



EVENT RESUME

PAYAL & BRETT'S BABY SHOWER	DATE:	DECEMBER 17, 2025
	MASTER ACCOUNT NUMBER:	37996
	EVENTS MANAGER:	MADDIE BROOKS
	SALES MANAGER:	CHRIS LISKA

NAME OF EVENT:	Payal & Brett's Baby Shower
ONSITE CONTACT:	Payal Garg (845-702-6829)
GROUP PROFILE:	Please join us in welcoming Payal & Brett for their baby shower on January 24 th ! The couple are welcoming their first baby girl & are thrilled to be celebrating with their friends & family at the Vinoy.
EVENT DATE:	1/24/26
KEYS TO SUCCESS/EVENT HOT BUTTONS	
<ul style="list-style-type: none">Custom family style menu (Mediterranean themed)Event space set up	
CONCESSIONS	
<ul style="list-style-type: none">Hotel to offer discounted valet parking rates of \$15 per vehicle for daily.	

VALET PARKING	
VALET PARKING	Daily: \$15 → Master <i>*95% of guests will be flying in. Only a handful of people live in the area.*</i>

HOUSEKEEPING	
SPECIAL REQUESTS	No special requests at this time
ENGINEERING	
SPECIAL NEEDS	No special requests at this time
OUTDOOR EVENTS	Please note outdoor events on Function Agenda and adjust irrigation accordingly

LOSS PREVENTION	
ADDITIONAL SECURITY	No special requests at this time

CONFERENCE CONCIERGE	
SHIPPING	Incoming boxes will be accepted no earlier than three days prior to the first event.
PACKAGE HANDLING	Package handling fee \$5.00 per box. First (5) are complimentary \$65.00 per hour labor fee may apply for oversized shipments
OUTGOING PACKAGES	No special requests at this time

AUDIO VISUAL	
EVENT REQUIREMENTS	Please refer to the Banquet Event Orders
SPECIAL INSTRUCTIONS	No special requests at this time

BILLING INSTRUCTIONS			
CHARGES	MASTER ACCOUNT	GUEST TO PAY	
PARKING	XXX		
\$20 DAILY VALET PARKING			
BANQUET EVENT FUNCTIONS	XXX		
ENCORE- AUDIO/VISUAL EQUIPMENT & SERVICES	XXX		

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EVENT RESUME

BILLING EXCEPTIONS/COMMENTS			
AUTHORIZED SIGNATURES			
• PAYAL GARG	•	•	•

FINANCE/FINAL INVOICE	
BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account #: 37996
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Payal Garg
BILLING ADDRESS:	2790 Grand Ave Apt 4409 Saint Petersburg, Florida 33716
PHONE:	845-702-6829
EMAIL:	payalandbrett@gmail.com

EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
1/24/2026	Sat	8:00 AM	12:00 PM	Set Up	1	Marina Terrace
1/24/2026	Sat	8:00 AM	3:00 PM	Banquet Service Room	1	Stella
1/24/2026	Sat	12:00 PM	3:00 PM	Baby Shower	60	Marina Terrace

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EVENT RESUME

	DATE:	JANUARY 5, 2026
	MASTER ACCOUNT NUMBER:	32792
	GROUP CODE:	SAT
	EVENTS MANAGER:	MADDIE BROOKS
	SALES MANAGER:	DORA MOSCOSO

ORGANIZATION:	TAG Alliances
NAME OF MEETING:	TAG Alliances MP Summit
ONSITE CONTACT:	Thea White (905-808-4523) Melisa Attisha (604-760-9096)
GROUP PROFILE:	The purpose of the meeting is to gather managing partners of firms that are part of our alliance. This will be law and accounting firms from around the world, but primarily North America
MAIN ARRIVAL DATE:	1/24/26
MAIN DEPARTURE DATE:	1/28/26
PRE-CONFERENCE MEETING:	A pre-conference meeting was requested for Sunday, January 25 th @ 9am.
POST-CONFERENCE MEETING:	A post conference meeting was not requested

KEYS TO SUCCESS/EVENT HOT BUTTONS

- Guest arrival experience. **Half of group was walked in 2025 due to overbookings. Please ensure check in experience goes well & upgrade rooms if available**

MEETING PLANNER

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Thea White 	Manager of Global Events	1/24/26	Run of House	1/28/26	V2 History Lives Here, (1) Sparkling Water, Welcome Card from Maddie B.

VIPS

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Richard Attisha 	CEO	1/23/26 @ 8pm **Long term stay – 10 nights**	Run of House	2/2/26	V2 History Lives Here, (1) Sparkling Water, Welcome Card from Maddie B.

CONCESSIONS

- Double Marriott Bonvoy points
- 10% discount on audio visual equipment rental if in-house audio visual is used exclusively
- Group rate honored three (3) days pre and post event dates, based on group room availability.



EVENT RESUME

GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
01/23/2026	Friday	Attendees	0	4
01/24/2026	Saturday	Attendees	2	11
01/25/2026	Sunday	Attendees	26	31
01/26/2026	Monday	Attendees	26	32
01/27/2026	Tuesday	Attendees	14	22
01/28/2026	Wednesday	Attendees	1	1
01/29/2026	Thursday	Attendees	0	1
01/30/2026	Friday	Attendees	0	1
01/31/2026	Saturday	Attendees	0	1
02/01/2026	Sunday	Attendees	0	1
		Attendees Total	69	105
		Overall Room Block Total	69	105

RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	01/23/2026	01/27/2026	Run of House ROH	Single	\$399.00
Attendees	01/23/2026	02/01/2026	Historic Corner Studio Suite	Single	\$399.00
Attendees	01/23/2026	01/27/2026	Historic 2 Queen Resort View	Single	\$399.00
Attendees	01/25/2026	01/27/2026	Historic 1 King Resort View	Single	\$399.00
Attendees	01/25/2026	01/27/2026	Tower 1 King Resort View with Balcony or Terrace	Single	\$399.00
Attendees	01/25/2026	01/27/2026	Historic 2 Queen Bayview	Single	\$399.00

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

RESORT FEE \$40	A daily resort fee of \$40 plus tax per night will be added to each individual room. Amenities are for two (2) people per room, per stay <ul style="list-style-type: none"> ❖ Daily enhanced high-speed internet access ❖ Access to Wellness Classes: One hour, 2 persons, per day ❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day ❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing ❖ E-Bike rentals: (2) one-hour rentals per day, based on availability. ❖ Two (2) St. Petersburg History Museum tickets per stay
NO WALK CLAUSE	Not included in the contract.
ARRIVAL METHOD	10% Drive in 90% Fly in
ARRIVAL TIME	Staggered individual arrivals
EARLY CHECK INS	Guests arriving before 4:00PM check in will be accommodated based on room and type availability.

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EVENT RESUME

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

	Please pre-key Richard Attisha's room key – requested by client
DEPARTURES	Staggered Individual departures
EARLY DEPARTURE	Included in the contract.
LATE CHECK OUTS	No special requests at this time
CONFIDENTIAL RATES	Guestroom rates are not confidential.

FITNESS/SPA

ANTICIPATED TRAFFIC	Please anticipate light usage.
	No special requests at this time

CONCIERGE

CONCIERGES	Please anticipate light usage.
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ACTIVITY TRANSPORTATION / OFFSITE

DATE/TIME	FROM/TO	# OF GUESTS	VEHICLE TYPE	CONTACT
1/26/26 @ 7pm	From: Vinoy To: Perry's Porch	30	Walking	Thea White

GUEST SERVICES/VALET PARKING/TRANSPORTATION

GUEST SERVICES	See VIP grid
VALET PARKING	Overnight: \$50, Daily: \$34 → EPO
BELL SERVICES	A luggage pull is not scheduled.

HOUSEKEEPING

ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion
SPECIAL REQUESTS	No special requests at this time
ENGINEERING	
SPECIAL NEEDS	No special requests at this time
OUTDOOR EVENTS	Please note outdoor events on Function Agenda and adjust irrigation accordingly

LOSS PREVENTION

ADDITIONAL SECURITY	No special requests at this time
MEETING ROOM KEYS	Please create (2) keys for Mirror Lake AB for 1/26-1/27, Bemy/Bland for 1/26 and McNichol/Mona for 1/27.

CONFERENCE CONCIERGE

SHIPPING	Incoming boxes will be accepted no earlier than three days prior to the first event.
PACKAGE HANDLING	Package handling fee \$5.00 per box. First (5) are complimentary \$65.00 per hour labor fee may apply for oversized shipments
OUTGOING PACKAGES	No special requests at this time

AUDIO VISUAL

EVENT REQUIREMENTS	Please refer to the Banquet Event Orders
SPECIAL INSTRUCTIONS	No special requests at this time

RESTAURANTS/ROOM SERVICE AND BARS

RESTAURANTS	Please anticipate moderate usage.
ROOM SERVICE	Please anticipate light usage

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EVENT RESUME

BARS AND LOUNGES	Please anticipate heavy usage in the evenings – specifically at Veranda.	
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BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
ROOM AND TAX		XXX
RESORT FEE \$40		XXX
PARKING		XXX
\$34.00 DAILY VALET PARKING		
\$50.00 OVERNIGHT VALET PARKING		XXX
HOUSEKEEPING GRATUITIES		XXX
BELLMAN GRATUITIES		XXX
GUEST ROOM DELIVERIES BELLMAN ROOM DELIVERIES: \$6.00 PER ROOM (ONE WAY) \$10.00 PER ROOM (ROUND TRIP) BOX HANDLING: \$5.00 PER BOX (FIRST 5 ARE COMPLIMENTARY)	XXX	
INTERNET IN GUEST ROOM		XXX
RETAIL SHOP CHARGES		XXX
ROOM SERVICE CHARGES		XXX
F&B OUTLETS CHARGES		XXX
ENGINEERING CHARGES		XXX
HOUSEKEEPING MISCELLANEOUS CHARGES		XXX
TELEPHONE CHARGES		XXX
LAUNDRY CHARGES		XXX
SPA/FITNESS CENTER CHARGES		XXX
TENNIS CHARGES		XXX
GOLF CHARGES		XXX
MARINA CHARGES		XXX
TRANSPORTATION CHARGES		XXX
BANQUET EVENT FUNCTIONS	XXX	
ENCORE- AUDIO/VISUAL EQUIPMENT & SERVICES	XXX	

BILLING EXCEPTIONS/COMMENTS			
ALL CHARGES FOR THE FOLLOWING GUESTS TO BE CHARGED TO THE GROUP MASTER ACCOUNT:			
• THEA WHITE	• RICHARD ATTISHA	• LINC ASHBY	•
•	•	•	•
AUTHORIZED SIGNATURES			
• THEA WHITE	• MELISA ATTISHA	•	•

FINANCE/FINAL INVOICE	
BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account #: 32792
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Thea White
BILLING ADDRESS:	300 – 1055 West Hastings Street Vancouver, V6E 2E9 Canada

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EVENT RESUME

FINANCE/FINAL INVOICE	
PHONE:	236-312-8672
EMAIL:	thea@tagalliances.com
ATTRITION	Contracted and final room pick up will be compared upon the conclusion of the program. Based on current room block pick up, attrition charges are not expected

EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
1/26/2026	Mon	8:00 AM	9:00 AM	Breakfast Buffet	30	Bemy/Bland
1/26/2026	Mon	9:00 AM	5:00 PM	Meeting	30	Mirror Lake AB
1/26/2026	Mon	9:00 AM	5:00 PM	Beverage Service	30	Mirror Lake AB
1/26/2026	Mon	10:15 AM	10:45 AM	AM Refreshment Service	30	Mirror Lake AB
1/26/2026	Mon	3:00 PM	3:30 PM	PM Refreshment Service	30	Mirror Lake AB
1/26/2026	Mon	12:30 PM	2:00 PM	Lunch Buffet	30	Bemy/Bland
1/26/2026	Mon	7:00 PM	9:00 PM	Dinner @ Perry's Porch	30	Group Off Property
1/27/2026	Tue	8:00 AM	9:00 AM	Breakfast Buffet	30	McNichol/Mona
1/27/2026	Tue	9:00 AM	3:30 PM	Meeting	30	Mirror Lake AB
1/27/2026	Tue	9:00 AM	3:30 PM	Beverage Service	30	Mirror Lake AB
1/27/2026	Tue	10:45 AM	11:15 AM	Refreshment Service	30	Mirror Lake AB
1/27/2026	Tue	12:30 PM	2:00 PM	Lunch Buffet	30	McNichol/Mona

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Event Resume

	DATE:	JANUARY 18, 2026
	MASTER ACCOUNT NUMBER:	26059
	GROUP CODE:	ATTENDEES (BIF) STAFF (FUR)
	EVENTS MANAGER:	EBONI CROSS
	SALES MANAGER:	KEALEY WATKINS
	SENIOR RESERVATIONS SPECIALIST:	CHRISTOPHER MEDINA

ORGANIZATION:	Business and Institutional Furniture Manufacturers Association
NAME OF MEETING:	Business and Institutional Furniture Manufacturers Association BIFMA 360 Conference
ONSITE CONTACT:	Jackie Stone 616.366-1760; Andrew Kotman 616.644.3955
GROUP PROFILE:	Furniture executives seeking education and networking opportunities. Providing a high-end conference experience for these executives to learn from industry experts on topics affecting the furniture industry
MAIN ARRIVAL DATE:	1/25/26
MAIN DEPARTURE DATE:	1/28/26
PRE-CONFERENCE MEETING:	Monday, January 26 th 9am

KEYS TO SUCCESS/EVENT HOT BUTTONS

- High end service
- Room set up

VIPS

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Dierdre Jimenez 	Executive Director	1/25/26	ROH	1/28/26	V2 Artisan Charcuterie Box Bottle of J. Lhor Cabernet Sauvignon Card from Eboni Cross Bill to Events

BOARD MEMBERS AND SPEAKERS V2

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE
JAY BAER	SPEAKER	Jan-27-2026	ROOM	Jan-29-2026
BERNIE BAUMOHL	SPEAKER	Jan-26-2026	ROOM	Jan-27-2026
G ALEX BERNHARDT	BOARD	Jan-26-2026	DBAY	Jan-28-2026
FRANCO BIANCHI	BOARD	Jan-26-2026	DBAY	Jan-28-2026
REBECCA BOENIGK	BOARD	Jan-25-2026	DBAY	Jan-28-2026
JIM CARROLL	SPEAKER	Jan-26-2026	ROOM	Jan-27-2026
WILSON CHOW	BOARD	Jan-25-2026	DBAY	Jan-29-2026
PAUL CLEARY	BOARD	Jan-26-2026	DBAY	Jan-28-2026
RYAN ESTIS	SPEAKER	Jan-26-2026	ROOM	Jan-27-2026
JULIO HIRSCHFELD	BOARD	Jan-25-2026	DBAY	Jan-29-2026
BRIAN KRENKE	BOARD	Jan-24-2026	DBAY	Jan-28-2026
MARC LANGELAND	BOARD	Jan-25-2026	DBAY	Jan-28-2026

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Event Resume

JOHN MICHAEL	BOARD	Jan-26-2026	DBAY	Jan-29-2026
SUSAN PILATO	BOARD	Jan-25-2026	DBAY	Jan-30-2026
JANET POGUE	SPEAKER	Jan-26-2026	ROOM	Jan-28-2026
MEGHAN SHERWIN	BOARD	Jan-24-2026	DBAY	Feb-04-2026
MIKE WAGNER	BOARD	Jan-25-2026	DBAY	Jan-28-2026
CRYSTAL WASHINGTON	SPEAKER	Jan-26-2026	ROOM	Jan-28-2026
CONCESSIONS				
<ul style="list-style-type: none"> • (1) Complimentary Sleeping Room for every (45) revenue -generating sleeping rooms occupied • (8) Rooms discounted to 25% off group rate for Staff as outlined in the sleeping room grid • (15) Upgrades to Bayview Rooms at the Group Rate for Board Members as outlined in the sleeping room grid • Resort Fee Discounted from \$40/night to \$24/night • Group Room Rate Offered (3) Days Pre/Post based on Hotel's Group Rate and Space Availability • Complimentary Meeting & Event Space with Achievement of Minimum Banquet Food & Beverage and Bever Spend of \$72,000++ • Staff Meals on Sunday and Monday at Hotel Restaurant to Count Towards Food and Beverage Minimum (Must be Arranged through Event Manager) • Custom Menu Pricing: Dual Entrée (Beef and Fish) Plated Dinner Priced at \$185++ Per Person • 15% off Audio Visual Equipment with Exclusive Use of In-House Provider • 10% Discount on Published Catering Pricing (Does not apply towards Custom Menu Pricing) 				

GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
01/25/2026	Sunday	Staff	8	7
01/26/2026	Monday	Staff	8	8
01/27/2026	Tuesday	Staff	8	8
		Staff Room Block Total	24	23
1/22/2026	Thursday	Attendees	0	1
1/23/2026	Friday	Attendees	0	2
1/24/2026	Saturday	Attendees	0	12
01/25/2026	Sunday	Attendees	32	81
01/26/2026	Monday	Attendees	162	167
01/27/2026	Tuesday	Attendees	142	158
1/28/2026	Wednesday	Attendees	0	21
1/29/2026	Thursday	Attendees	0	3
1/30/2026	Friday	Attendees	0	1
		Attendee Room Block Total	336	446
		Overall Room Block Total	360	469

RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	1/24/2026	1/29/2026	Historic 1 King Bayview	Double	\$429.00
Attendees	1/25/2026	1/27/2026	Historic 1 King Resort View	Double	\$429.00
Attendees	1/22/2026	1/30/2026	Run of House ROH	Single	\$429.00
Attendees	1/24/2026	1/29/2026	Historic 1 King Bayview	Single	\$429.00
Attendees	1/25/2026	1/27/2026	Tower 2 Queen Resort View with	Triple	\$429.00

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Event Resume

			Balcony or Terrace		
Attendees	1/24/2026	1/29/2026	Historic 1 King Bayview	Quadruple	\$449.00
Attendees	1/24/2026	1/29/2026	Historic 1 King Bayview	Triple	\$439.00
Attendees	1/22/2026	1/30/2026	Run of House ROH	Double	\$429.00
Attendees	1/22/2026	1/30/2026	Run of House ROH	Quadruple	\$469.00
Attendees	1/22/2026	1/30/2026	Run of House ROH	Triple	\$449.00
Attendees	1/25/2026	1/27/2026	Tower 2 Queen Resort View with Balcony or Terrace	Double	\$429.00
Attendees	1/24/2026	1/28/2026	Tower 1 King Resort View with Balcony or Terrace	Double	\$429.00
Attendees	1/25/2026	1/27/2026	Historic 1 King Resort View	Quadruple	\$419.00
Attendees	1/25/2026	1/27/2026	Historic 1 King Resort View	Triple	\$419.00
Attendees	1/25/2026	1/27/2026	Historic 1 King Resort View	Single	\$419.00
Attendees	1/24/2026	1/28/2026	Tower 1 King Resort View with Balcony or Terrace	Quadruple	\$419.00
Attendees	1/24/2026	1/28/2026	Tower 1 King Resort View with Balcony or Terrace	Triple	\$419.00
Attendees	1/24/2026	1/28/2026	Tower 1 King Resort View with Balcony or Terrace	Single	\$419.00
Attendees	1/25/2026	1/27/2026	Tower 2 Queen Resort View with Balcony or Terrace	Quadruple	\$419.00
Attendees	1/25/2026	1/27/2026	Tower 2 Queen Resort View with Balcony or Terrace	Single	\$419.00
Staff	1/25/2026	1/27/2026	Run of House ROH	Single	\$322.00
Staff	1/25/2026	1/27/2026	Run of House ROH	Double	\$322.00
Staff	1/25/2026	1/27/2026	Run of House ROH	Quadruple	\$342.00

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

RESORT FEE \$24	A daily resort fee of \$24 plus tax per night will be added to each individual room. Amenities are for two (2) people per room, per stay <ul style="list-style-type: none"> ❖ Daily enhanced high-speed internet access ❖ Access to Wellness Classes: One hour, 2 persons, per day ❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day ❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing ❖ E-Bike rentals: (2) one-hour rentals per day, based on availability. ❖ Two (2) St. Petersburg History Museum tickets per stay
NO WALK CLAUSE	Not included in the contract.
ARRIVAL METHOD	[10] % Drive in [90] % Fly in
ARRIVAL TIME	Staggered individual arrivals Guests are on own for all arrival and departure transportation no manifest.
TRANSPORTATION COMPANY	Guests are on own for all arrival and departure transportation no manifest.
EARLY CHECK INS	Guests arriving before 4:00PM check in will be accommodated based on room and type availability.

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ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

REPORTS	Please provide meeting planner with an In-House Rooming list, Arrival List and No-Show Report to JStone@DestinationConsultants.com .
SPONSORED KEY CARDS	BIFMA will have 250 sponsored key cards to hand out at check in. There will be a total of 250 keys. Each guest should receive (1) sponsored key and (1) Vinoy key. Eboni will deliver keys to front office.
	Shuttle service has not been provided
DEPARTURES	Staggered Individual departures
EARLY DEPARTURE	Included in the contract.
LATE CHECK OUTS	Bernard Baumohl 1/27/26 3pm
CONFIDENTIAL RATES	Guestroom rates are not confidential.

COMMUNICATION / INTERNET

PHONE CALLS / MESSAGES / FAX	Please deliver all messages for individual guests to their guest room
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FITNESS/SPA

ANTICIPATED TRAFFIC	Please anticipate light/moderate/heavy usage
	No special requests at this time

CONCIERGE

CONCIERGES	Please anticipate moderate/heavy usage at TIME
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ACTIVITY TRANSPORTATION / OFFSITE

DATE/TIME	FROM/TO	# OF GUESTS	VEHICLE TYPE	CONTACT

RECREATIONAL ACTIVITIES/GOLF/TENNIS

DATE	TIME	ACTIVITY	COMPANY NAME	CONTACT NAME/PHONE	NO. OF GUESTS	NOTES

GUEST ROOM DELIVERIES

\$6.00 per room (one way)
\$10.00 per room (round trip)

DATE	TIME	ITEMS	CONTACT	COMMENTS

GUEST SERVICES/VALET PARKING/TRANSPORTATION

GUEST SERVICES	GXP?
VALET PARKING	ADD pricing from contract, concessions, flow and who is paying for it Overnight: \$50, Daily: \$34 → Bill to EPO
BELL SERVICES	A luggage pull is not scheduled.

HOUSEKEEPING

ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion
SPECIAL REQUESTS	No special requests at this time
ENGINEERING	
SPECIAL NEEDS	No special requests at this time
OUTDOOR EVENTS	Please note outdoor events on Function Agenda and adjust irrigation accordingly

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LOSS PREVENTION										
ADDITIONAL SECURITY		No special requests at this time Additional security post to be provided at \$65.00 per hour								
DATE	TIME	LOCATION	NO. OF OFFICERS	NOTES						
RE-KEY MEETING ROOM										
DATE	TIME	LOCATION	NO. OF KEYS	NOTES						
APPROVED PHOTOGRAPHY										
DATE	TIME	LOCATION	NOTES							
CONFERENCE CONCIERGE										
SHIPPING		Incoming boxes will be accepted no earlier than three days prior to the first event.								
PACKAGE HANDLING		Package handling fee \$5.00 per box. First (5) are complimentary Please deliver all incoming packages to Sawyer on January 25, 2026. \$65.00 per hour labor fee may apply for oversized shipments								
OUTGOING PACKAGES		No special requests at this time								
AUDIO VISUAL										
EVENT REQUIREMENTS		Please refer to the Banquet Event Orders								
SPECIAL INSTRUCTIONS		No special requests at this time								
RESTAURANTS/ROOM SERVICE AND BARS										
RESTAURANTS		Please anticipate heavy usage Monday and Tuesday evening								
ROOM SERVICE		Please anticipate heavy usage Monday and Tuesday evening								
BARS AND LOUNGES		Please anticipate heavy usage Monday and Tuesday evening								
ELLIOTT ASTER		No Reservations								
OUTLET RESERVATIONS		OUTLET RESERVATIONS								
DATE	TIME	NAME OF OUTLET	NO. OF GUESTS	CONTACT	BILLING					
1/25/2026	7PM	Paul's Landing	7	Jackie Stone	Master					
NOTES/VOUCHERS DATE										
Counts towards F&B min per concession										
BILLING INSTRUCTIONS										
CHARGES				MASTER ACCOUNT	GUEST TO PAY					
ROOM AND TAX				STAFF ROOM	XXX					
RESORT FEE \$24					XXX					
PARKING					XXX					
\$34.00 DAILY VALET PARKING										
\$50.00 OVERNIGHT VALET PARKING					XXX					
HOUSEKEEPING GRATUITIES					XXX					
BELLMAN GRATUITIES					XXX					
GUEST ROOM DELIVERIES				XXX						
BELLMAN ROOM DELIVERIES: \$6.00 PER ROOM (ONE WAY)										
\$10.00 PER ROOM (ROUND TRIP)										
BOX HANDLING: \$5.00 PER BOX (FIRST 5 ARE COMPLIMENTARY)										

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Event Resume

BILLING INSTRUCTIONS

CHARGES	MASTER ACCOUNT	GUEST TO PAY
INTERNET IN GUEST ROOM		XXX
RETAIL SHOP CHARGES		XXX
ROOM SERVICE CHARGES		XXX
F&B OUTLETS CHARGES		XXX
ENGINEERING CHARGES		XXX
HOUSEKEEPING MISCELLANEOUS CHARGES		XXX
TELEPHONE CHARGES		XXX
LAUNDRY CHARGES		XXX
SPA/FITNESS CENTER CHARGES		XXX
TENNIS CHARGES		XXX
GOLF CHARGES		XXX
MARINA CHARGES		XXX
TRANSPORTATION CHARGES		XXX
BANQUET EVENT FUNCTIONS	XXX	
ENCORE- AUDIO/VISUAL EQUIPMENT & SERVICES	XXX	

BILLING EXCEPTIONS/COMMENTS

ROOM AND TAX FOR ONE NIGHT FOR THE FOLLOWING GUESTS TO BE CHARGED TO THE GROUP MASTER ACCOUNT:			
• JAY BAER	• BERNIE BAUMOHL	• G ALEX BERNHARDT	• FRANCO BIANCHI
• REBECCA BOENICK	• JIM CARROLL	• WILSON CHOW	• PAUL CLEARY
• RYAN ESTIS	• JULIO HIRSCHFELD	• BRIAN KRENKE	• MARC LANGELAND
• JOHN MICHAEL	• SUSAN PILATO	• JANET POGUE	• MEGHAN SHERWIN
• MIKE WAGNER	• CRYSTAL WASHINGTON	•	•
ALL CHARGES FOR THE FOLLOWING GUESTS TO BE CHARGED TO THE GROUP MASTER ACCOUNT:			
•	•	•	•
ALL CHARGES FOR THE FOLLOWING GUESTS TO BE CHARGED TO THEIR INDIVIDUAL GUEST FOLIO:			
•	•	•	•
AUTHORIZED SIGNATURES			
• JACKIE STONE	• ANDREW KOTMAN	•	•

COMPLIMENTARY ACCOMMODATIONS

The hotel is pleased to provide one (1) complimentary room night for every forty-five (45) fully paid guest rooms occupied
Complimentary units to be applied in the form of a credit to the Master Account at the end of the program

COMMISSIONS					
Group Room Rates are commissionable to designated agency(ies) at 7.0000%					
AGENCY	ADDRESS	CITY	STATE	ZIP	IATA
Destination Consultants					23502452

FINANCE/FINAL INVOICE	
BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account #1: 26059

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Event Resume

FINANCE/FINAL INVOICE

BILLING INSTRUCTIONS	No special requests
BILLING CONTACT:	Deirdre Jimenez
TITLE:	Executive Director
BILLING ADDRESS:	678 Front Ave NW Ste 150 Grand Rapids, MI 49504
PHONE:	
EMAIL:	djimenez@bisma.org
ATTRITION	Contracted and final room pick up will be compared upon the conclusion of the program. Based on current room block pick up, attrition charges are not expected

EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
1/25/2026	Sun	12:00 PM	11:59 PM	Staff Office	10	Sawyer
1/26/2026	Mon	12:00 AM	11:59 PM	Storage	10	Sawyer
1/26/2026	Mon	6:00 AM	4:00 PM	Reception/Dinner Set Up	187	Vinoy Grand Ballroom/Foyer
1/26/2026	Mon	6:00 AM	11:59 PM	Registration Desk	2	Palm Court Foyer
1/26/2026	Mon	6:00 AM	11:59 PM	General Session Set Up	180	Royal 123AB/Center Court
1/26/2026	Mon	7:00 AM	11:59 PM	Member Testimonial Room	1	Stella
1/26/2026	Mon	6:00 PM	9:30 PM	Welcome Reception and Networking Dinner	187	Vinoy Grand Ballroom/Foyer
1/27/2026	Tue	12:00 AM	11:59 PM	Storage	10	Sawyer
1/27/2026	Tue	6:00 AM	11:59 PM	Registration Desk	2	Palm Court Foyer
1/27/2026	Tue	7:30 AM	9:00 AM	Meal Room	165	Majestic 123AB
1/27/2026	Tue	7:30 AM	9:00 AM	Breakfast Buffet	165	Palm Court Foyer
1/27/2026	Tue	8:00 AM	4:00 PM	General Session	180	Royal 123AB/Center Court
1/27/2026	Tue	10:30 AM	11:00 AM	Coffee Break	165	Palm Court Foyer
1/27/2026	Tue	12:00 PM	1:30 PM	Lunch Buffet	165	Bayview Terrace
1/27/2026	Tue	2:30 PM	3:00 PM	Coffee Break	165	Palm Court Foyer
1/27/2026	Tue	5:30 PM	7:00 PM	Happy Hour	165	Tea Garden and Lawn
1/27/2026	Tue	7:00 PM	9:00 PM	Dinner on Own	165	
1/27/2026	Tue	7:00 PM	9:00 PM	Board Dinner	24	Freds Interior/Freds Exterior
1/28/2026	Wed	12:00 AM	5:00 PM	Storage	10	Sawyer
1/28/2026	Wed	6:00 AM	11:59 PM	Registration Desk	2	Palm Court Foyer
1/28/2026	Wed	7:30 AM	9:00 AM	Breakfast Buffet	150	Majestic 123AB
1/28/2026	Wed	9:00 AM	12:00 PM	General Session	180	Royal 123AB/Center Court
1/28/2026	Wed	10:15 AM	10:45 AM	Coffee Break	150	Palm Court Foyer
1/28/2026	Wed	12:00 PM	3:30 PM	Board Working Lunch	18	Mirror Lake AB

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EVENT RESUME

	DATE:	JANUARY 20, 2026
	MASTER ACCOUNT NUMBER:	54290
	EVENTS MANAGER:	JESSICA JOHNSON
	SALES MANAGER:	CHRIS LISKA

ORGANIZATION:	ORO Events Co.
NAME OF EVENT:	Lauren's Baby Shower
ONSITE CONTACT:	Aleana Conroy (ORO Events)
GROUP PROFILE:	Lauren and Peter will be welcoming their closest friends and family to celebrate their new addition to their family.
MAIN ARRIVAL DATE:	Sunday, 01/25/26
MAIN DEPARTURE DATE:	Sunday, 01/25/26
KEYS TO SUCCESS/EVENT HOT BUTTONS	
<ul style="list-style-type: none"> • PRIVACY PRIVACY PRIVACY!! • No Photo's in the space she is in. • Associate professionalism. 	

VIPS

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Peter & Lauren Bendix	-	Saturday, 1/24/26	MSTE	Sunday, 1/25/26 Please offer a later departure if available.	Custom Amenity (Charging Events, 23)

ARRIVALS / FRONT OFFICE	
ARRIVAL METHOD	[100] % Drive in [0]% Fly in
ARRIVAL TIME	Staggered individual arrivals. Please expect heavy arrivals around 10:30am.
DEPARTURES	Staggered Individual departures Please expect heavy departures around 1:00pm - 1:30pm.

BELL SERVICES/GUEST SERVICES/VALET PARKING	
GUEST SERVICES	Anything GXP related
VALET SERVICES	Overnight: \$50, Daily: \$34 → Bill to Master Account. Please have valet stickers ready for EM to pick up on Sunday, 1/25 morning.

HOUSEKEEPING	
ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion
SPECIAL REQUESTS	No special requests at this time
ENGINEERING	
SPECIAL NEEDS	No special requests at this time
OUTDOOR EVENTS	Please note outdoor events on Function Agenda and adjust irrigation accordingly



EVENT RESUME

LOSS PREVENTION		
ADDITIONAL SECURITY	No special requests at this time Additional security post to be provided at \$65.00 per hour - No security Services at this time, Jessica to send a follow up to Safety and Security separately about group sensitivity.	
PACKAGE HANDLING	Package handling fee \$5.00 per box. First (5) are complimentary Please do no plan of anything being shipped in for this event.	
CONFERENCE CONCIERGE		
SHIPPING	Incoming boxes will be accepted no earlier than three days prior to the first event.	
OUTGOING PACKAGES	Security to work with Jessica on outgoing packages.	
RESTAURANTS/ROOM SERVICE AND BARS		
RESTAURANTS	Please anticipate light usage	
ROOM SERVICE	Please anticipate light usage	
BARS AND LOUNGES	Please anticipate light usage	
BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
PARKING \$34.00 DAILY VALET PARKING	X	
\$50.00 OVERNIGHT VALET PARKING		X
HOUSEKEEPING GRATUITIES		X
BELLMAN GRATUITIES		X
BANQUET EVENT FUNCTIONS	X	
AUDIO/VISUAL EQUIPMENT & COMMUNICATION CHARGES	X	
BILLING EXCEPTIONS/COMMENTS		
AUTHORIZED SIGNATURES		
<ul style="list-style-type: none"> Peter and Lauren Bendix 		
FINANCE/FINAL INVOICE		
BILL REVIEW	A billing review has not been requested	
BILLING INSTRUCTIONS	No special requests at this time	
BILLING CONTACT:	Aleana Conroy	
TITLE:	Event Planner	
PHONE:	(813) 240-3262	
EMAIL:	oroeventco@gmail.com	

EVENT AGENDA:

Day	Date	Start Time	End Time	Function Space	Function Type	Post As/Signage	Expected
Sun	1/25/2026	6:00 AM	10:30 AM	Freds Interior/Freds Exterior	Set Up	Set Up	1
Sun	1/25/2026	10:30 AM	1:00 PM	Freds Interior/Freds Exterior	Brunch	Baby Shower	68

Event Resume

	DATE:	JANUARY 20, 2026
	MASTER ACCOUNT NUMBER:	43849
	GROUP CODE:	HESC
	EVENTS MANAGER:	JESSICA JOHNSON
	SALES MANAGER:	SEAN McGOWAN

ORGANIZATION:	HealthEdge Software
NAME OF MEETING:	HealthEdge Software 2026 Sales Kickoff
ONSITE CONTACT:	Janice Grenda
GROUP PROFILE:	HealthEdge® was founded in 2005 to deliver a next-generation Core Administrative Processing System one that would not only increase accuracy and efficiency but also enable health plans to innovate and bring new lines of business to market swiftly. Today, the HealthEdge solution suite is comprised of 5 solutions and Global Professional Services; HealthRules Payer, HealthEdge Source, HealthEdge Provider Data Management, GuidingCare & Wellframe.
MAIN ARRIVAL DATE:	Wednesday, 1/28/26
MAIN DEPARTURE DATE:	Saturday, 1/31/26
PRE-CONFERENCE MEETING:	A pre-conference meeting was not requested
POST-CONFERENCE MEETING:	A post conference meeting was not requested

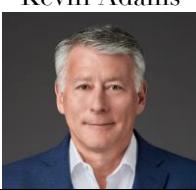
KEYS TO SUCCESS/EVENT HOT BUTTONS

- Do Not Ask for a Credit Card, All Charges are to the master account 100% confirmed by client.
- Flawless Arrival Experience, would like an easy quick check-in.
- Client would like to guarantee all no-shows. Please check-in all guests at the end of the evening.
- Flow of Meeting Space and Breakouts.

MEETING PLANNER

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Janice Grenda 	Executive Assistant	Wednesday, 1/28/26	Really would love a King bed please overlooking the Marina	Saturday, 1/31/26	TBD (Charge Events, 23)

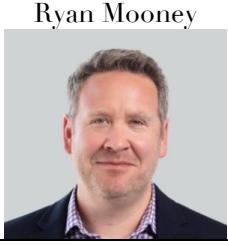
VIPS

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Chris Conte 	Chief Revenue Officer	Monday, 1/26/26 ~ 6pm	Studio Suite	Friday, 1/30/26	TBD (Charge Sales, 47) Comp per contract
Kevin Adams 	CEO	Monday, 1/26/26 ~ 5pm	Studio Suite	Friday, 1/30/26	N/A

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Event Resume

Laura Hancock 	Chief Customer Officer	Monday, 1/26/26 ~ 5pm	Historic Bayview King	Friday, 1/30/26	N/A
Heather Bender 	Chief People Officer	Monday, 1/26/26	Historic Bayview King	Friday, 1/30/26	N/A
Raj Sundar 	Chief Strategy Officer	Monday, 1/26/26	Historic Bayview King	Friday, 1/30/26	N/A
Matt McLaughlin 	CFO	Monday, 1/26/26	Studio Suite	Friday, 1/30/26	N/A
Rob Duffy 	Chief Technology Officer	Monday, 1/26/26 ~ 9:30pm	ROH	Friday, 1/30/26	N/A
Rob Hillman 	Chief Delivery Officer	Monday, 1/26/26 ~ 11:15pm	ROH	Friday, 1/30/26	N/A
Ryan Mooney 	Chief Product Officer	Monday, 1/26/26 ~ 10:00pm	ROH	Friday, 1/30/26	N/A

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Event Resume

CONCESSIONS

- Resort Fee Reduced to \$20.00, plus tax (regularly \$40) for group.
- Group will be entitled to one (1) complimentary room night for every forty-five (45) revenue generating rooms nights occupied on a cumulative basis. Complimentary room must be utilized during the event and will be credited to the master account.
- 20% discount on AV equipment when in-house provider is utilized exclusively.
- 10% discount on published catering menus, provided that the menu selections are received 30-days prior to the groups peak arrival date; minimum revenue requirement must be achieved once discount has been applied, excludes tax and service charge, not applicable towards custom menu pricing.
- 10% discount on Vinoy spa products and services.
- Complimentary use of Hotel's Standard Inventory of Banquet equipment including but not limited to: Staging, Easels, Podiums, Water Stations, Pens, & Note Cards.
- Complimentary Meeting and Events Space rental with minimum banquet food & beverage spend achieved.
- Complimentary Shipping and receiving for up to (5) packages of conference material (excluding pallets and/or shipments for vendor/exhibitors.)
- Five (5) Complimentary Chef's Choice of Welcome Amenity
- Three (3) room upgrades to Historic Corner Studio Suites at the group rate as outlined in the contract.
- Three (3) room upgrades to historic 1 King Bayviews at the groups rate as outlined in the contract.
- Standard Valet pricing of \$45 overnight/\$34 day-parking reduced to \$25 overnight/\$15 day-parking. Rates are exclusive of tax.
- Complimentary dry snacks and non-alcoholic beverages in the meeting planner office refreshed daily for up to five (5) people.
- 1-hour complimentary beer and wine cocktail reception with 2 passed hors d'oeuvres. To be used during the event and no cash value if not utilized.
- (1) Complimentary Vinoy Spritzer to be served to the group at Veranda bar on peak arrival day. To be used during the event and no cash value if not utilized. (Ref GOCRN25)
- In addition to the Marriott Bonvoy Events points identified in the Loyalty Program, the hotel has elected to award double additional points. Any bonus points are exclusive of any global promotions. All Marriott Bonvoy Terms and Conditions apply, and the number of points or miles to be awarded shall be determined pursuant to the Marriott Bonvoy Terms and Conditions as in effect at the time of award,

GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
01/26/26	Monday	Attendee	12	15
01/27/26	Tuesday	Attendee	12	20
01/28/26	Wednesday	Attendee	110	119
01/29/26	Thursday	Attendee	110	117
01/30/26	Friday	Attendee	1	3
		Overall Room Block Total	245	274

RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendee	Monday, 01/26/26	Thursday, 01/29/26	Historic 1 King Bayview	Single	\$339.00
Attendee	Monday, 01/26/26	Saturday, 01/31/26	Run Of House	Single	\$339.00
Attendee	Wednesday,	Thursday,	Historic Corner	Single	\$339.00

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Event Resume

	01/28/26	01/29/26	Studio Suite	
--	----------	----------	--------------	--

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

RESORT FEE \$20	A daily resort fee of \$20 plus tax per night will be added to each individual room. Amenities are for two (2) people per room, per stay <ul style="list-style-type: none"> ❖ Daily enhanced high-speed internet access ❖ Access to Wellness Classes: One hour, 2 persons, per day ❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day ❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing ❖ E-Bike rentals: (2) one-hour rentals per day, based on availability. ❖ Two (2) St. Petersburg History Museum tickets per stay
NO WALK CLAUSE	Not included in the contract.
ARRIVAL METHOD	[5] % Drive in [95] % Fly in
ARRIVAL TIME	Staggered individual arrivals
EARLY CHECK INS	Guests arriving before 4:00PM check in will be accommodated based on room and type availability.
VIP ROOMS	Please pre-register all VIPs for a flawless arrival experience.
DEPARTURES	Staggered Individual departures
EARLY DEPARTURE	Included in the contract. Please have any early departures charged to the master account.
LATE CHECK OUTS	No special requests at this time
CONFIDENTIAL RATES	Guestroom rates are confidential. Please suppress rates.

FITNESS/SPA

ANTICIPATED TRAFFIC	Please anticipate moderate usage
	No special requests at this time

GUEST SERVICES/VALET PARKING/TRANSPORTATION

VALET PARKING	Overnight: \$25, Daily: \$15 → Bill to Master Account
BELL SERVICES	A luggage pull is not scheduled.

HOUSEKEEPING

ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion
SPECIAL REQUESTS	No special requests at this time
ENGINEERING	
SPECIAL NEEDS	No special requests at this time
OUTDOOR EVENTS	Please note outdoor events on Function Agenda and adjust irrigation accordingly

LOSS PREVENTION

ADDITIONAL SECURITY	No special requests at this time			
RE-KEY MEETING ROOM				
DATE	TIME	LOCATION	NO. OF KEYS	NOTES

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Event Resume

LOSS PREVENTION

Tuesday, 01/27	8am on Tuesday	Hazel	2	
Friday, 01/30	12pm on Friday 1/30			

CONFERENCE CONCIERGE

SHIPPING	Incoming boxes will be accepted no earlier than three days prior to the first event.
PACKAGE HANDLING	Package handling fee \$5.00 per box. First (5) are complimentary Please deliver all incoming packages to Hazel between 12pm-3pm on Tuesday, 1/27. Please only expect one or two packages. \$65.00 per hour labor fee may apply for oversized shipments
OUTGOING PACKAGES	No special requests at this time

AUDIO VISUAL

EVENT REQUIREMENTS	Please refer to the Banquet Event Orders		
SPECIAL INSTRUCTIONS	No special requests at this time		
PRODUCTION COMPANY			
COMPANY NAME	CONTACT NAME	PHONE	NOTES
Encore	Momchil		

RESTAURANTS/ROOM SERVICE AND BARS

RESTAURANTS	Please anticipate moderate usage
ROOM SERVICE	Please anticipate moderate usage
BARS AND LOUNGES	Please anticipate moderate usage

BILLING INSTRUCTIONS

CHARGES	MASTER ACCOUNT	GUEST TO PAY
ROOM AND TAX	X	
RESORT FEE \$20	X	
PARKING	X	
\$15.00 DAILY VALET PARKING		
\$25.00 OVERNIGHT VALET PARKING	X	
HOUSEKEEPING GRATUITIES	X	
BELLMAN GRATUITIES	X	
GUEST ROOM DELIVERIES		
BELLMAN ROOM DELIVERIES: \$6.00 PER ROOM (ONE WAY)		
\$10.00 PER ROOM (ROUND TRIP)	X	
BOX HANDLING: \$5.00 PER BOX (FIRST 5 ARE COMPLIMENTARY)		
INTERNET IN GUEST ROOM	X	
RETAIL SHOP CHARGES	X	
ROOM SERVICE CHARGES	X	
F&B OUTLETS CHARGES	X	
ENGINEERING CHARGES	X	
HOUSEKEEPING MISCELLANEOUS CHARGES	X	
TELEPHONE CHARGES	X	
LAUNDRY CHARGES	X	
SPA/FITNESS CENTER CHARGES	X	
TENNIS CHARGES	X	

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Event Resume

BILLING INSTRUCTIONS

CHARGES	MASTER ACCOUNT	GUEST TO PAY
GOLF CHARGES	X	
MARINA CHARGES	X	
TRANSPORTATION CHARGES	X	
BANQUET EVENT FUNCTIONS	X	
ENCORE- AUDIO/VISUAL EQUIPMENT & SERVICES	X	

COMPLIMENTARY ACCOMMODATIONS

The hotel is pleased to provide one (1) complimentary room night for every forty-five (45) fully paid guest rooms occupied

Complimentary units to be applied in the form of a credit to the Master Account at the end of the program

FINANCE/FINAL INVOICE

MASTER ACCOUNTS	Master Account #1: Room and Tax
	Master Account #2: Banquet Food and Beverage
	Master Account #3: Audio/Visual
	Master Account#4: Miscellaneous Charges
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Janice Grenda
TITLE:	Executive Assistant
BILLING ADDRESS:	30 Corporate Drive Ste 150, Burlington MA 01803
PHONE:	978-987-7663
EMAIL:	jgrenda@healthedge.com
ATTRITION	Contracted and final room pick up will be compared upon the conclusion of the program. Based on current room block pick up, attrition charges are/are not expected

EVENT AGENDA:

Day	Date	Start Time	End Time	Function Space	Function Type	Post As/Signage	Expected
Tue	1/27/2026	8:00 AM	5:00 PM	Polywog	Board Meeting	ELT/PEBL session	14
Tue	1/27/2026	8:30 AM	9:00 AM	Polywog	Breakfast Buffet	Breakfast	13
Tue	1/27/2026	9:00 AM	5:00 PM	Polywog	Beverage Service	Beverage Service	13
Tue	1/27/2026	10:30 AM	11:00 AM	Polywog	Refreshment Service	Refreshment Service	13
Tue	1/27/2026	12:30 PM	1:30 PM	Polywog	Lunch Buffet	Lunch Buffet	13
Tue	1/27/2026	3:00 PM	3:30 PM	Polywog	Refreshment Service	Refreshment Service	13
Tue	1/27/2026	8:00 AM	5:00 PM	Taylor	Board Meeting	Board Meeting	12
Tue	1/27/2026	8:00 AM	11:59 PM	Hazel	Office	Office	5
Wed	1/28/2026	8:00 AM	3:00 PM	Taylor	Board Meeting	ELT Meeting	12

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Event Resume

Wed	1/28/2026	8:30 AM	9:00 AM	Taylor	Continental Breakfast	Continental Breakfast	12
Wed	1/28/2026	9:00 AM	3:00 PM	Taylor	Beverage Service	Beverage Service	12
Wed	1/28/2026	10:30 AM	11:00 AM	Taylor	Refreshment Service	Morning Break	12
Wed	1/28/2026	12:00 PM	1:00 PM	Taylor	Lunch Buffet	Lunch Buffet	12
Wed	1/28/2026	2:00 PM	2:30 PM	Taylor	Refreshment Service	Afternoon Break	12
Wed	1/28/2026	8:00 AM	4:00 PM	Polywog	Meeting	Meeting	10
Wed	1/28/2026	8:00 AM	11:59 PM	Hazel	Office	Office	5
Wed	1/28/2026	1:00 PM	5:00 PM	Majestic 123AB	Set Up	Set Up	120
Wed	1/28/2026	6:00 PM	9:00 PM	Mezzanine/Marina Terrace	Dinner Buffet	Welcome Dinner	119
Thu	1/29/2026	7:30 AM	8:30 AM	Royal 123AB	Breakfast Buffet	Breakfast Buffet	120
Thu	1/29/2026	8:00 AM	4:00 PM	Fred's Interior	Breakout	Breakout	20
Thu	1/29/2026	8:00 AM	5:00 PM	Center Court	Breakout	Breakout	20
Thu	1/29/2026	8:00 AM	5:00 PM	McNichol/Mona	Breakout	Breakout	20
Thu	1/29/2026	8:00 AM	5:00 PM	Majestic 123AB	Meeting	Meeting	120
Thu	1/29/2026	8:00 AM	5:00 PM	Majestic 123AB	Beverage Service	Beverage Service	120
Thu	1/29/2026	8:00 AM	5:00 PM	Bemy/Bland	Breakout	Breakout	20
Thu	1/29/2026	8:00 AM	11:59 PM	Hazel	Office	Office	5
Thu	1/29/2026	10:30 AM	11:00 AM	Palm Court Foyer	Refreshment Service	Morning Break	120
Thu	1/29/2026	12:15 PM	1:15 PM	Royal 123AB	Lunch Buffet	Lunch Buffet	120
Thu	1/29/2026	3:00 PM	3:30 PM	Palm Court Foyer	Refreshment Service	Afternoon Break	120
Thu	1/29/2026	4:00 PM	6:00 PM	Vinoy Grand Ballroom/Foyer	Set Up	Set Up; Dinner	1
Thu	1/29/2026	6:00 PM	10:00 PM	Vinoy Grand Ballroom/Foyer	Dinner Buffet	Dinner	120
Fri	1/30/2026	7:30 AM	8:30 AM	Royal 123AB	Breakfast Buffet	Breakfast Buffet	120
Fri	1/30/2026	8:00 AM	12:00 PM	Hazel	Office	Office	5
Fri	1/30/2026	8:00 AM	5:00 PM	Center Court	Breakout	Breakout	20
Fri	1/30/2026	8:00 AM	5:00 PM	Bemy/Bland	Breakout	Breakout	20
Fri	1/30/2026	8:00 AM	5:00 PM	Mirror Lake ABC	Breakout	Breakout	50
Fri	1/30/2026	8:30 AM	12:00 PM	Majestic 123AB	Meeting	Meeting	120
Fri	1/30/2026	8:30 AM	12:00 PM	Majestic 123AB	Beverage Service	Beverage Service	120
Fri	1/30/2026	10:00 AM	10:30 AM	Palm Court Foyer	Refreshment Service	Morning Break	120

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EVENT RESUME

DATE:	JANUARY 20, 2026
MASTER ACCOUNT NUMBER:	39397
GROUP CODE:	ALN
EVENTS MANAGER:	CHELSEA DAHLSTROM
SALES MANAGER:	SHAHAB KHALILAHMADI
SENIOR RESERVATIONS SPECIALIST:	YAHWEH BEN YAHWEH

ORGANIZATION:	Alnylam Pharmaceuticals									
NAME OF MEETING:	Alnylam Pharmaceuticals USTTR Leadership Team Off-Site									
ONSITE CONTACT:	Linda George									
GROUP PROFILE:	Alnylam Pharmaceuticals, Inc. is an American biopharmaceutical company focused on the discovery, development and commercialization of RNA interference (RNAi) therapeutics for genetically defined diseases. The company was founded in 2002 and is headquartered in Cambridge, Massachusetts. In 2016, Forbes included the company on its "100 Most Innovative Growth Companies" list.									
MAIN ARRIVAL DATE:	01/26/2026									
MAIN DEPARTURE DATE:	01/29/2026									
PRE-CONFERENCE MEETING:	A pre-conference meeting was not requested									
POST-CONFERENCE MEETING:	A post conference meeting was not requested									
KEYS TO SUCCESS/EVENT HOT BUTTONS										
<ul style="list-style-type: none">Arrival/Departure Experience										
MEETING PLANNER										
NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY					
Linda George	Executive Assistant	01/25/2026	Run of House ROH	01/29/2026	Petite Fruit Bowl (2) Sparkling Waters Card from Chelsea					
CONCESSIONS										
<ul style="list-style-type: none">Group rate honored three (3) days pre and post event dates, based on standard group room availability10% discount on published banquet menu pricing, if food and beverage minimum was met10% discount on audio visual when using in house audio visual provider (excluding tax and service charge)Complimentary basic tier wireless internet in the meeting spaceComplimentary enhanced wireless internet in the guestroomsReduced mandatory resort fee of \$24.00										

GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
01/25/2026	1	Attendees	0	1
01/26/2026	2	Attendees	3	3
01/27/2026	3	Attendees	13	13
01/28/2026	4	Attendees	13	13
		Overall Room Block Total	29	30

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EVENT RESUME

RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	01/26/2026	01/29/2026	Run of House ROH	Single	\$449.00

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

RESORT FEE \$24	A daily resort fee of \$24 plus tax per night will be added to each individual room. Amenities are for two (2) people per room, per stay <ul style="list-style-type: none">❖ Daily enhanced high-speed internet access❖ Access to Wellness Classes: One hour, 2 persons, per day❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing❖ E-Bike rentals: (2) one-hour rentals per day, based on availability.❖ Two (2) St. Petersburg History Museum tickets per stay
NO WALK CLAUSE	Included in the contract.
ARRIVAL METHOD	[40] % Drive in [60] % Fly in
ARRIVAL TIME	Staggered individual arrivals
EARLY CHECK INS	Guests arriving before 4:00PM check in will be accommodated based on room and type availability.
	Shuttle service has not been provided
DEPARTURES	Staggered Individual departures
EARLY DEPARTURE	Included in the contract.
LATE CHECK OUTS	No special requests at this time
CONFIDENTIAL RATES	Guestroom rates are not confidential.

COMMUNICATION / INTERNET

PHONE CALLS / MESSAGES / FAX	Please deliver all messages for individual guests to their guest room
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FITNESS/SPA

ANTICIPATED TRAFFIC	Please anticipate light usage
	No special requests at this time

CONCIERGE

CONCIERGES	Please anticipate light usage
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GUEST SERVICES/VALET PARKING/TRANSPORTATION

GUEST SERVICES	GXP?
VALET PARKING	ADD pricing from contract, concessions, flow and who is paying for it Overnight: \$50, Daily: \$34 → Bill to EPO
BELL SERVICES	A luggage pull is not scheduled.

HOUSEKEEPING

ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion
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EVENT RESUME

HOUSEKEEPING	
SPECIAL REQUESTS	No special requests at this time
ENGINEERING	
SPECIAL NEEDS	No special requests at this time
OUTDOOR EVENTS	Please note outdoor events on Function Agenda and adjust irrigation accordingly

LOSS PREVENTION	
ADDITIONAL SECURITY	No special requests at this time
	Additional security post to be provided at \$65.00 per hour

CONFERENCE CONCIERGE	
SHIPPING	Incoming boxes will be accepted no earlier than three days prior to the first event. [Note any freight or loading dock usage]
PACKAGE HANDLING	Package handling fee \$5.00 per box. First (5) are complimentary Please deliver all incoming packages to Willow at 8AM on Tuesday, 01/27/2026 \$65.00 per hour labor fee may apply for oversized shipments
OUTGOING PACKAGES	No special requests at this time

AUDIO VISUAL	
EVENT REQUIREMENTS	Please refer to the Banquet Event Orders
SPECIAL INSTRUCTIONS	No special requests at this time

RESTAURANTS/ROOM SERVICE AND BARS	
RESTAURANTS	Please anticipate light usage
ROOM SERVICE	Please anticipate light usage
BARS AND LOUNGES	Please anticipate light usage

BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
ROOM AND TAX		XXX
RESORT FEE \$24		XXX
PARKING		XXX
\$34.00 DAILY VALET PARKING		
\$50.00 OVERNIGHT VALET PARKING		XXX
HOUSEKEEPING GRATUITIES		XXX
BELLMAN GRATUITIES		XXX
GUEST ROOM DELIVERIES		XXX
BELLMAN ROOM DELIVERIES: \$6.00 PER ROOM (ONE WAY)		
\$10.00 PER ROOM (ROUND TRIP)		
BOX HANDLING: \$5.00 PER BOX (FIRST 5 ARE COMPLIMENTARY)		
INTERNET IN GUEST ROOM		XXX
RETAIL SHOP CHARGES		XXX
ROOM SERVICE CHARGES		XXX
F&B OUTLETS CHARGES		XXX
ENGINEERING CHARGES		XXX
HOUSEKEEPING MISCELLANEOUS CHARGES		XXX

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EVENT RESUME

BILLING INSTRUCTIONS		MASTER ACCOUNT	GUEST TO PAY
CHARGES			
TELEPHONE CHARGES			XXX
LAUNDRY CHARGES			XXX
SPA/FITNESS CENTER CHARGES			XXX
TENNIS CHARGES			XXX
GOLF CHARGES			XXX
MARINA CHARGES			XXX
TRANSPORTATION CHARGES			XXX
BANQUET EVENT FUNCTIONS		XXX	
ENCORE- AUDIO/VISUAL EQUIPMENT & SERVICES		XXX	

BILLING EXCEPTIONS/COMMENTS					
AUTHORIZED SIGNATURES					
• LINDA GEORGE	•	•	•	•	

COMMISSIONS					
Group Room Rates are commissionable to designated agency(ies) at 7.0000%					
AGENCY	ADDRESS	CITY	STATE	ZIP	IATA
ITA Group, Incorporated					16708661

FINANCE/FINAL INVOICE	
BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account # 39397
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Linda George
TITLE:	Executive Assistant
EMAIL:	lgeorge@alnlylam.com
ATTRITION	Contracted and final room pick up will be compared upon the conclusion of the program. Based on current room block pick up, attrition charges are not expected

EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
1/27/2026	Tue	12:00:00 PM	11:59:00 PM	Meeting	15	Willow
1/27/2026	Tue	1:00:00 PM	3:00:00 PM	Box Lunch	25	
1/28/2026	Wed	6:00:00 AM	11:59:00 PM	Meeting	15	Willow
1/28/2026	Wed	8:00:00 AM	9:00:00 AM	Breakfast	15	
1/28/2026	Wed	12:00:00 PM	1:00:00 PM	Lunch Buffet	15	
1/28/2026	Wed	2:00:00 PM	2:30:00 PM	Coffee Break	15	
1/29/2026	Thu	6:00:00 AM	5:00:00 PM	Meeting	15	Willow
1/29/2026	Thu	7:00:00 AM	8:00:00 AM	Breakfast	15	
1/29/2026	Thu	11:00:00 AM	12:00:00 PM	Box Lunch	15	

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EVENT RESUME

AB Furniture Manufacturers Roundtable	DATE:	JANUARY 18, 2026
	MASTER ACCOUNT NUMBER:	21014
	GROUP CODE:	N/A
	EVENTS MANAGER:	JENNIFER SINGSON
	SALES MANAGER:	JACKELYN CARBONELL

ORGANIZATION:	AB Partners									
NAME OF MEETING:	Independent Furniture Manufacturers Roundtable									
ONSITE CONTACT:	Robert "Bob" Bockheim (616) 292 -7343									
GROUP PROFILE:	<p>1-Day Meeting in Mirror Lake CD.</p> <p>The group is made up of 12 privately held furniture manufacturers. They meet twice a year to review market trends and provide business updates.</p>									
MAIN ARRIVAL DATE:	1/26/26									
MAIN DEPARTURE DATE:	1/27/26									
PRE-CONFERENCE MEETING:	A pre-conference meeting was not requested									
POST-CONFERENCE MEETING:	A post conference meeting was not requested									
KEYS TO SUCCESS/EVENT HOT BUTTONS										
<ul style="list-style-type: none">Meeting Room Set-Up										
MEETING PLANNER										
NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY					
Robert Bockheim	Partner	1/23/26	ROH	1/29/26	LTS Amenity already scheduled					
CONCESSIONS										
<ul style="list-style-type: none">Discounted meeting room rental with a met F&B minimum of \$4,000.00 (excluding labor fees, premium space rental, taxes and service charges).15% Discount on 2026 published audio-visual equipment & WIFI pricing (exclusive of rigging, power, labor, internet, taxes and service fees) with exclusive use of in-house provider.Double Bonvoy Points if signed by July 28, 2025.										

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)	
ARRIVAL METHOD	[100] % Fly in
ARRIVAL TIME	Staggered individual arrivals
TRANSPORTATION COMPANY	Guests are on own for all arrival and departure transportation – no manifest.
EARLY CHECK INS	Guests arriving before 4:00PM check in will be accommodated based on room and type availability.
DEPARTURES	Staggered Individual departures

FITNESS/SPA	
ANTICIPATED TRAFFIC	Please anticipate light usage
	No special requests at this time

CONCIERGE	
CONCIERGES	Please anticipate light usage

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EVENT RESUME

GUEST SERVICES/VALET PARKING/TRANSPORTATION			
GUEST SERVICES	See VIP Grid		
VALET PARKING	Overnight: \$50, Daily: \$34 → Bill to EPO		
BELL SERVICES	A luggage pull is not scheduled.		
HOUSEKEEPING			
ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion		
SPECIAL REQUESTS	No special requests at this time		
ENGINEERING			
SPECIAL NEEDS	No special requests at this time		
OUTDOOR EVENTS	Please note outdoor events on Function Agenda and adjust irrigation accordingly		
LOSS PREVENTION			
ADDITIONAL SECURITY	No special requests at this time		
	Additional security post to be provided at \$65.00 per hour		
AUDIO VISUAL			
EVENT REQUIREMENTS	Please refer to the Banquet Event Orders		
SPECIAL INSTRUCTIONS	No special requests at this time		
RESTAURANTS/ROOM SERVICE AND BARS			
RESTAURANTS	Please anticipate light usage		
ROOM SERVICE	Please anticipate light usage		
BARS AND LOUNGES	Please anticipate light usage		
BILLING INSTRUCTIONS			
CHARGES	MASTER ACCOUNT	GUEST TO PAY	
ROOM AND TAX		XXX	
RESORT FEE \$40		XXX	
PARKING		XXX	
\$34.00 DAILY VALET PARKING		XXX	
\$50.00 OVERNIGHT VALET PARKING		XXX	
HOUSEKEEPING GRATUITIES		XXX	
BELLMAN GRATUITIES		XXX	
GUEST ROOM DELIVERIES BELLMAN ROOM DELIVERIES: \$6.00 PER ROOM (ONE WAY) \$10.00 PER ROOM (ROUND TRIP) BOX HANDLING: \$5.00 PER BOX (FIRST 5 ARE COMPLIMENTARY)	XXX		
INTERNET IN GUEST ROOM		XXX	
RETAIL SHOP CHARGES		XXX	
ROOM SERVICE CHARGES		XXX	
F&B OUTLETS CHARGES		XXX	
ENGINEERING CHARGES		XXX	
HOUSEKEEPING MISCELLANEOUS CHARGES		XXX	
TELEPHONE CHARGES		XXX	

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EVENT RESUME

BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
LAUNDRY CHARGES		XXX
SPA/FITNESS CENTER CHARGES		XXX
TENNIS CHARGES		XXX
GOLF CHARGES		XXX
MARINA CHARGES		XXX
TRANSPORTATION CHARGES		XXX
BANQUET EVENT FUNCTIONS	XXX	
ENCORE- AUDIO/VISUAL EQUIPMENT & SERVICES	XXX	

BILLING EXCEPTIONS/COMMENTS			
AUTHORIZED SIGNATURES			
• ROBERT BOCKHEIM	•	•	•

FINANCE/FINAL INVOICE	
BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account #: 21014
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Robert Bockheim
TITLE:	Partner
BILLING ADDRESS:	3151 Brentwood Drive SE, Grand Rapids, MI 49506-1904
PHONE:	(616) 292-7373
ATTRITION	Contracted and final room pick up will be compared upon the conclusion of the program. Based on current room block pick up, attrition charges are not expected

EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
1/26/26	Mon	7:45 AM	8:45 AM	Continental Breakfast	22	Mirror Lake CD
1/26/26	Mon	8:45 AM	5:00 PM	Meeting	22	Mirror Lake CD
1/26/26	Mon	11:45 AM	12:45 PM	Lunch	22	Mirror Lake CD

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EVENT RESUME

 <p>CAPTIVE RESOURCES. Insurance, reimaged.</p>	DATE:	JANUARY 15, 2026
	MASTER ACCOUNT NUMBER:	4004
	GROUP CODE:	CRC
	EVENTS MANAGER:	JENNIFER SINGSON
	SALES MANAGER:	MARINA PISANO

ORGANIZATION:	Captive Resources, LLC
NAME OF MEETING:	Captive Resources Boulder Executive Committee
ONSITE CONTACT:	Dan Hahn (630) 415-6236
GROUP PROFILE:	<p>As the leading consultant to group captives, Captive Resources helps entrepreneurial companies reimagine commercial insurance by becoming owners of their own insurance company rather than buyers of insurance policies.</p> <p>This is 1-day meeting in McNichol/Mona on Wednesday, January 28th</p>
MAIN ARRIVAL DATE:	1/26/26
MAIN DEPARTURE DATE:	1/28/26

KEYS TO SUCCESS/EVENT HOT BUTTONS

- Accuracy in billing for guest rooms
- Overall Experience
- “Quiet enjoyment” added on the contract – states that the hotel is responsible for ensuring that the group’s function space is free from outside distractions, disturbances, and interruptions.

MEETING PLANNER

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Kayla Pfeiffer	Meeting Planner				Not Staying on Property

CONCESSIONS

- Complimentary access to fitness center and indoor pool
- Guests will accrue frequent member status points (program points) when booking their room through the group block as they would if booking transient booking.
- Basic daily internet access in the sleeping rooms and meeting rooms is free to group attendees
- Complimentary meeting room rental
- 1 VIP amenity per 50 rooms
- 10% AV Discount
- 10% F&B Discount on published banquet pricing
- 5 complimentary boxes received, less than 50 lbs. per box
- Reduced/waived resort fee

GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
1/26/26	Mon	Attendees	2	10
1/27/26	Tue	Attendees	15	15
1/28/26	Wed	Attendees	2	0
Overall Room Block Total			19	25

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EVENT RESUME

RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	1/26/26	1/28/26	Run of House	Single	\$409.00

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

RESORT FEE WAIVED	A daily resort fee WAIVED plus tax per night will be added to each individual room. Amenities are for two (2) people per room, per stay <ul style="list-style-type: none"> ❖ Daily enhanced high-speed internet access ❖ Access to Wellness Classes: One hour, 2 persons, per day ❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day ❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing ❖ E-Bike rentals: (2) one-hour rentals per day, based on availability. ❖ Two (2) St. Petersburg History Museum tickets per stay
NO WALK CLAUSE	Included in the contract.
ARRIVAL METHOD	[100]% Fly in
ARRIVAL TIME	Staggered individual arrivals Guests are on own for all arrival and departure transportation – no manifest.
TRANSPORTATION COMPANY	Guests are on own for all arrival and departure transportation – no manifest.
EARLY CHECK INS	Guests arriving before 4:00PM check in will be accommodated based on room and type availability.
DEPARTURES	Staggered Individual departures
EARLY DEPARTURE	Included in the contract.
LATE CHECK OUTS	No special requests at this time
CONFIDENTIAL RATES	Guestroom rates are not confidential.

COMMUNICATION /INTERNET

PHONE CALLS / MESSAGES / FAX	Please deliver all messages for individual guests to their guest room
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FITNESS/SPA

ANTICIPATED TRAFFIC	Please anticipate light usage
	TBD Time – Spa Appointment for Tiffany Edwards 1/27– Service and Gratuity to Master

CONCIERGE

CONCIERGES	Please anticipate moderate usage
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RECREATIONAL ACTIVITIES/GOLF/TENNIS

DATE	TIME	ACTIVITY	COMPANY NAME	CONTACT NAME/PHONE	NO. OF GUESTS	NOTES
1/27/26	1:00pm 1:09pm 1:18pm 1:27pm	Golf – Tee Times for (3-4) Foursomes	Vinoy Golf Course	Dan Hanh (630) 415-6236	13	Kacey Keen to Request Transportation

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EVENT RESUME

GUEST SERVICES/VALET PARKING/TRANSPORTATION						
GUEST SERVICES	See VIP					
VALET PARKING	Overnight: \$50, Daily: \$34 → Bill to EPO					
BELL SERVICES	A luggage pull is not scheduled.					
HOUSEKEEPING						
ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion					
SPECIAL REQUESTS	No special requests at this time					
ENGINEERING						
SPECIAL NEEDS	No special requests at this time					
OUTDOOR EVENTS	Please note outdoor events on Function Agenda and adjust irrigation accordingly					
LOSS PREVENTION						
ADDITIONAL SECURITY	No special requests at this time					
	Additional security post to be provided at \$65.00 per hour					
AUDIO VISUAL						
EVENT REQUIREMENTS	Please refer to the Banquet Event Orders					
SPECIAL INSTRUCTIONS	No special requests at this time					
RESTAURANTS/ROOM SERVICE AND BARS						
RESTAURANTS	Please anticipate light usage					
ROOM SERVICE	Please anticipate light usage					
BARS AND LOUNGES	Please anticipate light usage					
OUTLET RESERVATIONS	OUTLET RESERVATIONS					
DATE	TIME	NAME OF OUTLET	NO. OF GUESTS	CONTACT	BILLING	NOTES/VOUCHERS DATE
1/27/26	6:30PM	Elliott Aster	16-20 guests	Danielle Tisdale	Paid by CC	
BILLING INSTRUCTIONS						
CHARGES				MASTER ACCOUNT	GUEST TO PAY	
ROOM AND TAX				SEE BELOW	SEE BELOW	
RESORT FEE				WAIVED	WAIVED	
PARKING					XXX	
\$34.00 DAILY VALET PARKING					XXX	
\$50.00 OVERNIGHT VALET PARKING					XXX	
HOUSEKEEPING GRATUITIES					XXX	
BELLMAN GRATUITIES					XXX	
GUEST ROOM DELIVERIES				XXX		
BELLMAN ROOM DELIVERIES: \$6.00 PER ROOM (ONE WAY)						
\$10.00 PER ROOM (ROUND TRIP)						
BOX HANDLING: \$5.00 PER BOX (FIRST 5 ARE COMPLIMENTARY)						
INTERNET IN GUEST ROOM					XXX	
RETAIL SHOP CHARGES					XXX	
ROOM SERVICE CHARGES					XXX	
F&B OUTLETS CHARGES					XXX	
ENGINEERING CHARGES					XXX	
HOUSEKEEPING MISCELLANEOUS CHARGES					XXX	

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EVENT RESUME

BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
TELEPHONE CHARGES		XXX
LAUNDRY CHARGES		XXX
SPA/FITNESS CENTER CHARGES		XXX
TENNIS CHARGES		XXX
GOLF CHARGES		XXX
MARINA CHARGES		XXX
TRANSPORTATION CHARGES		XXX
BANQUET EVENT FUNCTIONS	XXX	
ENCORE- AUDIO/VISUAL EQUIPMENT & SERVICES	XXX	

BILLING EXCEPTIONS/COMMENTS			
BELOW GUESTS ARE EPO BUT UPGRADE RATE OF \$100 WILL BE CHARGED TO MASTER			
• CHARLIE BANYAI	• DANIEL HAHN	• STEVE DALUGE	• GRAHAM VANDERHEIDE
SRT FOR THE FOLLOWING GUESTS TO BE CHARGED TO THE GROUP MASTER ACCOUNT:			
• RANDALL BEST	• JOEY DITTA	• TIFFANY EDWARDS	• JASON LANDES
• TONY LASCOLA	• CHRISTIAN MAGDEFRAU	• JAKE RODGERS	• CHRIS WHITNEY
ALL CHARGES FOR THE FOLLOWING GUESTS TO BE CHARGED TO THEIR INDIVIDUAL GUEST FOLIO:			
• JAKE FRIEDENFELD	• DAVID JAMES	• MATTHEW WEINBERG	•
AUTHORIZED SIGNATURES			
• KAYLA PFEIFFER	•	•	•

COMPLIMENTARY ACCOMMODATIONS					
The hotel is pleased to provide one (1) deluxe guestroom night for every fifty (50) fully paid guest rooms occupied Complimentary units to be applied in the form of a credit to the Master Account at the end of the program					

COMMISSIONS					
AGENCY	ADDRESS	CITY	STATE	ZIP	IATA
HelmsBriscoe US HQ				03633884	

FINANCE/FINAL INVOICE	
BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account #: 4004
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Kayla Pfeiffer
TITLE:	Meeting Planner
BILLING ADDRESS:	1100 N Arlington Heights Road Itasca, Illinois 60143
PHONE:	(847) 944-9817
EMAIL:	kpfeiffer@captiveresources.com
ATTRITION	Contracted and final room pick up will be compared upon the conclusion of the program. Based on current room block pick up, attrition charges are not expected

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EVENT RESUME

EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
1/27/26	Tue	6:30 PM	8:30 PM	Meal on Own – Dinner at Elliott Aster	20	Elliott Aster
1/28/26	Wed	7:00 AM	12:00 PM	Meeting	16	McNichol/Mona
1/28/26	Wed	7:00 AM	12:30 PM	Beverage Service	16	McNichol/Mona
1/28/26	Wed	7:45 AM	8:45 AM	Working Breakfast	16	McNichol/Mona
1/28/26	Wed	11:30 AM	12:30 PM	Working Lunch	16	McNichol/Mona

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EVENT RESUME

	DATE:	JANUARY 16, 2026
	MASTER ACCOUNT NUMBER:	28752
	GROUP CODE:	CLS
	EVENTS MANAGER:	MADDIE BROOKS
	SALES MANAGER:	WILNA MONESTIME
	SENIOR RESERVATIONS SPECIALIST:	CHRIS MEDINA

ORGANIZATION:	CIRCOR Aerospace, Inc.
NAME OF MEETING:	2026 CIRCO Leadership Summit
ONSITE CONTACT:	Brooke Milligan (951-314-2417)
GROUP PROFILE:	CIRCOR International is a global provider of mission-critical flow and motion control products for the Industrial and Aerospace & Defense markets, designing and manufacturing essential components like pumps, valves, and actuators used in sectors such as power generation, oil & gas, marine, and aerospace (including military & space).
MAIN ARRIVAL DATE:	1/26/26
MAIN DEPARTURE DATE:	1/31/26
PRE-CONFERENCE MEETING:	An virtual event order review was requested – TBD date & time.
POST-CONFERENCE MEETING:	A post conference meeting was not requested.

KEYS TO SUCCESS/EVENT HOT BUTTONS

- Arrival experience
- F&B execution

MEETING PLANNER

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Brooke Milligan 	HR Manager	1/25/26	Run of House	1/29/26	V2 History Lives Here, (1) Sparkling Water, Welcome Card from Maddie B.

VIPS

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Tony Najjar 	CEO	1/25/26 @ 5pm	Run of House	1/29/26	N/A
Jason Clayton 	Senior VP & Chief HR Officer	1/26/26	Run of House	1/29/26	N/A

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EVENT RESUME

CONCESSIONS

- Meeting room rental waived if group achieves at least one hundred percent (100%) of the catered food & beverage minimum of \$50,000 plus staff charge and house charge that applies to food, beverage and rental and sales tax. Does not apply to outlets.
- 10% discount off 2026 published banquet food & beverage menu pricing, excluding alcohol and custom menus, service charge & tax. Minimum must be met after the discount has been applied.
- 15% discount on 2026 published audio-visual equipment pricing.
- Marriott Bonvoy Double points.

GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
01/22/2026	Thursday	Attendees	0	1
01/23/2026	Friday	Attendees	0	1
01/24/2026	Saturday	Attendees	0	4
01/25/2026	Sunday	Attendees	0	29
01/26/2026	Monday	Attendees	75	81
01/27/2026	Tuesday	Attendees	75	83
01/28/2026	Wednesday	Attendees	75	77
01/29/2026	Thursday	Attendees	75	33
01/30/2026	Friday	Attendees	75	5
01/31/2026	Saturday	Attendees	0	2
02/01/2026	Sunday	Attendees	0	2
02/02/2026	Monday	Attendees	0	1
02/03/2026	Tuesday	Attendees	0	1
Attendees Total			375	320
Overall Room Block Total			375	320

RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	01/22/2026	02/03/2026	Run of House ROH	Single	\$389.00

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

RESORT FEE \$40	A daily resort fee of \$40 plus tax per night will be added to each individual room. Amenities are for two (2) people per room, per stay <ul style="list-style-type: none"> ❖ Daily enhanced high-speed internet access ❖ Access to Wellness Classes: One hour, 2 persons, per day ❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day ❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing ❖ E-Bike rentals: (2) one-hour rentals per day, based on availability. ❖ Two (2) St. Petersburg History Museum tickets per stay
NO WALK CLAUSE	Included in the contract.
ARRIVAL METHOD	10% Drive in 90% Fly in
ARRIVAL TIME	Staggered individual arrivals
EARLY CHECK INS	Guests arriving before 4:00PM check in will be accommodated based on room and type availability.

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EVENT RESUME

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

DEPARTURES	Staggered Individual departures
EARLY DEPARTURE	Not included in the contract.
LATE CHECK OUTS	No special requests at this time
CONFIDENTIAL RATES	Guestroom rates are not confidential.

FITNESS/SPA

ANTICIPATED TRAFFIC	Please anticipate light usage. No special requests at this time
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CONCIERGE

CONCIERGES	Please anticipate light usage.
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GUEST SERVICES/VALET PARKING/TRANSPORTATION

GUEST SERVICES	See VIP grid.
VALET PARKING	Overnight: \$50, Daily: \$34 → EPO
BELL SERVICES	A luggage pull is not scheduled.

HOUSEKEEPING

ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion
SPECIAL REQUESTS	No special requests at this time
ENGINEERING	
SPECIAL NEEDS	No special requests at this time
OUTDOOR EVENTS	Please note outdoor events on Function Agenda and adjust irrigation accordingly

LOSS PREVENTION

ADDITIONAL SECURITY	No special requests at this time			
RE-KEY MEETING ROOM				
DATE	TIME	LOCATION	NO. OF KEYS	NOTES
1/26-1/29	All Day	Mirror Lake CD	2	Please provide keys to Mirror Lake CD for full duration of program (1/26-1/29)

CONFERENCE CONCIERGE

SHIPPING	Incoming boxes will be accepted no earlier than three days prior to the first event. <i>*Anticipating 4 boxes via FedEx on 1/24*</i>
PACKAGE HANDLING	Package handling fee \$5.00 per box. First (5) are complimentary \$65.00 per hour labor fee may apply for oversized shipments
OUTGOING PACKAGES	<i>*Anticipating 4 outgoing boxes via FedEx. Client to provide prepaid labels*</i>

AUDIO VISUAL

EVENT REQUIREMENTS	Please refer to the Banquet Event Orders
SPECIAL INSTRUCTIONS	No special requests at this time

RESTAURANTS/ROOM SERVICE AND BARS

RESTAURANTS	Please anticipate moderate usage.
ROOM SERVICE	Please anticipate light usage
BARS AND LOUNGES	Please anticipate moderate usage.



EVENT RESUME

BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
ROOM AND TAX		XXX
RESORT FEE \$40		XXX
PARKING		XXX
\$34.00 DAILY VALET PARKING		
\$45.00 OVERNIGHT VALET PARKING		XXX
HOUSEKEEPING GRATUITIES		XXX
BELLMAN GRATUITIES		XXX
GUEST ROOM DELIVERIES BELLMAN ROOM DELIVERIES: \$6.00 PER ROOM (ONE WAY) \$10.00 PER ROOM (ROUND TRIP) BOX HANDLING: \$5.00 PER BOX (FIRST 5 ARE COMPLIMENTARY)	XXX	
INTERNET IN GUEST ROOM		XXX
RETAIL SHOP CHARGES		XXX
ROOM SERVICE CHARGES		XXX
F&B OUTLETS CHARGES		XXX
ENGINEERING CHARGES		XXX
HOUSEKEEPING MISCELLANEOUS CHARGES		XXX
TELEPHONE CHARGES		XXX
LAUNDRY CHARGES		XXX
SPA/FITNESS CENTER CHARGES		XXX
TENNIS CHARGES		XXX
GOLF CHARGES		XXX
MARINA CHARGES		XXX
TRANSPORTATION CHARGES		XXX
BANQUET EVENT FUNCTIONS	XXX	
ENCORE- AUDIO/VISUAL EQUIPMENT & SERVICES	XXX	

BILLING EXCEPTIONS/COMMENTS			
AUTHORIZED SIGNATURES			
• BROOKE MILLIGAN	•	•	•

FINANCE/FINAL INVOICE	
BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account #: 28752
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Brooke Milligan
TITLE:	HR Manager
BILLING ADDRESS:	30 Corporate Dr. Burlington, MA 01803
PHONE:	951-314-2417
EMAIL:	Brooke.milligan@circor.com
ATTRITION	Contracted and final room pick up will be compared upon the conclusion of the program. Based on current room block pick up, attrition charges are expected

EVENT AGENDA:

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EVENT RESUME

Date	Day	Start Time	End Time	Function	GTD	Function Space
1/26/2026	Mon	2:00 PM	3:00 PM	Meeting	5	Aymer
1/26/2026	Mon	4:00 PM	5:30 PM	Executive/Leadership Reception	25	McNichol/Mona
1/26/2026	Mon	6:00 PM	9:00 PM	Reception	82	Freds Interior/Freds Exterior
1/26/2026	Mon	6:00 PM	11:59 PM	Set Up	1	Mirror Lake CD
1/27/2026	Tue	7:30 AM	8:00 AM	Breakfast Buffet	82	Mirror Lake Foyer
1/27/2026	Tue	8:00 AM	5:00 PM	Meeting	82	Mirror Lake CD
1/27/2026	Tue	9:45 AM	10:00 AM	Beverage Service	82	Mirror Lake CD
1/27/2026	Tue	1:45 PM	2:00 PM	Beverage Service	82	Mirror Lake CD
1/27/2026	Tue	3:30 PM	3:45 PM	Beverage Service	82	Mirror Lake CD
1/27/2026	Tue	9:00 AM	5:00 PM	Ad Hoc Space	40	Bemy/Bland
1/27/2026	Tue	9:00 AM	5:00 PM	Tech Exhibit Room	5	Williamson
1/27/2026	Tue	12:00 PM	1:00 PM	Lunch Buffet	82	Mirror Lake Foyer
1/27/2026	Tue	6:00 PM	8:00 PM	Dinner @ Cassis	82	Group Off Property
1/28/2026	Wed	7:30 AM	8:00 AM	Breakfast Buffet	82	Mirror Lake Foyer
1/28/2026	Wed	9:00 AM	2:30 PM	Holding Room		Bemy/Bland
1/28/2026	Wed	9:00 AM	2:30 PM	Meeting	82	Mirror Lake CD
1/28/2026	Wed	9:00 AM	2:30 PM	BTS Leadership Skills Meeting	85	Vinoy Grand Ballroom
1/28/2026	Wed	9:00 AM	5:00 PM	Tech Exhibit Room	5	Williamson
1/28/2026	Wed	12:00 PM	12:30 PM	Lunch Buffet	82	Mirror Lake Foyer
1/28/2026	Wed	3:00 PM	5:00 PM	Community Service Beach Clean Up Activity	82	Group Off Property
1/28/2026	Wed	6:00 PM	8:30 PM	Dinner	85	Freds Interior/Freds Exterior
1/29/2026	Thu	8:00 AM	8:30 AM	Breakfast Buffet	82	Mirror Lake Foyer
1/29/2026	Thu	9:00 AM	9:30 AM	Meeting	82	Mirror Lake CD
1/29/2026	Thu	9:30 AM	2:30 PM	Off Site Meetings	82	Group Off Property

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EVENT RESUME



DATE:	JANUARY 20, 2026
MASTER ACCOUNT NUMBER:	46322
EVENTS MANAGER:	CHELSEA DAHLSTROM
SALES MANAGER:	ERIN BURKE

ORGANIZATION:	St. Petersburg Chamber of Commerce
NAME OF EVENT:	St. Petersburg Chamber of Commerce Annual Gala
ONSITE CONTACT:	Bianca Soler, (727)599-6548
GROUP PROFILE:	<p>The St. Petersburg Area Chamber of Commerce is focused on building a sustainable organization with a keen focus on our members, advocating at every level for those issues that change and protect the way we do business and lead on efforts to start new business, expanding those already here and attracting those who can contribute to our shared vision to grow smarter.</p> <p>Attendees are here for their annual 2026 gala in the Vinoy Grand Ballroom</p>
MAIN ARRIVAL DATE:	1/27/2026
KEYS TO SUCCESS/EVENT HOT BUTTONS	<ul style="list-style-type: none">• Attention to detail• VIP experience
CONCESSIONS	<ul style="list-style-type: none">• Reduced event valet parking to \$10 per vehicle, standard parking is \$34 per vehicle• Waived rental fee of \$2500++ for the Vinoy Grand Ballroom

ARRIVALS / FRONT OFFICE	
ARRIVAL METHOD	100% Drive in
ARRIVAL TIME	Staggered individual arrivals
TRANSPORTATION COMPANY	Guests are on own for all arrival and departure transportation – no manifest.
DEPARTURES	Staggered Individual departures

BELL SERVICES/GUEST SERVICES/VALET PARKING	
GUEST SERVICES	Anything GXP related
VALET SERVICES	Daily: \$10 → Bill to EPO
	Group is to display Indy Car – more information to be provided.

HOUSEKEEPING	
ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion
SPECIAL REQUESTS	No special requests at this time
ENGINEERING	
SPECIAL NEEDS	No special requests at this time



EVENT RESUME

LOSS PREVENTION	
ADDITIONAL SECURITY	No special requests at this time
	Additional security post to be provided at \$65.00 per hour

AUDIO VISUAL	
EVENT REQUIREMENTS	Please refer to the Banquet Event Orders
SPECIAL INSTRUCTIONS	No special requests at this time

RESTAURANTS/ ROOM SERVICE AND BARS	
RESTAURANTS	Please anticipate moderate usage
BARS AND LOUNGES	Please anticipate moderate usage

BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
PARKING		XXX
\$10.00 DAILY VALET PARKING		
HOUSEKEEPING GRATUITIES		XXX
BELLMAN GRATUITIES		XXX
BANQUET EVENT FUNCTIONS	XXX	
AUDIO/VISUAL EQUIPMENT & COMMUNICATION CHARGES	XXX	

BILLING EXCEPTIONS/COMMENTS			
AUTHORIZED SIGNATURES			
• Chris Steinucher	• Bianca Soler	•	•

FINANCE/FINAL INVOICE	
BILL REVIEW	A billing review has not been requested
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Bianca Soler
TITLE:	Vice President, Executive Office and Brand
PHONE:	(727)599-6548
EMAIL:	bsoler@stpete.com

EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
1/27/2026	Tue	7:00 AM	3:30 PM	Reception Set Up		Vinoy Grand Ballroom
1/27/2026	Tue	3:00 PM	3:45 PM	Reception	250	Vinoy Grand Ballroom
1/27/2026	Tue	3:45 PM	5:15 PM	General Session	250	Vinoy Grand Ballroom/Foyer
1/27/2026	Tue	5:15 PM	6:30 PM	Cash Bar	250	Vinoy Grand Ballroom
1/27/2026	Tue	5:15 PM	6:30 PM	Reception	250	Vinoy Grand Ballroom

EVENT RESUME

	DATE:	DECEMBER 19, 2025
	MASTER ACCOUNT NUMBER:	42328
	GROUP CODE:	IMC
	EVENTS MANAGER:	MADDIE BROOKS
	SALES MANAGER:	SARA SCHULTZ

ORGANIZATION:	Infra-Metals Co.
NAME OF MEETING:	Infra-Metals Co. Infra Group Annual Leadership Meeting
ONSITE CONTACT:	Will Stoner (630-913-6064)
GROUP PROFILE:	Infra-Metals is a major U.S. structural steel service center and distributor, part of Reliance, Inc., offering vast inventories of beams, plates, tubes, and more, plus value-added processing like cutting, drilling, blasting, and priming for construction, infrastructure, defense, and energy sectors, acting as a "one-stop shop" for ready-to-use steel.
MAIN ARRIVAL DATE:	1/28/26
MAIN DEPARTURE DATE:	1/30/26
PRE-CONFERENCE MEETING:	A pre-conference meeting was not requested
POST-CONFERENCE MEETING:	A post conference meeting was not requested

KEYS TO SUCCESS/EVENT HOT BUTTONS

- Meeting room set up
- Welcome bags in rooms prior to guest check in

MEETING PLANNER

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Will Stoner 	Director of Marketing & Business Development	1/28/26	Run of House	1/30/26	V2 History Lives Here, (1) Sparkling Water, Welcome Card from Maddie B.

CONCESSIONS

- One (1) complimentary room night for every (50) revenue generating room nights occupied on a cumulative basis.
- Guest room requests above & beyond the contracted room block will be honored at group rate when the total projected Hotel occupancy is at 85% or less. This includes room requests three (3) days pre/post official conference dates.
- Meeting room rental waived if Group achieves at least one hundred percent (100%) of the catered food & beverage minimum of \$4,000 plus staff charge and house charge that applies to food, beverage and rental & sales tax. Does not apply to outlets.
- 10% discount on 2026 published audio-visual equipment pricing.
- A \$40 resort/destination fee has been reduced to a mandatory rate of \$24 per room per day.
- Double Marriott Bonvoy points.



EVENT RESUME

GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
01/27/2026	Tuesday	Attendees	0	9
01/28/2026	Wednesday	Attendees	29	28
01/29/2026	Thursday	Attendees	29	28
		Attendees Total	58	65
		Overall Room Block Total	58	65

RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	01/28/2026	01/29/2026	Run of House ROH	Single	\$339.00

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

RESORT FEE \$24	A daily resort fee of \$24 plus tax per night will be added to each individual room. Amenities are for two (2) people per room, per stay <ul style="list-style-type: none"> ❖ Daily enhanced high-speed internet access ❖ Access to Wellness Classes: One hour, 2 persons, per day ❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day ❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing ❖ E-Bike rentals: (2) one-hour rentals per day, based on availability. ❖ Two (2) St. Petersburg History Museum tickets per stay
NO WALK CLAUSE	Not included in the contract.
ARRIVAL METHOD	20% Drive in 80% Fly in
ARRIVAL TIME	Staggered individual arrivals
EARLY CHECK INS	Guests arriving before 4:00PM check in will be accommodated based on room and type availability.
DEPARTURES	Staggered Individual departures
EARLY DEPARTURE	Included in the contract.
LATE CHECK OUTS	No special requests at this time
CONFIDENTIAL RATES	Guestroom rates are not confidential.
ROOM DROPS	Please note that the group will be sending in welcome bags for each room. They are non-personalized & will need to be delivered prior to check in. Please pre-reg/pre-key all rooms but still get credit card information at check in as guests are IPO. Room drops will be \$6 per room.

FITNESS/SPA	
ANTICIPATED TRAFFIC	Please anticipate light usage.
	No special requests at this time

CONCIERGE	
CONCIERGES	Please anticipate light usage.

GUEST SERVICES/VALET PARKING/TRANSPORTATION	
GUEST SERVICES	See VIP grid
VALET PARKING	Overnight: \$50, Daily: \$34 → EPO
BELL SERVICES	A luggage pull is not scheduled.

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EVENT RESUME

HOUSEKEEPING		
ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion	
SPECIAL REQUESTS	No special requests at this time	
ENGINEERING		
SPECIAL NEEDS	No special requests at this time	
OUTDOOR EVENTS	Please note outdoor events on Function Agenda and adjust irrigation accordingly	
LOSS PREVENTION		
ADDITIONAL SECURITY	No special requests at this time	
CONFERENCE CONCIERGE		
SHIPPING	Incoming boxes will be accepted no earlier than three days prior to the first event.	
PACKAGE HANDLING	Package handling fee \$5.00 per box. First (5) are complimentary \$65.00 per hour labor fee may apply for oversized shipments	
OUTGOING PACKAGES	No special requests at this time	
AUDIO VISUAL		
EVENT REQUIREMENTS	Please refer to the Banquet Event Orders	
SPECIAL INSTRUCTIONS	No special requests at this time	
RESTAURANTS/ROOM SERVICE AND BARS		
RESTAURANTS	Please anticipate moderate usage. *Pending reservation in Elliott Aster on 1/28*	
ROOM SERVICE	Please anticipate light usage	
BARS AND LOUNGES	Please anticipate light usage	
BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
ROOM AND TAX		XXX
RESORT FEE \$24		XXX
PARKING		XXX
\$34.00 DAILY VALET PARKING		
\$50.00 OVERNIGHT VALET PARKING		XXX
HOUSEKEEPING GRATUITIES		XXX
BELLMAN GRATUITIES		XXX
GUEST ROOM DELIVERIES BELLMAN ROOM DELIVERIES: \$6.00 PER ROOM (ONE WAY) \$10.00 PER ROOM (ROUND TRIP) BOX HANDLING: \$5.00 PER BOX (FIRST 5 ARE COMPLIMENTARY)	XXX	
INTERNET IN GUEST ROOM		XXX
RETAIL SHOP CHARGES		XXX
ROOM SERVICE CHARGES		XXX
F&B OUTLETS CHARGES		XXX
ENGINEERING CHARGES		XXX
HOUSEKEEPING MISCELLANEOUS CHARGES		XXX
TELEPHONE CHARGES		XXX
LAUNDRY CHARGES		XXX

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EVENT RESUME

BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
SPA/FITNESS CENTER CHARGES		XXX
TENNIS CHARGES		XXX
GOLF CHARGES		XXX
MARINA CHARGES		XXX
TRANSPORTATION CHARGES		XXX
BANQUET EVENT FUNCTIONS	XXX	
ENCORE- AUDIO/VISUAL EQUIPMENT & SERVICES	XXX	

BILLING EXCEPTIONS/COMMENTS			
AUTHORIZED SIGNATURES			
• WILL STONER	•	•	•

COMPLIMENTARY ACCOMMODATIONS			
The hotel is pleased to provide one (1) deluxe guestroom night for every fifty (50) fully paid guest rooms occupied Complimentary units to be applied in the form of a credit to the Master Account at the end of the program			

FINANCE/FINAL INVOICE	
BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account #: 42328
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	William Stoner
BILLING ADDRESS:	1601 Broadway St. Marseilles, IL 61341
PHONE:	630-913-6064
EMAIL:	wills@infra-metals.com
ATTRITION	Contracted and final room pick up will be compared upon the conclusion of the program. Based on current room block pick up, attrition charges are not expected

EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
1/28/2026	Wed	7:30 AM	4:00 PM	Meeting	9	Aymer
1/28/2026	Wed	7:30 AM	8:30 AM	Breakfast Buffet	9	Aymer
1/28/2026	Wed	8:30 AM	4:00 PM	Continuous Break	9	Aymer
1/28/2026	Wed	12:00 PM	1:00 PM	Lunch Buffet	9	Aymer
1/29/2026	Thu	7:30 AM	4:00 PM	Meeting	28	Mirror Lake AB
1/29/2026	Thu	7:30 AM	8:30 AM	Breakfast Buffet	28	Mirror Lake AB
1/29/2026	Thu	8:30 AM	4:00 PM	Continuous Break	28	Mirror Lake AB
1/29/2026	Thu	12:00 PM	1:00 PM	Lunch Buffet	28	Mirror Lake AB

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Event Resume

 <p>charter partners</p>	DATE:	JANUARY 19, 2026
	MASTER ACCOUNT NUMBER:	30989
	GROUP CODE:	CHA
	EVENTS MANAGER:	EBONI CROSS
	SALES MANAGER:	JACKELYN CARBONELL
	SENIOR RESERVATIONS SPECIALIST:	CHRISTOPHER MEDINA

ORGANIZATION:	Charter Partners USA
NAME OF MEETING:	The Charter Partners 2026 Summit
ONSITE CONTACT:	Jill Gonzales
GROUP PROFILE:	The Charter Partners' Captive Insurance Program is designed to bring together like-minded business owners that strategically use the power of community to reach personal and collective success.
MAIN ARRIVAL DATE:	December 8 th , 2025
MAIN DEPARTURE DATE:	December 10 th , 2025
CONCESSIONS	<ul style="list-style-type: none"> Discounted meeting room rental with a met food and beverage minimum of \$20,000.00 (excluding labor fees, premium space rental, taxes and service charges). 15% discount on 2026 published audio-visual equipment pricing (exclusive of rigging, power, labor, internet, taxes and service fees) with exclusive use of in-house provider. Complimentary Basic Tier WIF for all guest over event dates in meeting space as long as Encore is the exclusive provider Complimentary transportation will be provided from The Vinoy to the Sunset Ballroom on Thursday, January 29, and Friday, January 30, 2026. Service will operate on a continuous loop until all attendees have been transferred. Complimentary transportation will be provided from the Sunset Ballroom to The Vinoy on Thursday, January 29, and Friday, January 30, 2026. Service will operate on a continuous loop until all attendees have been transferred. Marriott Bonvoy Double Take Earn 2x points for meetings and events. Book an eligible meeting by September 30, 2025, for arrival through December 31, 2026, and earn double points.

GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
12/08/2025	Monday	Attendees	0	1
12/09/2025	Tuesday	Attendees	0	8
01/28/2026	Wednesday	Attendees	35	38
01/29/2026	Thursday	Attendees	35	39
01/30/2026	Friday	Attendees	0	10
01/31/2026	Saturday	Attendees	0	1
		Attendees Total	70	97
		Overall Room Block Total	70	97

RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	01/26/2026	01/31/2026	Run of House ROH	Single	\$348.00

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Event Resume

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

RESORT FEE \$40	A daily resort fee of \$40 plus tax per night will be added to each individual room. Amenities are for two (2) people per room, per stay <ul style="list-style-type: none"> ❖ Daily enhanced high-speed internet access ❖ Access to Wellness Classes: One hour, 2 persons, per day ❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day ❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing ❖ E-Bike rentals: (2) one-hour rentals per day, based on availability. ❖ Two (2) St. Petersburg History Museum tickets per stay
NO WALK CLAUSE	Not included in the contract.
ARRIVAL METHOD	[10] % Drive in [90] % Fly in
ARRIVAL TIME	Staggered individual arrivals Guests are on own for all arrival and departure transportation no manifest.
TRANSPORTATION COMPANY	Guests are on own for all arrival and departure transportation no manifest.
EARLY CHECK INS	Guests arriving before 4:00PM check in will be accommodated based on room and type availability.
SHUTTLE SERVICE	Dolphin Transportation to and from Sunset Ballroom will depart from the 7 th avenue Porte Cochere.
DEPARTURES	Staggered Individual departures
EARLY DEPARTURE	Included in the contract.
LATE CHECK OUTS	No special requests
CONFIDENTIAL RATES	Guestroom rates are not confidential.

COMMUNICATION / INTERNET

PHONE CALLS / MESSAGES / FAX	Please deliver all messages for individual guests to their guest room
-------------------------------------	---

FITNESS/SPA

ANTICIPATED TRAFFIC	Please anticipate light usage
	No special requests

CONCIERGE

CONCIERGES	Please anticipate light usage
-------------------	-------------------------------

ACTIVITY TRANSPORTATION / OFFSITE

DATE/TIME	FROM/TO	# OF GUESTS	VEHICLE TYPE	CONTACT
1/28/26 7pm	Parkshore Grill	60	Walking	Jill Gonzalez
1/30/26 11:30am	St. Pete Shuffleboard Courts	60	Dolphin Transportation	Jill Gonzalez

GUEST ROOM DELIVERIES

\$6.00 per room (one way)
\$10.00 per room (round trip)

DATE	TIME	ITEMS	CONTACT	COMMENTS

GUEST SERVICES/VALET PARKING/TRANSPORTATION

GUEST SERVICES	GXP?
VALET PARKING	ADD pricing from contract, concessions, flow and who is paying for it

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Event Resume

GUEST ROOM DELIVERIES

\$6.00 per room (one way)

\$10.00 per room (round trip)

	Overnight: \$50, Daily: \$34 → Bill to EPO
--	--

BELL SERVICES

	A luggage pull is not scheduled.
--	----------------------------------

HOUSEKEEPING

ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion
-----------------------	--

SPECIAL REQUESTS	No special requests
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ENGINEERING

SPECIAL NEEDS	No special requests
----------------------	---------------------

OUTDOOR EVENTS	Please note outdoor events on Function Agenda and adjust irrigation accordingly
-----------------------	---

LOSS PREVENTION

ADDITIONAL SECURITY	No special requests
----------------------------	---------------------

	Additional security post to be provided at \$65.00 per hour
--	---

DATE	TIME	LOCATION	NO. OF OFFICERS	NOTES
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RE-KEY MEETING ROOM

DATE	TIME	LOCATION	NO. OF KEYS	NOTES
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CONFERENCE CONCIERGE

SHIPPING	Incoming boxes will be accepted no earlier than three days prior to the first event.
-----------------	--

PACKAGE HANDLING	Package handling fee \$5.00 per box. First (5) are complimentary \$65.00 per hour labor fee may apply for oversized shipments
-------------------------	--

OUTGOING PACKAGES	No special requests
--------------------------	---------------------

AUDIO VISUAL

EVENT REQUIREMENTS	Please refer to the Banquet Event Orders
---------------------------	--

SPECIAL INSTRUCTIONS	No special requests
-----------------------------	---------------------

RESTAURANTS/ROOM SERVICE AND BARS

RESTAURANTS	Please anticipate moderate usage
--------------------	----------------------------------

ROOM SERVICE	Please anticipate moderate usage
---------------------	----------------------------------

BARS AND LOUNGES	Please anticipate moderate usage
-------------------------	----------------------------------

OUTLET RESERVATIONS	OUTLET RESERVATIONS
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DATE	TIME	NAME OF OUTLET	NO. OF GUESTS	CONTACT	BILLING	NOTES/VOUCHERS DATE
------	------	----------------	---------------	---------	---------	---------------------

BILLING INSTRUCTIONS

CHARGES	MASTER ACCOUNT	GUEST TO PAY
----------------	-----------------------	---------------------

ROOM AND TAX		XXX
---------------------	--	-----

RESORT FEE \$40 CHECK CONTRACT FOR RATE AND/OR IF WAIVED		XXX
---	--	-----

PARKING		XXX
----------------	--	-----

\$34.00 DAILY VALET PARKING		XXX
------------------------------------	--	-----

\$50.00 OVERNIGHT VALET PARKING		XXX
--	--	-----

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Event Resume

BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
HOUSEKEEPING GRATUITIES		XXX
BELLMAN GRATUITIES		XXX
GUEST ROOM DELIVERIES BELLMAN ROOM DELIVERIES: \$6.00 PER ROOM (ONE WAY) \$10.00 PER ROOM (ROUND TRIP) BOX HANDLING: \$5.00 PER BOX (FIRST 5 ARE COMPLIMENTARY)	XXX	
INTERNET IN GUEST ROOM		XXX
RETAIL SHOP CHARGES		XXX
ROOM SERVICE CHARGES		XXX
F&B OUTLETS CHARGES		XXX
ENGINEERING CHARGES		XXX
HOUSEKEEPING MISCELLANEOUS CHARGES		XXX
TELEPHONE CHARGES		XXX
LAUNDRY CHARGES		XXX
SPA/FITNESS CENTER CHARGES		XXX
TENNIS CHARGES		XXX
GOLF CHARGES		XXX
MARINA CHARGES		XXX
TRANSPORTATION CHARGES		XXX
BANQUET EVENT FUNCTIONS	XXX	
ENCORE- AUDIO/VISUAL EQUIPMENT & SERVICES	XXX	

BILLING EXCEPTIONS/COMMENTS			
ROOM AND TAX FOR THE FOLLOWING GUESTS TO BE CHARGED TO THE GROUP MASTER ACCOUNT:			
• DAVID O'CONNELL	• DOUG DOLINAR	• JOSEPH LAPAGLIA	• PAUL FALZONE
• RUSSELL YOUNG	• ZACK GERMAK	•	•
ALL CHARGES FOR THE FOLLOWING GUESTS TO BE CHARGED TO THE GROUP MASTER ACCOUNT:			
• DREW WALKER	• JASON SNYDER	• JOHN GROSSENBACHER	• KEVIN WELCH
• KIM BERRETH	• JILL GONZALES	•	•
ALL CHARGES FOR THE FOLLOWING GUESTS TO BE CHARGED TO THEIR INDIVIDUAL GUEST FOLIO:			
•	•	•	•
AUTHORIZED SIGNATURES			
• JILL GONZALES	•	•	•

FINANCE/FINAL INVOICE	
BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account #1: Room and Tax
BILLING INSTRUCTIONS	No special requests
BILLING CONTACT:	Jill Gonzales
TITLE:	Community Advocate
BILLING ADDRESS:	11621 Research Circle, Alachua FL 32615 USA
PHONE:	
EMAIL:	jill@charterpartners.com
ATTRITION	Contracted and final room pick up will be compared upon the conclusion of the program. Based on current room block pick up, attrition charges are not expected

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Event Resume

EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
1/28/2026	Wed	2:00 PM	2:30 PM	Coffee Break	14	Stella
1/28/2026	Wed	2:00 PM	5:00 PM	Board Meeting	14	Stella
1/28/2026	Wed	2:00 PM	11:59 PM	General Meeting Set Up	60	Sunset Ballroom/Sunset Terrace
1/28/2026	Wed	7:00 PM	9:00 PM	Dinner at Parkshore Grill	60	Group Off Property
1/29/2026	Thu	7:00 AM	4:30 PM	General Meeting	60	Sunset Ballroom
1/29/2026	Thu	9:00 AM	4:30 PM	Beverage Service	60	Sunset Ballroom
1/29/2026	Thu	8:00 AM	9:00 AM	Breakfast Buffet	60	Sunset Terrace
1/29/2026	Thu	12:30 PM	2:00 PM	Lunch Buffet	60	Sunset Terrace
1/29/2026	Thu	6:30 PM	9:30 PM	Reception and Dinner	60	Freds Interior/Freds Exterior
1/30/2026	Fri	7:00 AM	11:30 AM	General Meeting	60	Sunset Ballroom
1/30/2026	Fri	9:00 AM	11:30 AM	Beverage Service	60	Sunset Ballroom
1/30/2026	Fri	8:00 AM	9:00 AM	Continental Breakfast	60	Sunset Terrace
1/30/2026	Fri	11:30 AM	12:00 PM	Box Lunch	60	Sunset Ballroom
1/30/2026	Fri	11:30 AM	4:00 PM	St. Pete Shuffleboard Courts	60	Group Off Property

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Event Resume

	DATE:	JANUARY 20, 2026
	MASTER ACCOUNT NUMBER:	39404
	GROUP CODE:	TWP (ATTENDEES)
	EVENTS MANAGER:	EBONI CROSS
	SALES MANAGER:	STACY SALAZAR
	SENIOR RESERVATIONS SPECIALIST:	CHRISTOPHER MEDINA

ORGANIZATION:	The Wealthy Practitioner									
NAME OF MEETING:	The Wealthy Practitioner's Pop-Up									
ONSITE CONTACT:	Stephanie Wigner, (620)253-5597									
GROUP PROFILE:	The Wealthy Practitioner team supports clients across strategy, systems, leadership, and execution so progress doesn't stall when business or life gets busy.									
MAIN ARRIVAL DATE:	1/29/2026									
MAIN DEPARTURE DATE:	2/1/2026									
PRE-CONFERENCE MEETING:	A pre-conference meeting was not requested									
KEYS TO SUCCESS/EVENT HOT BUTTONS										
<ul style="list-style-type: none"> • Natural light in Meeting Spaces • Wifi • Stage 										
VIPS										
Name	Title	Arrival	Room Type	Departure	Amenity					
Dr. Stephanie Wigner 	Founder	TBD	TBD	TBD	V2					

GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
1/28/2026	Wed	Attendees	0	1
1/29/2026	Thu	Attendees	60	66
1/30/2026	Fri	Attendees	60	77
1/31/2026	Sat	Attendees	60	70
2/01/2026	Sun	Attendees	0	3
		Attendees	180	217
		Overall Room Block Total	180	217

RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	01/28/2026	02/01/2026	Run of House ROH	Single	\$350.00
Attendees	01/28/2026	01/31/2026	Historic 2 Queen Resort View	Single	\$350.00
Attendees	01/29/2026	01/31/2026	Tower 2 Queen	Single	\$370.00

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Event Resume

			Resort View with Balcony or Terrace		
Attendees	01/29/2026	01/31/2026	Historic 1 King Resort View	Single	\$350.00
Attendees	01/29/2026	01/31/2026	Tower King Studio Suite	Single	\$610.00
Attendees	01/29/2026	01/31/2026	Tower 1 King Resort View with Balcony or Terrace	Single	\$360.00
Attendees	01/31/2026	02/01/2026	Historic Tea Garden Parlor Suite	Single	\$438.00

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

RESORT FEE \$24	A daily resort fee of \$24 plus tax per night will be added to each individual room. Amenities are for two (2) people per room, per stay <ul style="list-style-type: none"> ❖ Daily enhanced high-speed internet access ❖ Access to Wellness Classes: One hour, 2 persons, per day ❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day ❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing ❖ E-Bike rentals: (2) one-hour rentals per day, based on availability. ❖ Two (2) St. Petersburg History Museum tickets per stay
NO WALK CLAUSE	Not included in the contract.
ARRIVAL METHOD	[10] % Drive in [90] % Fly in
ARRIVAL TIME	Staggered individual arrivals Guests are on own for all arrival and departure transportation no manifest.
TRANSPORTATION COMPANY	Guests are on own for all arrival and departure transportation no manifest.
EARLY CHECK INS	Guests arriving before 4:00PM check in will be accommodated based on room and type availability.
	Shuttle service has not been provided
DEPARTURES	Staggered Individual departures
EARLY DEPARTURE	Included in the contract.
LATE CHECK OUTS	No special requests at this time
CONFIDENTIAL RATES	Guestroom rates are not confidential.

COMMUNICATION / INTERNET

PHONE CALLS / MESSAGES / FAX	Please deliver all messages for individual guests to their guest room
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FITNESS/SPA	
ANTICIPATED TRAFFIC	Please anticipate moderate usage
	No special requests at this time

CONCIERGE	
CONCIERGES	Please anticipate moderate usage at

ACTIVITY TRANSPORTATION / OFFSITE				
DATE/TIME	FROM/TO	# OF GUESTS	VEHICLE TYPE	CONTACT

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Event Resume

January 29, 2026, 6pm	The Birchwood	TBD	TBD	Madeline Leto
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RECREATIONAL ACTIVITIES/GOLF/TENNIS						
DATE	TIME	ACTIVITY	COMPANY NAME	CONTACT NAME/PHONE	NO. OF GUESTS	NOTES

GUEST ROOM DELIVERIES				
DATE	TIME	ITEMS	CONTACT	COMMENTS

GUEST SERVICES/VALET PARKING/TRANSPORTATION				
GUEST SERVICES	GXP?			
VALET PARKING	ADD pricing from contract, concessions, flow and who is paying for it Overnight: \$50, Daily: \$34 → Bill to EPO			
BELL SERVICES	A luggage pull is not scheduled.			

HOUSEKEEPING				
ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion			
SPECIAL REQUESTS	No special requests at this time			
ENGINEERING				
SPECIAL NEEDS	No special requests at this time			
OUTDOOR EVENTS	Please note outdoor events on Function Agenda and adjust irrigation accordingly			

LOSS PREVENTION				
ADDITIONAL SECURITY	No special requests at this time			
	Additional security post to be provided at \$65.00 per hour			
DATE	TIME	LOCATION	NO. OF OFFICERS	NOTES
RE-KEY MEETING ROOM				
DATE	TIME	LOCATION	NO. OF KEYS	NOTES

CONFERENCE CONCIERGE				
SHIPPING	Incoming boxes will be accepted no earlier than three days prior to the first event.			
PACKAGE HANDLING	Package handling fee \$5.00 per box. First (5) are complimentary Please deliver all incoming packages to Williamson. \$65.00 per hour labor fee may apply for oversized shipments			
OUTGOING PACKAGES	No special requests at this time			

AUDIO VISUAL				
EVENT REQUIREMENTS	Please refer to the Banquet Event Orders			
SPECIAL INSTRUCTIONS	No special requests at this time			
PRODUCTION COMPANY				
COMPANY NAME	CONTACT NAME	PHONE	NOTES	

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Event Resume

AUDIO VISUAL

E&E Creative	Monica Diaz		Providing Scenic décor for VGB and Bayview Terrace
Gabro Event Services	Angel Ross		String lights and DJ Booth for Bayview Terrace

PRODUCTION COMPANY LOAD IN/OUT

DATE	TIME	LOCATION	NOTES
January 29, 2026	10pm TBD	VGB	E&E Creative; Set up time TBD
January 30, 2026	10am	Bayview Terrace	Gabro Event Services

RESTAURANTS/ROOM SERVICE AND BARS

RESTAURANTS	Please anticipate heavy usage				
ROOM SERVICE	Please anticipate heavy usage				
BARS AND LOUNGES	Please anticipate heavy usage				
ELLIOTT ASTER	No Reservations				
OUTLET RESERVATIONS	OUTLET RESERVATIONS				
DATE	TIME	NAME OF OUTLET	NO. OF GUESTS	CONTACT	BILLING
					NOTES/VOUCHERS DATE

BILLING INSTRUCTIONS

CHARGES	MASTER ACCOUNT	GUEST TO PAY
ROOM AND TAX		XXX
RESORT FEE \$24		XXX
PARKING		XXX
\$34.00 DAILY VALET PARKING		
\$50.00 OVERNIGHT VALET PARKING		XXX
HOUSEKEEPING GRATUITIES		XXX
BELLMAN GRATUITIES		XXX
GUEST ROOM DELIVERIES	XXX	
BELLMAN ROOM DELIVERIES: \$6.00 PER ROOM (ONE WAY)		
\$10.00 PER ROOM (ROUND TRIP)		
BOX HANDLING: \$5.00 PER BOX (FIRST 5 ARE COMPLIMENTARY)		
INTERNET IN GUEST ROOM		XXX
RETAIL SHOP CHARGES		XXX
ROOM SERVICE CHARGES		XXX
F&B OUTLETS CHARGES		XXX
ENGINEERING CHARGES		XXX
HOUSEKEEPING MISCELLANEOUS CHARGES		XXX
TELEPHONE CHARGES		XXX
LAUNDRY CHARGES		XXX
SPA/FITNESS CENTER CHARGES		XXX
TENNIS CHARGES		XXX
GOLF CHARGES		XXX
MARINA CHARGES		XXX
TRANSPORTATION CHARGES		XXX
BANQUET EVENT FUNCTIONS	XXX	
ENCORE- AUDIO/VISUAL EQUIPMENT & SERVICES	XXX	

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Event Resume

BILLING EXCEPTIONS/COMMENTS			
ROOM AND TAX FOR THE FOLLOWING GUESTS TO BE CHARGED TO THE GROUP MASTER ACCOUNT:			
•	•	•	•
ALL CHARGES FOR THE FOLLOWING GUESTS TO BE CHARGED TO THE GROUP MASTER ACCOUNT:			
•	•	•	•
ALL CHARGES FOR THE FOLLOWING GUESTS TO BE CHARGED TO THEIR INDIVIDUAL GUEST FOLIO:			
•	•	•	•
AUTHORIZED SIGNATURES			
•	•	•	•

COMPLIMENTARY ACCOMMODATIONS			
The hotel is pleased to provide one (1) complimentary room night for every fifty (50) fully paid guest rooms occupied Complimentary units to be applied in the form of a credit to the Master Account at the end of the program			

FINANCE/FINAL INVOICE	
BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account #1: Room and Tax
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Stephanie Wigner
TITLE:	Founder
BILLING ADDRESS:	1204 Laurel Avenue Sea Girt, NJ 08750-2410
EMAIL:	support@stephaniewigner.com
ATTRITION	Contracted and final room pick up will be compared upon the conclusion of the program. Based on current room block pick up, attrition charges are not expected

EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
1/29/2026	Thu	6:00 AM	4:00 PM	AV Set Up	1	Vinoy Grand Ballroom
1/29/2026	Thu	6:00 AM	11:59 PM	Office/Storage	5	Williamson
1/29/2026	Thu	6:00 PM	8:00 PM	Dinner at Birchwood	240	Group Off Property
1/30/2026	Fri	6:00 AM	7:00 AM	Client Access	240	Vinoy Grand Ballroom/Foyer
1/30/2026	Fri	6:00 AM	11:59 PM	Office/Storage	5	Williamson
1/30/2026	Fri	7:00 AM	8:00 AM	Breakfast on Own	240	Group Off Property
1/30/2026	Fri	7:00 AM	9:00 AM	Rehearsal/Guest Arrivals	240	Vinoy Grand Ballroom/Foyer
1/30/2026	Fri	9:00 AM	11:45 AM	Morning Session	240	Vinoy Grand Ballroom/Foyer
1/30/2026	Fri	8:30 AM	11:45 AM	Beverage Service	240	Vinoy Grand Ballroom/Foyer
1/30/2026	Fri	11:45 AM	1:15 PM	Lunch on Own	240	Group Off Property
1/30/2026	Fri	1:15 PM	5:00 PM	Afternoon Session	240	Vinoy Grand Ballroom/Foyer
1/30/2026	Fri	1:15 PM	5:00 PM	Beverage Service	240	Vinoy Grand Ballroom/Foyer
1/30/2026	Fri	6:00 PM	9:00 PM	Cash Bar (Credit Card Only)	246	Bayview Terrace
1/30/2026	Fri	6:00 PM	9:00 PM	Next Level You Dinner	246	Bayview Terrace

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Event Resume

1/31/2026	Sat	6:00 AM	11:59 PM	Office/Storage	5	Williamson
1/31/2026	Sat	7:00 AM	9:00 AM	Rehearsal/Guest Arrival	240	Vinoy Grand Ballroom/Foyer
1/31/2026	Sat	9:00 AM	12:00 PM	General Session	240	Vinoy Grand Ballroom/Foyer
1/31/2026	Sat	8:30 AM	12:00 PM	Beverage Service	240	Vinoy Grand Ballroom/Foyer
1/31/2026	Sat	1:30 PM	4:30 PM	General Session	240	Vinoy Grand Ballroom/Foyer
1/31/2026	Sat	1:30 PM	4:30 PM	Beverage Service	240	Vinoy Grand Ballroom/Foyer

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EVENT RESUME

YSLAS WEDDING ROOM BLOCK	DATE:	DECEMBER 18, 2025
	MASTER ACCOUNT NUMBER:	21376
	GROUP CODE:	JMW
	EVENTS MANAGER:	MADDIE BROOKS
	SALES MANAGER:	MICHELLE CLAPCICH
	SENIOR RESERVATIONS SPECIALIST:	YAHWEH BEN YAHWEH

NAME OF EVENT:	Yslas Wedding Room Block
ONSITE CONTACT:	Mary Awadallah & Jaime Yslas
GROUP PROFILE:	Please join us in welcoming Mary & Jaime for their wedding room block! All wedding festivities will be offsite & only a few guests will be staying on property.
MAIN ARRIVAL DATE:	1/29/26
MAIN DEPARTURE DATE:	2/1/26
KEYS TO SUCCESS/EVENT HOT BUTTONS	<ul style="list-style-type: none"> • Guest arrival experience
CONCESSIONS	<ul style="list-style-type: none"> • Group room rates include basic guestroom wireless internet for all guests. • Double Marriott Bonvoy points.

GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
01/29/2026	Thursday	Attendees	15	1
01/30/2026	Friday	Attendees	15	2
01/31/2026	Saturday	Attendees	15	2
		Attendees Total	45	5
		Overall Room Block Total	45	5

RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	01/29/2026	01/31/2026	Run of House ROH	Single	\$449.00

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)	
RESORT FEE \$40	A daily resort fee of \$40 plus tax per night will be added to each individual room. Amenities are for two (2) people per room, per stay <ul style="list-style-type: none"> ❖ Daily enhanced high-speed internet access ❖ Access to Wellness Classes: One hour, 2 persons, per day ❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day ❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing ❖ E-Bike rentals: (2) one-hour rentals per day, based on availability. ❖ Two (2) St. Petersburg History Museum tickets per stay
NO WALK CLAUSE	Not included in the contract.
ARRIVAL METHOD	100% Drive in
ARRIVAL TIME	Staggered individual arrivals

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EVENT RESUME

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

EARLY CHECK INS	Guests arriving before 4:00PM check in will be accommodated based on room and type availability.
DEPARTURES	Staggered Individual departures
EARLY DEPARTURE	Included in the contract.
LATE CHECK OUTS	No special requests at this time
CONFIDENTIAL RATES	Guestroom rates are not confidential.

FITNESS/SPA

ANTICIPATED TRAFFIC	Please anticipate light usage.
	No special requests at this time

CONCIERGE

CONCIERGES	Please anticipate light usage.
-------------------	--------------------------------

GUEST SERVICES/VALET PARKING/TRANSPORTATION

GUEST SERVICES	See VIP grid
VALET PARKING	Overnight: \$50, Daily: \$34 → EPO
BELL SERVICES	A luggage pull is not scheduled.

HOUSEKEEPING

ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion
SPECIAL REQUESTS	No special requests at this time
ENGINEERING	
SPECIAL NEEDS	No special requests at this time

LOSS PREVENTION

ADDITIONAL SECURITY	No special requests at this time
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RESTAURANTS/ROOM SERVICE AND BARS

RESTAURANTS	Please anticipate light usage
ROOM SERVICE	Please anticipate light usage
BARS AND LOUNGES	Please anticipate light usage

BILLING INSTRUCTIONS

CHARGES	MASTER ACCOUNT	GUEST TO PAY
ROOM AND TAX		XXX
RESORT FEE \$40		XXX
PARKING		XXX
\$34.00 DAILY VALET PARKING		
\$50.00 OVERNIGHT VALET PARKING		XXX
HOUSEKEEPING GRATUITIES		XXX
BELLMAN GRATUITIES		XXX
GUEST ROOM DELIVERIES	XXX	
BELLMAN ROOM DELIVERIES: \$6.00 PER ROOM (ONE WAY)		
\$10.00 PER ROOM (ROUND TRIP)		
BOX HANDLING: \$5.00 PER BOX (FIRST 5 ARE COMPLIMENTARY)		
INTERNET IN GUEST ROOM		XXX

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EVENT RESUME

BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
RETAIL SHOP CHARGES		XXX
ROOM SERVICE CHARGES		XXX
F&B OUTLETS CHARGES		XXX
ENGINEERING CHARGES		XXX
HOUSEKEEPING MISCELLANEOUS CHARGES		XXX
TELEPHONE CHARGES		XXX
LAUNDRY CHARGES		XXX
SPA/FITNESS CENTER CHARGES		XXX
TENNIS CHARGES		XXX
GOLF CHARGES		XXX
MARINA CHARGES		XXX
TRANSPORTATION CHARGES		XXX
BANQUET EVENT FUNCTIONS	XXX	
ENCORE- AUDIO/VISUAL EQUIPMENT & SERVICES	XXX	

BILLING EXCEPTIONS/COMMENTS			
AUTHORIZED SIGNATURES			
• JAIME YSLAS	• MARY YSLAS	•	•

FINANCE/FINAL INVOICE	
BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account #: 21376
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Jaimie Yslas
BILLING ADDRESS:	4420 W Bay Court Ave Tampa, FL 33611
PHONE:	480-570-8673
EMAIL:	Jaimemyslas7@gmail.com
ATTRITION	Contracted and final room pick up will be compared upon the conclusion of the program. Based on current room block pick up, attrition charges are not expected

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EVENT RESUME

Konstantonis Ahed Wedding Ceremony	DATE:	JANUARY 18, 2026
	MASTER ACCOUNT NUMBER:	45940
	EVENTS MANAGER:	JENNIFER SINGSON
	SALES MANAGER:	ERIN BURKE

ON SITE CONTACT:	Lemon Drops – Day of Coordinator Jabeen Ahed (Bride) (954) 336-6754									
GROUP PROFILE:	Please extend a warm welcome to Jabeen and Taso as they host their wedding ceremony with us at Tea Garden on Friday, January 30 th at 4:00pm followed by Dinner at Elliott Aster.									
MAIN ARRIVAL DATE:	Friday, January 30, 2026									
MAIN DEPARTURE DATE:	Friday, January 30, 2026									
KEYS TO SUCCESS/EVENT HOT BUTTONS										
<ul style="list-style-type: none"> • Simple and Intimate Wedding with 28 Guests • Early Check in for the Bride and Groom room before Ceremony at 4pm 										
VIPS										
NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY					
Jabeen Ahed & Taso Konstantonis	Bride & Groom	1/30/26	Historic 1 King Bay View Room	1/31/26	V2 Chocolate Covered Strawberries & Prosecco Congratulations Card from Jennifer					

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)					
ARRIVAL METHOD	[100] % Drive in				
ARRIVAL TIME	Staggered individual arrivals Guests are on own for all arrival and departure transportation – no manifest.				
DEPARTURES	Staggered Individual departures				

GUEST SERVICES/VALET PARKING/TRANSPORTATION					
GUEST SERVICES	See VIP Grid				
VALET PARKING	Overnight: \$50, Daily: \$35 → Bill to EPO				
BELL SERVICES	A luggage pull is not scheduled.				

HOUSEKEEPING					
ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion				
SPECIAL REQUESTS	No special requests at this time				
ENGINEERING					
SPECIAL NEEDS	No special requests at this time				
OUTDOOR EVENTS	Please note outdoor events on Function Agenda and adjust irrigation accordingly				

LOSS PREVENTION					
ADDITIONAL SECURITY	No special requests at this time				
	Additional security post to be provided at \$65.00 per hour				

APPROVED PHOTOGRAPHY	DATE	TIME	LOCATION	NOTES

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EVENT RESUME

LOSS PREVENTION

1/30/26	5:25pm- 5:50pm	Arch/Front Drive	Bride, Groom & Photographer ONLY
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RESTAURANTS/ROOM SERVICE AND BARS

RESTAURANTS	Please anticipate light usage
ROOM SERVICE	Please anticipate light usage
BARS AND LOUNGES	Please anticipate heavy usage for all attendees of this wedding – they will be stopping by to get drinks at Veranda before they head to Dinner at Elliott Aster
ELLIOTT ASTER	Reservations on 1/30/26 at 7pm for 28 Guests for Private Dining

BILLING INSTRUCTIONS

CHARGES	MASTER ACCOUNT	GUEST TO PAY
PARKING \$34.00 DAILY VALET PARKING		XXX
\$50.00 OVERNIGHT VALET PARKING		XXX
OTHER INCIDENTALS		XXX
BANQUET EVENT FUNCTIONS	XXX	
ENCORE- AUDIO/VISUAL EQUIPMENT & SERVICES	XXX	

BILLING EXCEPTIONS/COMMENTS

AUTHORIZED SIGNATURES

- JABEEN AHED
-
-
-

FINANCE/FINAL INVOICE

BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account #: 45940
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Jabeen Ahed
TITLE:	Bride
BILLING ADDRESS:	3308 W Swann Ave, Tampa, FL 33609
PHONE:	(954) 336-6754
EMAIL:	jabeenahed@gmail.com

EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
1/30/26	Fri	4:00 PM	5:00 PM	Ceremony	24	Tea Garden Back up space: Fred's

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EVENT RESUME

 <p>[DRIVER FOCUSED. PEOPLE DRIVEN.]</p>	DATE:	JANUARY 18, 2026
	MASTER ACCOUNT NUMBER:	38028
	GROUP CODE:	STR
	EVENTS MANAGER:	JENNIFER SINGSON
	SALES MANAGER:	SHAHAB KHALILAHMADI

ORGANIZATION:	Stevens Transport, Incorporated
NAME OF MEETING:	Stevens Transport Room Block
ONSITE CONTACT:	Robert Solimani (214) 647-3675
GROUP PROFILE:	Stevens Transport, North America's Premier Refrigerated Transportation Company, resides in the heart of Dallas, Texas. Servicing a prestigious list of Fortune 500 companies, Stevens specializes in transporting time-sensitive, temperature-controlled, and dry-expedited commodities across the United States, Canada, and Mexico. For over 45 years, Stevens has been recognized as an industry leader in the Logistics and Supply Chain arena offering multi-modal transportation solutions and has never had a layoff.
MAIN ARRIVAL DATE:	January 30, 2026
MAIN DEPARTURE DATE:	February 1, 2026
PRE-CONFERENCE MEETING:	A pre-conference meeting was not requested
POST-CONFERENCE MEETING:	A post conference meeting was not requested

KEYS TO SUCCESS/EVENT HOT BUTTONS

- Specific bedroom blocking
- Adding pre night

MEETING PLANNER

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Robert Solimani 	Operations Vice President	1/29/26	Historic 2 Queen Resort View	2/1/26	V2 (1) Small Fruit Bowl & (2) Sparkling Water Welcome Card from Jennifer

GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
1/29/2026	Thursday	Attendees	0	4
1/30/2026	Friday	Attendees	12	12
1/31/2026	Saturday	Attendees	12	12
Overall Room Block Total		24	28	

RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	1/30/26	1/31/26	Historic 1 King Resort View	Single	\$440.00

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EVENT RESUME

Attendees	1/30/26	1/31/26	Historic 2 Queen Resort View	Single	\$440.00
Attendees	1/30/26	1/31/26	Historic Corner Studio Suite	Single	\$440.00

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)

RESORT FEE \$40	A daily resort fee of \$40 plus tax per night will be added to each individual room. Amenities are for two (2) people per room, per stay <ul style="list-style-type: none"> ❖ Daily enhanced high-speed internet access ❖ Access to Wellness Classes: One hour, 2 persons, per day ❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day ❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing ❖ E-Bike rentals: (2) one-hour rentals per day, based on availability. ❖ Two (2) St. Petersburg History Museum tickets per stay
NO WALK CLAUSE	Not included in the contract.
ARRIVAL METHOD	[100] % Fly in
ARRIVAL TIME	Staggered individual arrivals Guests are on own for all arrival and departure transportation – no manifest.
DEPARTURES	Staggered Individual departures
EARLY DEPARTURE	Included in the contract.
LATE CHECK OUTS	No special requests at this time
CONFIDENTIAL RATES	Guestroom rates are not confidential.

COMMUNICATION /INTERNET

PHONE CALLS / MESSAGES / FAX	Please deliver all messages for individual guests to their guest room
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FITNESS/SPA

ANTICIPATED TRAFFIC	Please anticipate light usage
	No special requests at this time

CONCIERGE

CONCIERGES	Please anticipate light usage
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RECREATIONAL ACTIVITIES/GOLF/TENNIS

DATE	TIME	ACTIVITY	COMPANY NAME	CONTACT NAME/PHONE	NO. OF GUESTS	NOTES
Friday, January 30 th	7:36 AM	Tee Time	Vinoy Golf Course	Robert Solimani	4	Kacey Keen to request transportation for the group

GUEST SERVICES/VALET PARKING/TRANSPORTATION

GUEST SERVICES	See VIP
VALET PARKING	Overnight: \$50, Daily: \$34 → Bill to EPO
BELL SERVICES	A luggage pull is not scheduled.

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EVENT RESUME

HOUSEKEEPING

ROOM ATTENDANT	Housekeeping service charges will be at the guest's discretion
SPECIAL REQUESTS	No special requests at this time

RESTAURANTS/ROOM SERVICE AND BARS

RESTAURANTS	Please anticipate light usage
ROOM SERVICE	Please anticipate light usage
BARS AND LOUNGES	Please anticipate light usage

BILLING INSTRUCTIONS

CHARGES	MASTER ACCOUNT	GUEST TO PAY
ROOM AND TAX		XXX
RESORT FEE \$40		XXX
PARKING		XXX
\$34.00 DAILY VALET PARKING		
\$50.00 OVERNIGHT VALET PARKING		XXX
HOUSEKEEPING GRATUITIES		XXX
BELLMAN GRATUITIES		XXX
INTERNET IN GUEST ROOM		XXX
RETAIL SHOP CHARGES		XXX
ROOM SERVICE CHARGES		XXX
F&B OUTLETS CHARGES		XXX
ENGINEERING CHARGES		XXX
HOUSEKEEPING MISCELLANEOUS CHARGES		XXX
TELEPHONE CHARGES		XXX
LAUNDRY CHARGES		XXX
SPA/FITNESS CENTER CHARGES		XXX
TENNIS CHARGES		XXX
GOLF CHARGES		XXX
MARINA CHARGES		XXX
TRANSPORTATION CHARGES		XXX

BILLING EXCEPTIONS/COMMENTS

AUTHORIZED SIGNATURES

- ROBERT SOLIMANI
-
-
-

FINANCE/FINAL INVOICE

BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account #: 38028
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Robert Solimani
BILLING ADDRESS:	3757 Military Parkway, Dallas, TX 75227-4805
PHONE:	(214) 647-3675
EMAIL:	Robert.solimani@stevenstransport.com
ATTRITION	Contracted and final room pick up will be compared upon the conclusion of the program. Based on current room block pick up, attrition charges are not expected

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