funds are made available on a nonrefundable and nontransferable debit meal card.

There is no credit for shorter stays or unused dining funds or meal allotments.

Also included is a nonrefundable Reservation Fee of \$20.00.

Additional Arrangements

Lost or Not Returned Room Keys and Building Access Fobs: Room keys and building access fobs lost during the Conference will be charged to the individual at the time of replacement at the cost of \$100.00 (plus applicable tax) per set or the actual cost of the key core replacement (plus applicable tax). Room keys and fobs not returned directly to a Conference Desk by a guest at checkout will result in an immediate lock change for which the individual will be charged at the cost of \$100.00 (plus applicable tax) per set or the actual cost of the key core replacement.

Lost Conference Cards: Replacement of lost conference cards, at the cost of \$10.00 (plus applicable tax) each, will be charged to the individual at the time of replacement.

Catering

Pagliacci Pizza is the exclusive pizza delivery company for events within the University of Washington residence halls.

No catering has been requested.

Catering services provided by Bay Laurel Catering are subject to Addendum B regarding the Bay Laurel Catering policy, attached hereto and incorporated herein by reference, sets forth additional requirements under this Agreement.

Meeting Facilities

Housing & Food Services Meeting Facilities

The Conference will provide to Conference Services all meeting facility requirements and setup details by **Friday, June 9, 2017**. Meeting facilities will be confirmed on a space-available basis at the time the details are received. Housing & Food Services meeting facilities must be canceled three weeks out or the Conference will be charged the full rental costs. All expenses incurred as a result of reservations for meeting facilities are the sole responsibility of the Conference. Should a dispute occur over the billing, the Conference agrees to pay the invoice upon receipt. A credit will be issued if the Conference was billed incorrectly.

Meeting facility keys not returned directly to a Conference Desk will result in an immediate lock change and replacement of all existing keys for that meeting facility, for which the Conference will be billed at cost.

Audio-Visual

Your Conference Coordinator will work with you to secure audio-visual equipment needed.

All expenses incurred as a result of reservations for audio-visual equipment are the sole responsibility of the Conference and are subject to the policies of the reservation office. Should a dispute occur over the billing, the Conference agrees to pay the invoice upon receipt. A credit will be issued if the Conference was billed incorrectly.

Method of Payment

Paid by Individual Reservation Form:

Guests are expected to pay in full by **Friday, June 16, 2017**.

Reservation forms received after the deadline date will be processed on a space-available basis and are subject to a Late Reservation Fee of \$25.00.

Checks must be drawn on a United States bank account and should be made payable to the University of Washington. The University of Washington charges \$25.00 for all returned checks.

Payment in full must be made within 30 calendar days after the invoice date. If full payment is not made within 30 calendar days of the invoice date, the balance owing will be subject to a monthly late payment charge that shall accrue at a rate equal to one percent per month of the outstanding balance.

Any non-Housing & Food Services Conference-related charges submitted to Conference Services after final payment has been made will be invoiced upon receipt. Payment in full must be made within 30 calendar days after the invoice date.

The University reserves the right to the recovery of collection agency fees as authorized by RCW 19.16.500, which may be based on a percentage at a maximum of 40% of the debt in addition to the recovery of any outstanding balance, attorney fees, court costs and other collection costs.

Addendum A

Addendum A, attached hereto and incorporated herein by reference, sets forth additional requirements under this Agreement. **It is the responsibility of the Conference to read and agree with the terms and conditions outlined in Addendum A in their entirety.**

Amendments

The Conference confirms the housing and dining arrangements offered in each package, as described in this Letter of Agreement, and accepts them in their present arrangement.

Only through Addendum C can the conditions, covenants, duties and obligations contained in this Agreement be amended by written agreement and must be endorsed by authorized signatories to the Agreement.

Addendum C may later form a part of this Letter of Agreement (incorporated herein by reference) and shall constitute the entire Agreement and understanding between the parties with respect to the matters listed within it. If there is a conflict between the terms and conditions of the Letter of Agreement and Addendum C, Addendum C shall control.

Severability

In the event that any provision of this Agreement is held by a court to be unenforceable, such provisions will be deemed modified to the minimum extent necessary to render the provision enforceable in a manner that most closely represents the original intent of the parties and the remaining terms and conditions of the Agreement will remain in full force and effect.

Concurrence

The persons executing the Agreement on behalf of the respective parties hereto warrant that they are duly authorized and empowered by the parties and are of legal age to so execute.

HOUSING & FOOD SERVICES CONCURRENCE

Leonard O'Connor
General Manager
Conference Services

Date

Mark E. Stanley
Associate Director
Housing & Food Services

Date

Those parties responsible for the plans and finances of University of Science and Technology of China Electrical Engineering International Intensive Program 2017, and authorized to legally bind University of Science and Technology of China, indicate acceptance of this Conference Services Letter of Agreement and Addenda by signing the concurrence below.

Please endorse below and return the entire original Letter of Agreement to Conference Services. Retain the enclosed copy and all addenda for your files. Until the original Conference Services Letter of Agreement is signed by the Associate Director of Housing & Food Services, all arrangements are not finalized and may be subject to change. Upon endorsement by the Associate Director, a copy of the completed Letter of Agreement will be forwarded to the Conference. *All rates are subject to change and arrangements may be canceled without notice if the signed original Agreement is not returned by **Friday, May 26, 2017**, to:*

Jordan House
University of Washington
Conference Services
HFS Central Office, Terry Hall
Box 355603
Seattle, WA 98195-5603

CONFERENCE ORGANIZATION CONCURRENCE

By endorsing below you acknowledge that you have received, read, understood and accepted the terms and conditions contained within Addendum A.

CONCURRENCE: _____ DATE: _____
(Signature)

NAME: _____ TITLE: _____
(Print)

ADDITIONAL CONCURRENCE (OPTIONAL):

By endorsing below you acknowledge that you have received, read, understood and accepted the terms and conditions contained within Addendum A.

(Signature) DATE: _____

NAME: _____ TITLE: _____
(Print)