


## EVENT RESUME

 <b>MERIT</b> Financial Advisors	DATE:	JANUARY 26, 2026
	MASTER ACCOUNT NUMBER:	50208
	GROUP CODE:	FMF
	EVENTS MANAGER:	JENNIFER SINGSON
	SALES MANAGER:	MICHELLE CLAPCICH

<b>ORGANIZATION:</b>	Merit Financial Advisors
<b>NAME OF MEETING:</b>	Merit Financial Meeting
<b>ONSITE CONTACT:</b>	Margarite Lynch (704) 349-8265 Alex Hansen (813) 607-7606
<b>GROUP PROFILE:</b>	<p>Merit Financial Advisors (Merit) is a national, Atlanta-based wealth management firm and Registered Investment Adviser (RIA) established in 1998, managing over \$20 billion in assets. It provides comprehensive financial planning, investment management, and specialized services for individuals in transition (e.g., divorce, retirement, widowhood).</p> <p>This meeting is for Merit Financial, which has invited approximately 8 prospective selling firms to attend. The purpose of the event is to provide a networking opportunity, allow attendees to learn more about our firm, and explore potential interest in joining.</p>
<b>MAIN ARRIVAL DATE:</b>	Sunday, February 1, 2026
<b>MAIN DEPARTURE DATE:</b>	Tuesday, February 3, 2026
<b>PRE-CONFERENCE MEETING:</b>	A pre-conference meeting was not requested
<b>POST-CONFERENCE MEETING:</b>	A post conference meeting was not requested

### KEYS TO SUCCESS/EVENT HOT BUTTONS

- Meeting room set-up
- Billing Accuracy

### MEETING PLANNER

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Margarite Lynch	Chief Administrative Officer (CAO)	2/1/26 at 3pm	ROH- Upgrade if Available	2/3/26	V2 History Lives Here Welcome Card from Jennifer

### CONCESSIONS

- Group Room Rates include basic guestroom wireless internet for all guests.
- Meeting room rental waived if Group achieves at least one hundred percent (100%) of the catered food and beverage minimum of \$20,000.00 plus staff charge and house charge that applies to food, beverage and rental sales tax. Does not apply to outlets.
- (10%) discount off (2026) published banquet F&B menu pricing, excluding alcohol and custom menus, service charge and tax. Minimum must be met after the discount has been applied.
- (10%) discount on published 2026 audio-visual equipment pricing (exclusive of rigging, power, labor, internet, taxes and service fees) with exclusive use of in-house provider.
- 10% discount on meeting space internet with exclusive use of in-house provider (exclusive of tax).
- Standard valet pricing of \$45.00 overnight/\$34.00 day-parking reduced to \$25.00 overnight/\$15 day-parking. Rates are exclusive of tax.
- A \$40.00 resort/destination fee has been reduced to a mandatory rate of \$24.00 per room, per day.

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- Marriott Bonvoy Double Take Earn 2x points for meeting and events.

### GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
1/31/26	Sunday	Attendees	0	1
2/1/26	Monday	Attendees	30	16
2/2/26	Tuesday	Attendees	30	16
Overall Room Block Total			60	33

### RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	2/1/26	2/2/26	Run of House ROH	Single	\$349.00

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

<b>RESORT FEE \$24</b>	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"> <li>❖ Daily enhanced high-speed internet access</li> <li>❖ Access to Wellness Classes: One hour, 2 persons, per day</li> <li>❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day</li> <li>❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing</li> <li>❖ E-Bike rentals: (2) one-hour rentals per day, based on availability.</li> <li>❖ Two (2) St. Petersburg History Museum tickets per stay</li> </ul>
<b>NO WALK CLAUSE</b>	Not included in the contract.
<b>ARRIVAL METHOD</b>	[99] % Drive in [1] % Fly in
<b>ARRIVAL TIME</b>	Staggered individual arrivals Guests are on own for all arrival and departure transportation – no manifest.
<b>TRANSPORTATION COMPANY</b>	Guests are on own for all arrival and departure transportation – no manifest.
<b>EARLY CHECK INS</b>	Guests arriving before 4:00PM check in will be accommodated based on room and type availability.
<b>DEPARTURES</b>	Staggered Individual departures
<b>EARLY DEPARTURE</b>	Included in the contract.
<b>LATE CHECK OUTS</b>	No special requests at this time
<b>CONFIDENTIAL RATES</b>	Guestroom rates are not confidential.

### COMMUNICATION / INTERNET

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

<b>ANTICIPATED TRAFFIC</b>	Please anticipate light usage
	No special requests at this time

### CONCIERGE

<b>CONCIERGES</b>	Please anticipate light usage
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## EVENT RESUME

RECREATIONAL ACTIVITIES/GOLF/TENNIS						
DATE	TIME	ACTIVITY	COMPANY NAME	CONTACT NAME/PHONE	NO. OF GUESTS	NOTES
2/2/26	1:48am 11:57am 12:06pm 12:15pm	Golf Tee Time	Vinoy Golf Course		15 ppl	Kacey Keen to Request Golf Transportation
2/2/26	2:00 PM	Dolphin Cruise				

GUEST ROOM DELIVERIES \$8.00 per room (one way)					
DATE	TIME	ITEMS	CONTACT	COMMENTS	
2/1/26		Delivered at check in	Welcome Bags	Margarite Lynch	TBD # bags and list

GUEST SERVICES/VALET PARKING/TRANSPORTATION	
VALET PARKING	Overnight: \$25, Daily: \$15 → Bill to <b>Master Account</b>
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

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 [LOCATION] at [TIME] on [DATE] \$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			

RESTAURANTS/ROOM SERVICE AND BARS
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## EVENT RESUME

RESTAURANTS	Please anticipate light usage on Monday, 2/2/26 for Lunch
ROOM SERVICE	Please anticipate light usage
BARS AND LOUNGES	Please anticipate moderate usage on Monday, 2/2/26 at 5:30pm and after Dinner at 9pm

BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
ROOM AND TAX	XXX	
RESORT FEE \$24	XXX	
PARKING	XXX	
\$15.00 DAILY VALET PARKING		
\$25.00 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	

BILLING EXCEPTIONS/COMMENTS			
ALL CHARGES FOR THE FOLLOWING GUESTS TO BE CHARGED TO THE GROUP MASTER ACCOUNT:			
• DAVID WAHLEN	• KAY LYNN MAYHUE	• MARGARITE LYNCH	• RICK KENT
• ALEX HANSEN	• ZACH MERSBERGER	• JOHN COTE	•
AUTHORIZED SIGNATURES			
• MARGARITE LYNCH	• LEX HANSEN	• , DAVID WAHLEN	• ZACH MERSBERGER
• , RICK KENT	• KAY LYNN MAYHUE	• JOHN COTE	•

FINANCE/FINAL INVOICE	
BILL REVIEW	A bill review has not been requested

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## EVENT RESUME



FINANCE/FINAL INVOICE	
MASTER ACCOUNTS	Master Account #:50208
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Margarite Lynch
TITLE:	Chief Administrative Officer
BILLING ADDRESS:	4235 South Stream Blvd, Charlotte, NC 28217
PHONE:	(704) 349-8265
EMAIL:	mlynch@meritfa.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 (Rooms and F&B) charges are expected.

### EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
2/1/2026	Sun	3:00 PM	6:00 PM	Set Up	1	Mezzanine/Marina Terrace
2/1/2026	Sun	6:00 PM	7:00 PM	Welcome Reception	25	Mezzanine/Marina Terrace
2/1/2026	Sun	7:00 PM	9:00 PM	Dinner Buffet	25	Mezzanine/Marina Terrace
2/2/2026	Mon	8:00 AM	8:45 AM	Breakfast Buffet	25	Mirror Lake CD
2/2/2026	Mon	9:00 AM	12:00 PM	General Session	25	Mirror Lake AB
2/2/2026	Mon	9:00 AM	12:00 PM	Beverage Service	25	Mirror Lake AB
2/2/2026	Mon	11:20 AM	12:20 PM	Refreshment Service	15	Mirror Lake CD
2/2/2026	Mon	6:00 PM	8:00 PM	Dinner Offsite	25	Group Off Property
2/3/2026	Tue	8:00 AM	12:00 PM	Luggage Storage	1	Laughner
2/3/2026	Tue	8:00 AM	8:45 AM	Breakfast Buffet	20	McNichol/Mona
2/3/2026	Tue	9:00 AM	11:30 AM	General Session	25	McNichol/Mona
2/3/2026	Tue	11:30 AM	12:30 PM	Lunch Buffet	20	McNichol/Mona

## EVENT RESUME


	DATE:	JANUARY 24, 2026
	MASTER ACCOUNT NUMBER:	43682 – GROUP 43681 - STAFF
	GROUP CODE:	PMIN, PJCN
	EVENTS MANAGER:	CHELSEA DAHLSTROM
	SALES MANAGER:	KEALY WATKINS
	SENIOR RESERVATIONS SPECIALIST:	YAHWEH BEN YAHWEH

ORGANIZATION:	PMMI - The Association for Packaging and Processing Technologies				
NAME OF MEETING:	PMMI Joint Committee Meeting				
ONSITE CONTACT:	Anna Hudson at (703) 966-5778 Storme DiGiovanni at (443) 975-6804				
GROUP PROFILE:	<p><b>The Association for Packaging and Processing Technologies</b> (formerly Packaging Machinery Manufacturers Institute) is a trade association representing more than 900 North American manufacturers and suppliers of equipment, components and materials as well as providers of related equipment and services to the packaging and processing industry.</p> <p>The purpose of this meeting is to bring all of their committees together to discuss what they accomplished in 2025 and what they are planning for 2026. These attendees are some of their most involved members</p>				
MAIN ARRIVAL DATE:	02/01/2026				
MAIN DEPARTURE DATE:	02/04/2026				
PRE-CONFERENCE MEETING:	Pre-con to be hosted in Mirror Lake on Sunday, February 1 <sup>st</sup> at 2:30PM				
POST-CONFERENCE MEETING:	A post conference meeting was not requested				
KEYS TO SUCCESS/EVENT HOT BUTTONS					
<ul style="list-style-type: none"><li>• Attention to detail</li><li>• Timely communication and responsiveness</li><li>• Billing</li></ul>					
MEETING PLANNER					
NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Anna Hudson – V2 	Director of Meetings & Events	02/01/2026	Run of House ROH	02/05/2026	History Lives Here (2) Bottle of Still & (2) Sparkling Water
Storme DiGiovanni 	Manager of Meetings & Events	02/01/2026	Run of House ROH	02/05/2026	Petite Fruit Bowl Bottle of Still Water





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## EVENT RESUME

<p>Marjielyn Munoz</p> 	<p>Meetings &amp; Events Assistant</p>	<p>02/01/2026</p>	<p>Run of House ROH</p>	<p>02/05/2026</p>	<p>Petite Fruit Bowl Bottle of Still Water</p>
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### VIPS



NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
<p>Jim Pittas – V2</p> 	<p>CEO</p>	<p>02/01/2026 At 4PM</p>	<p>Historic (1) King Bayview NKDB</p>	<p>02/06/2026</p>	<p>(4) Bottles of Sparkling Water (4) Still Waters (1) Bottle of Riesling Edible Chocolate Tic Tac Toe Game</p>
<p>Andrew &amp; Lori Barrieau</p> 	<p>Chairman</p>	<p>02/01/2026</p>	<p>Historic (2) Queen Bayview NQDB</p>	<p>02/06/2026</p>	<p>(2) Bottles of Sparkling Water (2) Still Waters (1) J. Lohr Cabernet Sauvignon Edible Chocolate Tic Tac Toe Game</p>
<p>Alan Shuhaibar &amp; Laura Abou Chahla</p> 	<p>Vice Chairman</p>	<p>02/02/2026</p>	<p>Run of House ROH</p>	<p>02/04/2026</p>	<p>(2) Bottles of Sparkling Water (2) Still Waters (1) Maschio Prosecco Edible Chocolate Tic Tac Toe Game</p>
<p>Patty Andersen</p> 	<p>Past Chairman</p>	<p>02/02/2026</p>	<p>Historic (1) King Bayview NKDB</p>	<p>02/05/2026</p>	<p>(2) Bottles of Sparkling Water (2) Still Waters (1) J. Lohr Cabernet Sauvignon Edible Chocolate Tic Tac Toe Game</p>

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## EVENT RESUME

 Glen Long	Vice President	02/01/2026	Historic (1) King Bayview NKDB	02/07/2026	
 Dave Newcorn	President	02/02/2026	Run of House ROH	02/04/2026	

### CONCESSIONS

<ul style="list-style-type: none"> <li>One (1) complimentary room for every forty-five (45) paid room nights occupied</li> </ul>
<ul style="list-style-type: none"> <li>Discounted daily resort fee of \$35, plus tax per room per night</li> </ul>
<ul style="list-style-type: none"> <li>Five (5) upgrades to VIP-category water-view rooms</li> </ul>
<ul style="list-style-type: none"> <li>Twenty Three (23) room nights as outlined in the guestroom commitment grid at discounted staff rate of 25% off group rate</li> </ul>
<ul style="list-style-type: none"> <li>Four (4) complimentary chef's choice welcome amenities</li> </ul>
<ul style="list-style-type: none"> <li>Group rate available three (3) days pre/post contracted room block, based on hotel's group rate – and space availability</li> </ul>
<ul style="list-style-type: none"> <li>Complimentary shipping &amp; receiving for up to five (5) packages of conference material</li> </ul>
<ul style="list-style-type: none"> <li>Complimentary standard wireless internet access in registration area or staff office for up to three (3) guests</li> </ul>
<ul style="list-style-type: none"> <li>Complimentary meeting and event space rental with a minimum banquet food &amp; beverage spend of \$80K</li> </ul>
<ul style="list-style-type: none"> <li>Complimentary use of hotel's standard-in inventory banquet equipment included but no limited to: staging, easels, podiums, water stations, pens &amp; note cards, ect.</li> </ul>
<ul style="list-style-type: none"> <li>Double Marriott Bonvoy Rewarding points</li> </ul>
<ul style="list-style-type: none"> <li>Two (2) complimentary 60 minute spa service to be utilized over the dates of the conference</li> </ul>

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### GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
01/31/2026	Saturday	Attendee	0	2
02/01/2026	Sunday	Attendee	2	23
02/02/2026	Monday	Attendee	185	194
02/03/2026	Tuesday	Attendee	145	191
02/04/2026	Wednesday	Attendee	45	54
02/05/2026	Thursday		3	5
02/06/2026	Friday	Attendee	0	1
Attendee Room Block Total			380	470
02/01/2026	Sunday	Staff	2	3
02/02/2026	Monday	Staff	7	7
02/03/2026	Tuesday	Staff	7	7
02/04/2026	Wednesday	Staff	7	5
02/05/2026	Thursday	Staff	0	3
Staff Room Block Total			23	25
Overall Room Block Total			403	495

### RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	02/01/2026	02/06/2026	Historic 1 King Bayview	Single	\$459.00
Attendees	01/31/2026	02/05/2026	Run of House ROH	Single	\$459.00
Staff	02/01/2026	02/05/2026	Run of House ROH	Single	\$344.00

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)	
RESORT FEE \$32	<p>A daily resort fee of \$32 plus tax per night will be added to each individual room. Amenities are for two (2) people per room, per stay</p> <ul style="list-style-type: none"> <li>❖ Daily enhanced high-speed internet access</li> <li>❖ Access to Wellness Classes: One hour, 2 persons, per day</li> <li>❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day</li> <li>❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing</li> <li>❖ E-Bike rentals: (2) one-hour rentals per day, based on availability.</li> <li>❖ Two (2) St. Petersburg History Museum tickets per stay</li> </ul>
NO WALK CLAUSE	Not included in the contract.
ARRIVAL METHOD	[10] % Drive in [90]% 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.
REPORTS	<p>Please provide meeting planner with an In-House Rooming list, Arrival List and No-Show Report at 8AM to be delivered to Sawyer, and email to:</p> <p>Storme @sdigiovanni@pmmi.org Marjielyn @mmunoz@pmmi.org</p>
DEPARTURES	Staggered Individual departures

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ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)	
EARLY DEPARTURE	Not 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

FITNESS/SPA	
ANTICIPATED TRAFFIC	Please anticipate light usage
	(3) Massage requests for Wednesday, February 4 <sup>th</sup> at 12PM

CONCIERGE	
CONCIERGES	Please anticipate moderate usage

ACTIVITY TRANSPORTATION / OFFSITE				
DATE/TIME	FROM/TO	# OF GUESTS	VEHICLE TYPE	CONTACT
02/03/2026 @9:30AM	Winery Tour & Lunch	20		Visit St Pete, returning by foot
02/04/2026 @ 8AM	Flat Boat Fishing	25	Bus	Dolphin Transportation Sharon Johnson 941.925.7733
02/04/2026 @ 11AM	Foodie Walking Tour	20	Bus	Dolphin Transportation Sharon Johnson 941.925.7733
02/04/2026 @9AM	Vinoy Golf Club	52	Bus	Dolphin Transportation Sharon Johnson 941.925.7733
02/04/2026 @6PM	Parkshore Grill	50	Foot	

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 <b>Mixed billing</b>
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

## EVENT RESUME

LOSS PREVENTION				
ADDITIONAL SECURITY		No special requests at this time		
		Additional security post to be provided at \$65.00 per hour		
RE-KEY MEETING ROOM				
DATE	TIME	LOCATION	NO. OF KEYS	NOTES
02/01/2026	6AM	Sawyer	6	

<b>CONFERENCE CONCIERGE</b>	
<b>SHIPPING</b>	Incoming boxes will be accepted no earlier than three days prior to the first event. [Note any freight or loading dock usage]
<b>PACKAGE HANDLING</b>	Package handling fee \$5.00 per box. First (5) are complimentary Please deliver all incoming packages to Sawyer at 8AM on 02/01/2026 \$65.00 per hour labor fee may apply for oversized shipments
<b>OUTGOING PACKAGES</b>	No special requests at this time

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

<b>RESTAURANTS/ ROOM SERVICE AND BARS</b>	
<b>RESTAURANTS</b>	Please anticipate heavy usage
<b>ROOM SERVICE</b>	Please anticipate heavy usage
<b>BARS AND LOUNGES</b>	Please anticipate heavy usage

<b>BILLING INSTRUCTIONS</b>		
<b>CHARGES</b>	<b>MASTER ACCOUNT</b>	<b>GUEST TO PAY</b>
ROOM AND TAX	XXX	XXX
RESORT FEE \$32	XXX	XXX
PARKING	XXX	XXX
\$34.00 DAILY VALET PARKING		
\$50.00 OVERNIGHT VALET PARKING	XXX	XXX
HOUSEKEEPING GRATUITIES	XXX	XXX
BELLMAN GRATUITIES	XXX	XXX
GUEST ROOM DELIVERIES	XXX	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	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

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BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
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:			
• ANDREA ADMANA	• KRISTA DEBROSSE	• STORME DIGIOVANNI	• ANDREW DOUGHERTY
• TOM EGAN	• STEPHAN GIRARD	• DANA GREENLY	• ANNA HUDSON
• JORGE IQUERDO	• GLEN LONG	• REBECCA MARQUEZ	• DAVID NEWCORN
• MERIDITH NEWMAN	• JIM PITTAS	• CARLOS QUINTERO	• CRAIG SILVERIO
• TRACY STOUT	• LAURA THOMPSON	• KATE TORRENCE	•
AUTHORIZED SIGNATURES			
• ANNA HUDSON	• STORME DIGIOVANNI	• MARJIELYN MUNOZ	• JIM PITTAS

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	
BILL REVIEW	Bill review is scheduled for [DATE/TIME]. Please coordinate with [CONTACT] for final time and location. A bill review has not been requested.
MASTER ACCOUNTS	Master Account #43682 Master Account – Staff #43681
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Anna Hudson
TITLE:	Director of Meetings & Events
BILLING ADDRESS:	12930 Worldgate Drive, Herndon, VA 20170-6011
PHONE:	(703) 966-5778
EMAIL:	ahudson@pmmi.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.

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## EVENT RESUME

### EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
2/1/2026	Sun	6:00:00 AM	11:59:00 PM	Office	2	Sawyer
2/1/2026	Sun	9:00:00 AM	6:00:00 PM	Beverage Service	2	Sawyer
2/2/2026	Mon	12:00:00 AM	11:59:00 PM	Office	2	Sawyer
2/2/2026	Mon	9:00:00 AM	6:00:00 PM	Beverage Service	2	
2/2/2026	Mon	12:00:00 PM	6:30:00 PM	Set Up Reception	195	Bayview Terrace
2/2/2026	Mon	1:00:00 PM	11:59:00 PM	Hospitality Registration Desk		VGB Foyer
2/2/2026	Mon	2:00:00 PM	6:00:00 PM	Hospitality Registration Desk	2	VGB Foyer
2/2/2026	Mon	6:30:00 PM	9:30:00 PM	Reception/Dinner	195	Bayview Terrace
2/3/2026	Tue	12:00:00 AM	2:00:00 PM	General Session and Meals	180	Vinoy Grand Ballroom
2/3/2026	Tue	12:00:00 AM	11:59:00 PM	Office	4	Sawyer
2/3/2026	Tue	7:00:00 AM	6:00:00 PM	Beverage Service	4	Sawyer
2/3/2026	Tue	7:30:00 AM	8:00:00 AM	Breakfast	180	VGB Foyer
2/3/2026	Tue	8:00:00 AM	1:30:00 PM	General Session	180	Vinoy Grand Ballroom
2/3/2026	Tue	8:00:00 AM	1:30:00 PM	Continuous Break	180	Vinoy Grand Ballroom
2/3/2026	Tue	8:30:00 AM	9:30:00 AM	Spouse Breakfast	25	Marina Terrace
2/3/2026	Tue	10:00:00 AM	10:30:00 AM	AM Coffee Break	130	Vinoy Grand Ballroom
2/3/2026	Tue	12:00:00 PM	6:30:00 PM	Set Up Reception	180	Bayview Terrace
2/3/2026	Tue	12:30:00 PM	1:30:00 PM	Networking Lunch	190	VGB Foyer
2/3/2026	Tue	1:00:00 PM	4:00:00 PM	Future Workforce Committee Meeting	20	Mirror Lake A
2/3/2026	Tue	1:00:00 PM	4:00:00 PM	Global Marketing Committee Meeting	20	Mirror Lake B
2/3/2026	Tue	1:00:00 PM	4:00:00 PM	Industry Relations Committee Meeting	20	Royal 1B
2/3/2026	Tue	1:00:00 PM	4:00:00 PM	Business Intelligence Committee Meeting	20	Mirror Lake D
2/3/2026	Tue	1:00:00 PM	4:00:00 PM	Emerging Leaders Committee Meeting	20	Mirror Lake C
2/3/2026	Tue	1:00:00 PM	4:00:00 PM	Employee Development Committee Meeting	14	Bemy/Bland
2/3/2026	Tue	1:30:00 PM	3:30:00 PM	Continuous Break	14	Bemy/Bland
2/3/2026	Tue	2:30:00 PM	3:00:00 PM	PM Coffee Break	14	Bemy/Bland
2/3/2026	Tue	1:00:00 PM	4:00:00 PM	Membership Committee Meeting	22	Royal 1A


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## EVENT RESUME



2/3/2026	Tue	1:00:00 PM	4:00:00 PM	Program Planning Committee Meeting	17	Freds Interior
2/3/2026	Tue	1:00:00 PM	4:00:00 PM	Show Committee Meeting	24	Royal 2AB
2/3/2026	Tue	1:00:00 PM	4:00:00 PM	Strategic Planning Committee Meeting	20	Royal 3AB
2/3/2026	Tue	1:30:00 PM	3:30:00 PM	Beverage Service	45	Mirror Lake Foyer
2/3/2026	Tue	1:30:00 PM	3:30:00 PM	Beverage Service	15	Freds Interior
2/3/2026	Tue	1:30:00 PM	3:30:00 PM	Beverage Service	60	Center Court
2/3/2026	Tue	2:30:00 PM	3:00:00 PM	PM Coffee Break	55	Mirror Lake Foyer
2/3/2026	Tue	2:30:00 PM	3:00:00 PM	Coffee Break	15	Freds Interior
2/3/2026	Tue	2:30:00 PM	3:00:00 PM	Coffee Break	60	Center Court
2/3/2026	Tue	6:30:00 PM	9:30:00 PM	Joint Committee Heavy Reception	180	Bayview Terrace
2/4/2026	Wed	12:00:00 AM	6:00:00 PM	Office	4	Sawyer
2/4/2026	Wed	6:00:00 AM	6:00:00 PM	Continuous Break	4	Marina
2/4/2026	Wed	6:15:00 AM	8:00:00 AM	Boxed Breakfast	25	Marina
2/4/2026	Wed	6:30:00 AM	11:00:00 AM	InShore Charter Fishing	25	Marina
2/4/2026	Wed	8:00:00 AM	11:00:00 AM	Continuous Break	25	Marina
2/4/2026	Wed	8:00:00 AM	2:00:00 PM	Golf	52	Golf Course
2/4/2026	Wed	8:15:00 AM	9:15:00 AM	Beverage Service	52	Golf Course
2/4/2026	Wed	11:30:00 AM	12:30:00 PM	Box Lunch	52	Golf Course
2/4/2026	Wed	6:00:00 PM	10:00:00 PM	Dinner at Park Shore Grill		Offsite

## Event Resume

	DATE:	JANUARY 26, 2026
	MASTER ACCOUNT NUMBER:	7542
	GROUP CODE:	TDA (ATTENDEES)
	EVENTS MANAGER:	TSG (STAFF)
	SALES MANAGER:	KEALEY WATKINS
	SENIOR RESERVATIONS SPECIALIST:	CHRISTOPHER MEDINA

ORGANIZATION:	TD SYNEX
NAME OF MEETING:	TD SYNEX 2026 Global Leadership Summit
ONSITE CONTACT:	Jennifer King
GROUP PROFILE:	The TD SYNEX Global Leadership Summit is an annual internal event gathering executive leaders to set the company's strategic direction for the future. This is the 3 <sup>rd</sup> year hosted at The Vinoy.
MAIN ARRIVAL DATE:	February 2, 2026
MAIN DEPARTURE DATE:	February 8, 2026
PRE-CONFERENCE MEETING:	A pre-conference meeting was not requested
POST-CONFERENCE MEETING:	A post conference meeting was not requested

<b>KEYS TO SUCCESS/EVENT HOT BUTTONS</b>	
•	A warm welcome back.
•	Variety of menus.
•	Room set up.

MEETING PLANNER					
NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
 Jennifer King	Executive Event Planner	2/2/26	ROH	2/6/26	V2 Charcuterie Board Chocolate Strawberries (2) Sparkling Water
 Megan Fox	Event Planner	2/3/26	ROH	2/6/26	V2 Charcuterie Board Chocolate Strawberries (2) Sparkling Water

VIPS - PENDING					
NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY

CONCESSIONS	
•	One (1) Complimentary Room Night for Every Forty-five (45) Paid Room Nights Occupied
•	Resort fee discounted from \$40/night to \$24/night
•	(5) Upgrades to VIP-Category Bay View Rooms Arriving Wed for (2) Nights at the Group Rate as Outlined in the Sleeping Room Grid
•	(5) complimentary Chef's choice welcome amenities valued at \$75 each

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## Event Resume

• (8) staff rooms at 25% discount off group rate arriving Sat for (4) nights as outlined in the sleeping room grid
• Group rate available (3) days pre/post contracted room block, based on Hotel's group rate & space availability
• Complimentary standard wireless internet access in registration area or staff office for up to (3) guests
• Complimentary meeting & event space rental with minimum banquet food & beverage spend of \$82,500++ achieved
• 2025 Published Menu Pricing for 2026 Program Dates
• Complimentary Use of Hotel's Standard In-Inventory Banquet Equipment Including but Not Limited to: Staging, Easels, Podiums, Water Stations, Pens & Note Cards, Etc.
• Complimentary Shipping & Receiving for Up to Eight (8) Packages of Conference Material (Excluding Pallets and/or Shipments for Vendors/Exhibitors)
• Marriott BonVoy Rewarding Events Points for Planner
• 15% allowable guestroom attrition; group must utilize a minimum of 85% of contracted cumulative room block
• Twenty-one (21) day cutoff date for group reservations
• (2) complimentary one-night reservations for planning visit, booked over mutually agreeable dates
• One (1) Complimentary Room Night for Every Forty-five (45) Paid Room Nights Occupied
• Resort fee discounted from \$40/night to \$24/night

### GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
01/31/2026	Saturday	Attendees	0	2
02/01/2026	Sunday	Attendees	0	13
02/02/2026	Monday	Attendees	10	30
02/03/2026	Tuesday	Attendees	67	71
02/04/2026	Wednesday	Attendees	117	109
02/05/2026	Thursday	Attendees	117	111
02/06/2026	Friday	Attendees	46	24
02/07/2026	Saturday	Attendees	3	1
01/31/2026	Saturday	Attendees	0	2
02/01/2026	Sunday	Attendees	0	13
		<b>Attendees Total</b>	360	361
02/02/2026	Monday	Staff	8	8
02/03/2026	Tuesday	Staff	8	8
02/04/2026	Wednesday	Staff	8	8
02/05/2026	Thursday	Staff	8	8
02/06/2026	Friday	Staff	0	7
		<b>Staff Total</b>	32	39
		<b>Overall Room Block Total</b>	392	400

### RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	01/31/2026	02/07/2026	Run of House ROH	Single	\$429.00
Attendees	02/04/2026	02/05/2026	Historic 1 King Bayview	Single	\$429.00
Staff	01/31/2026	02/06/2026	Run of House ROH	Single	\$321.75

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## Event Resume

ARRIVALS / FRONT OFFICE (CHECK-IN TIME IS 4:00 PM, CHECK-OUT TIME IS 11:00 AM)	
<b>RESORT FEE \$24</b>	<p>A daily resort fee of \$24 plus tax per night will be added to each individual room.</p> <p>Amenities are for two (2) people per room, per stay</p> <ul style="list-style-type: none"> <li>❖ Daily enhanced high-speed internet access</li> <li>❖ Access to Wellness Classes: One hour, 2 persons, per day</li> <li>❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day</li> <li>❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing</li> <li>❖ E-Bike rentals: (2) one-hour rentals per day, based on availability.</li> <li>❖ Two (2) St. Petersburg History Museum tickets per stay</li> </ul>
<b>NO WALK CLAUSE</b>	Included in the contract.
<b>ARRIVAL METHOD</b>	[20] % Drive in [80] % Fly in
<b>ARRIVAL TIME</b>	Staggered individual arrivals Guests are on own for all arrival and departure transportation no manifest.
<b>TRANSPORTATION COMPANY</b>	Guests are on own for all arrival and departure transportation no manifest.
<b>EARLY CHECK INS</b>	Guests arriving before 4:00PM check in will be accommodated based on room and type availability.
<b>REPORTS</b>	Please provide meeting planner with an In-House Rooming list, Arrival List and No-Show Report to Jennifer King
<b>DEPARTURES</b>	Staggered Individual departures
<b>EARLY DEPARTURE</b>	Not included in the contract.
<b>LATE CHECK OUTS</b>	No special requests at this time
<b>CONFIDENTIAL RATES</b>	Guestroom rates are not confidential.

COMMUNICATION / INTERNET	
<b>PHONE CALLS / MESSAGES / FAX</b>	Please deliver all messages for individual guests to their guest room

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

CONCIERGE	
<b>CONCIERGES</b>	Please anticipate light usage

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

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## Event Resume

<b>GUEST ROOM DELIVERIES</b>				
\$6.00 per room (one way)				
\$10.00 per room (round trip)				

<b>GUEST SERVICES/VALET PARKING/TRANSPORTATION</b>	
<b>VALET PARKING</b>	Overnight: \$50, Daily: \$34→ Bill to EPO
<b>BELL SERVICES</b>	A luggage pull is not scheduled.

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

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

<b>CONFERENCE CONCIERGE</b>	
<b>SHIPPING</b>	Incoming boxes will be accepted no earlier than three days prior to the first event.
<b>PACKAGE HANDLING</b>	Package handling fee \$5.00 per box. First (5) are complimentary Please deliver all incoming packages to Hazel. All boxes should be addressed to Jennifer King. \$65.00 per hour labor fee may apply for oversized shipments
<b>OUTGOING PACKAGES</b>	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
AV Live		Eric Langhoff		
PRODUCTION COMPANY LOAD IN/OUT				
DATE		TIME	LOCATION	NOTES
February 3, 2026		8:45am	Palm Court	
February 6, 2026		5:00pm	Palm Court	

<b>RESTAURANTS/ROOM SERVICE AND BARS</b>	
<b>RESTAURANTS</b>	Please anticipate light usage
<b>ROOM SERVICE</b>	Please anticipate light usage
<b>BARS AND LOUNGES</b>	Please anticipate light usage

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## Event Resume

OUTLET RESERVATIONS			OUTLET RESERVATIONS			
DATE	TIME	NAME OF OUTLET	NO. OF GUESTS	CONTACT	BILLING	NOTES/VOUCHERS DATE
2/3/26	12P	Paul's Landing	10	Jennifer King	Master	

BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
ROOM AND TAX		XXX
RESORT FEE \$24 CHECK CONTRACT FOR RATE AND/OR IF WAIVED		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			
ROOM AND TAX FOR THE FOLLOWING GUESTS TO BE CHARGED TO THE GROUP MASTER ACCOUNT:			
• STAN WYSOCKI	• GEOFF FANCHER	• ERIC LANGHOFF	• JEFF EGAN
• BILL STOERP	• MEGAN PARRISH	• MICHELLE JONES	• GALEN KASZNAY
• AARON SMITH	•	•	•
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:			
• JENNIFER KING	• RANJAY GULATI	• AMY WOOLF	• MEGAN FOX
AUTHORIZED SIGNATURES			
• JENNIFER KING	•	•	•

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## Event Resume

### COMPLIMENTARY ACCOMMODATIONS

The hotel is pleased to provide one (1) deluxe guestroom night for every fifty (XX) 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
NHS Global Events	311 W Monroe St, Suite 405	Chicago	IL	60606	14572736

### FINANCE/FINAL INVOICE

<b>BILL REVIEW</b>	A bill review has not been requested
<b>MASTER ACCOUNTS</b>	Master Account #7542: Banquet Food and Beverage
	Master Account #55847: HRSLT Meeting
	Master Account #56567: ELT Meeting
	Master Account #56568: Finance Meeting
<b>BILLING INSTRUCTIONS</b>	No special requests
<b>BILLING CONTACT:</b>	Jennifer King
<b>TITLE:</b>	Executive Event Planner
<b>BILLING ADDRESS:</b>	39 Pelham Ridge Drive
<b>PHONE:</b>	Greenville, SC 29615
<b>EMAIL:</b>	564-349-6274
<b>ATTRITION</b>	Jennifer.king2@tdsynnex.com

### EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
2/2/2026	Mon	8:00 AM	5:00 PM	TD SYNEX HRSLT Meeting	14	Willow
2/2/2026	Mon	8:00 AM	10:00 AM	Continental Breakfast	14	Willow
2/2/2026	Mon	9:30 AM	5:00 PM	Continuous Break	14	Willow
2/2/2026	Mon	12:00 PM	1:00 PM	Lunch Buffet	12	Willow
2/3/2026	Tue	12:00 AM	11:59 PM	Event Office	10	Hazel
2/3/2026	Tue	7:30 AM	8:30 AM	Continental Breakfast	13	Williamson
2/3/2026	Tue	8:00 AM	2:00 PM	Outside AV Set Up	125	Majestic 123AB
2/3/2026	Tue	8:00 AM	5:00 PM	TD SYNEX HRSLT Meeting	14	Willow
2/3/2026	Tue	8:00 AM	10:00 AM	Continental Breakfast	14	Willow
2/3/2026	Tue	9:30 AM	5:00 PM	Continuous Break	14	Willow
2/3/2026	Tue	8:00 AM	5:30 PM	TD SYNEX ELT Meeting	13	Williamson
2/3/2026	Tue	8:30 AM	5:30 PM	Continuous Break	13	Williamson
2/3/2026	Tue	10:15 AM	10:30 AM	Coffee Break	13	Williamson
2/3/2026	Tue	12:30 PM	1:15 PM	Box Lunch	13	Williamson

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## Event Resume

2/3/2026	Tue	2:00 PM	7:00 PM	Stage Set Up	125	Majestic 123AB
2/3/2026	Tue	3:30 PM	3:45 PM	Coffee Break	13	Williamson
2/3/2026	Tue	6:00 PM	11:59 PM	Meal Room Set Up	125	Royal 12AB
2/3/2026	Tue	6:00 PM	11:59 PM	AV Storage	1	Royal 3AB
2/3/2026	Tue	6:15 PM	9:00 PM	Group Dinner - Offsite	125	Group Off Property
2/3/2026	Tue	7:00 PM	11:59 PM	Remaining Set Up	125	Majestic 123AB/Center Court
2/4/2026	Wed	12:00 AM	12:00 PM	AV Set up	125	Majestic 123AB/Center Court
2/4/2026	Wed	12:00 AM	11:59 PM	AV Storage	1	Royal 3AB
2/4/2026	Wed	12:00 AM	11:59 PM	Event Office	10	Hazel
2/4/2026	Wed	12:00 AM	11:59 PM	Ad Hoc Meeting Room	10	Taylor
2/4/2026	Wed	11:00 AM	1:00 PM	TD SYNEX Finance Meeting	6	Abbott
2/4/2026	Wed	1:00 PM	3:00 PM	Rehearsal	125	Majestic 123AB/Center Court
2/4/2026	Wed	2:30 PM	5:00 PM	Registration	4	Palm Court Foyer
2/4/2026	Wed	3:30 PM	5:00 PM	General Session	125	Majestic 123AB/Center Court
2/4/2026	Wed	5:00 PM	6:00 PM	TD SYNEX Global Leadership Summit Connection Ques	125	Palm Court Foyer and Terrace
2/4/2026	Wed	5:00 PM	7:00 PM	Rehearsal	125	Majestic 123AB/Center Court
2/4/2026	Wed	6:00 PM	8:00 PM	TD SYNEX GLS Welcome Reception & Dinner	110	Tea Garden and Lawn
2/4/2026	Wed	7:00 PM	11:59 PM	Room Flip	125	Majestic 123AB/Center Court
2/5/2026	Thu	12:00 AM	12:00 PM	Event Office	10	Hazel
2/5/2026	Thu	12:00 AM	11:59 PM	AV Storage	1	Royal 3AB
2/5/2026	Thu	12:00 AM	11:59 PM	Ad Hoc	6	Abbott
2/5/2026	Thu	12:00 AM	11:59 PM	Ad Hoc Meeting Room	10	Taylor
2/5/2026	Thu	7:00 AM	8:15 AM	Breakfast Buffet	100	Royal 12AB
2/5/2026	Thu	7:00 AM	5:00 PM	TD SYNEX Global Leadership Summit Welcome Desk	4	Palm Court Foyer
2/5/2026	Thu	8:30 AM	5:00 PM	TD SYNEX Global Leadership Summit General Session	125	Majestic 123AB/Center Court
2/5/2026	Thu	9:00 AM	5:00 PM	Continuous Break	50	Palm Court Foyer
2/5/2026	Thu	9:45 AM	10:15 AM	Coffee Break	75	Palm Court Foyer
2/5/2026	Thu	12:45 PM	1:15 PM	Lunch Buffet	110	Royal 12AB

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## Event Resume


2/6/2026	Fri	12:00 AM	12:00 PM	Ad Hoc	6	Abbott
2/6/2026	Fri	12:00 AM	11:59 PM	AV Storage	1	Royal 3AB
2/6/2026	Fri	12:00 AM	11:59 PM	Ad Hoc Meeting Room	10	Taylor
2/6/2026	Fri	7:00 AM	8:15 AM	TD SYNnex Global Leadership Summit Breakfast	110	Royal 12AB
2/6/2026	Fri	7:00 AM	5:00 PM	TD SYNnex Global Leadership Summit Welcome Desk	4	Palm Court Foyer
2/6/2026	Fri	8:30 AM	12:45 PM	TD SYNnex Global Leadership Summit General Session	125	Majestic 123AB/Center Court
2/6/2026	Fri	9:00 AM	5:00 PM	Continuous Break	115	Palm Court Foyer
2/6/2026	Fri	12:45 PM	1:15 PM	Lunch Buffet	110	Royal 12AB
2/6/2026	Fri	12:45 PM	5:00 PM	Teardown	1	Majestic 123AB/Center Court
2/6/2026	Fri	2:00 PM	2:30 PM	TD SYNnex EEB Meeting	10	Mirror Lake A
2/6/2026	Fri	3:00 PM	5:00 PM	Coffee Break	75	Palm Court Foyer

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## EVENT RESUME

	DATE:	JANUARY 24, 2026
	MASTER ACCOUNT NUMBER:	30332 – GROUP 30333 - STAFF
	GROUP CODE:	ASAN, AMSN
	EVENTS MANAGER:	CHELSEA DAHLSTROM
	SALES MANAGER:	SHANA WHITTINGHAM
	SENIOR RESERVATIONS SPECIALIST:	YAHWEH BEN YAHWEH

ORGANIZATION:	American Supply Association
NAME OF MEETING:	ASA's LEAD2026 Strategic Leadership Summit
ONSITE CONTACT:	Caitlin Beeter at 630-330-1991
GROUP PROFILE:	<p>American Supply Association (ASA) is a national association serving the plumbing, heating, cooling, and piping wholesale/distributor industry. We are gathering for our annual convention, which brings together our members from across the United States. The individuals attending our event are the owners and CEO's/VIPs of multi-million-dollar companies within the industry.</p> <p>We convene our volunteer leaders on an annual basis to set the association goals and strategic plan at the Winter Leadership Meeting.</p>
MAIN ARRIVAL DATE:	02/03/2026
MAIN DEPARTURE DATE:	02/07/2026
PRE-CONFERENCE MEETING:	Pre-Con meeting at 10AM, Wednesday 02/04 in McNichol Mona
POST-CONFERENCE MEETING:	A post conference meeting was not requested

### MEETING PLANNER

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Caitlin Beeter	Chief Administrative Officer	02/03/2026	Run of House ROH	02/06/2026	History Lives Here (2) Bottles of Sparkling Card from Chelsea
Brianna Dovichi	Director of Business Intelligence & Vendor Engagement	02/03/2026	Run of House ROH	02/06/2026	Petite Fruit Bowl (2) Bottles of Sparkling Water Card from Chelsea

### VIPS

NAME	TITLE	ARRIVAL	ROOM TYPE	DEPARTURE	AMENITY
Kip Miller	2026 ASA President	02/03/2026	Historic Corner Studio Suite KTWS	02/06/2026	St Pete Local (2) Bottles of Still Card from Chelsea
Mike Adelizzi	CEO	02/03/2026	Tower (1) King with Balcony VBBR	02/03/2026	St Pete Local (2) Bottles of Still Card from Chelsea

### CONCESSIONS

<ul style="list-style-type: none"> <li>Group room rate is available (3) days pre and post event date (subject to availability)</li> <li>One (1) complimentary corner suite, Three (3) upgrades to Bay View rooms at group rate</li> <li>Five (5) complimentary VIP amenities</li> </ul>
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## EVENT RESUME

• Waived Meeting room rental with a met food and beverage minimum of \$35,000 excluding tax and service charges
• 10% discount off 2026 published banquet food and beverage menu pricing, excluding alcohol and custom menus
• 10% 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
• 50% discount on meeting space internet with exclusive use of in-house audio visual provider
• Ten (10) staff rooms at a discounted rate of 15% off group room rate at the rate of \$364.65
• Marriott Bonvoy Double Take, Earn 2x points for meetings and events
• One (1) complimentary room night for every fifty (50) revenue generating room nights occupied on a cumulative basis

### GROUP ROOM BLOCK:

Date	Day	Room Block	Contracted	Picked Up
02/01/2026	Sunday	Attendee	0	1
02/02/2026	Monday	Attendee	0	1
02/03/2026	Tuesday	Attendee	10	27
02/04/2026	Wednesday	Attendee	80	89
02/05/2026	Thursday	Attendee	80	88
02/06/2026	Friday	Attendee	5	10
02/07/2026	Saturday	Attendee	0	1
Attendee Room Block Total			175	217
02/02/2026	Monday	Staff	0	0
02/03/2026	Tuesday	Staff	10	9
02/04/2026	Wednesday	Staff	10	10
02/05/2026	Thursday	Staff	10	10
02/06/2026	Friday	Staff	10	0
Staff Room Block Total			40	29
Overall Room Block Total			315	246

### RATES:

Room Block	Start Date	End Date	Room Type	Room Occupancy	Negotiated Rate
Attendees	02/03/2026	02/06/2026	Historic Corner Studio Suite KTWS	Single	\$429.00
Attendees	02/03/2026	02/06/2026	Tower (1) King with Balcony VBBR	Single	\$429.00
Attendees	02/03/2026	02/06/2026	Run of House ROH	Single	\$429.00
Staff	02/03/2026	02/06/2026	Run of House ROH	Single	\$364.65

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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	<p>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</p> <ul style="list-style-type: none"> <li>❖ Daily enhanced high-speed internet access</li> <li>❖ Access to Wellness Classes: One hour, 2 persons, per day</li> <li>❖ Access to Tennis Courts: Including rackets and balls per day. For reservations, please dial extension 8026. 90 minutes, 2 persons per day</li> <li>❖ Two complimentary specialty cocktails per stay at either the Veranda or Paul's Landing</li> <li>❖ E-Bike rentals: (2) one-hour rentals per day, based on availability.</li> <li>❖ Two (2) St. Petersburg History Museum tickets per stay</li> </ul>
NO WALK CLAUSE	Not included in the contract.
ARRIVAL METHOD	[10] % Drive in [90]% 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.
REPORTS	Please email offsite meeting planner with an In-House Rooming list, Arrival List and No-Show Report to Allison Ballantyne at aballantyne@asa.net
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

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

CONCIERGE	
CONCIERGES	Please anticipate moderate usage

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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## EVENT RESUME

LOSS PREVENTION				
ADDITIONAL SECURITY		No special requests at this time		
		Additional security post to be provided at \$65.00 per hour		
RE-KEY MEETING ROOM				
DATE	TIME	LOCATION	NO. OF KEYS	NOTES
02/04/2026	7AM	Williamson	5	

<b>CONFERENCE CONCIERGE</b>	
<b>SHIPPING</b>	Incoming boxes will be accepted no earlier than three days prior to the first event. [Note any freight or loading dock usage]
<b>PACKAGE HANDLING</b>	Package handling fee \$5.00 per box. First (5) are complimentary Please deliver all incoming packages to Williamson at 7AM on 02/04 \$65.00 per hour labor fee may apply for oversized shipments
<b>OUTGOING PACKAGES</b>	No special requests at this time

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

<b>RESTAURANTS/ ROOM SERVICE AND BARS</b>	
<b>RESTAURANTS</b>	Please anticipate heavy usage
<b>ROOM SERVICE</b>	Please anticipate heavy usage
<b>BARS AND LOUNGES</b>	Please anticipate heavy usage

<b>BILLING INSTRUCTIONS</b>		
<b>CHARGES</b>	<b>MASTER ACCOUNT</b>	<b>GUEST TO PAY</b>
ROOM AND TAX	XXX	XXX
RESORT FEE \$40	XXX	XXX
PARKING	XXX	XXX
\$50.00 DAILY VALET PARKING		
\$.00 OVERNIGHT VALET PARKING	XXX	XXX
HOUSEKEEPING GRATUITIES	XXX	XXX
BELLMAN GRATUITIES	XXX	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	XXX
RETAIL SHOP CHARGES	XXX	XXX
ROOM SERVICE CHARGES	XXX	XXX
F&B OUTLETS CHARGES	XXX	XXX
ENGINEERING CHARGES	XXX	XXX
HOUSEKEEPING MISCELLANEOUS CHARGES	XXX	XXX
TELEPHONE CHARGES	XXX	XXX
LAUNDRY CHARGES	XXX	XXX
SPA/FITNESS CENTER CHARGES	XXX	XXX
TENNIS CHARGES	XXX	XXX

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## EVENT RESUME

BILLING INSTRUCTIONS		
CHARGES	MASTER ACCOUNT	GUEST TO PAY
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:			
• LAURA CLARK	• TAYLOR ALBANO	• LEAH LOPES	• NILS SWENSON
• STEVE EDWARDS	• STEVE ROSSI	•	•
AUTHORIZED SIGNATURES			
• CAITLIN BEETER	•	•	•

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

COMMISSIONS					
Group Room Rates are commissionable to designated agency(ies) at 7.0000%					
AGENCY	ADDRESS	CITY	STATE	ZIP	IATA
HelmsBriscoe					03633884

FINANCE/FINAL INVOICE	
BILL REVIEW	A bill review has not been requested
MASTER ACCOUNTS	Master Account #30332
	Master Account – Staff #30333
BILLING INSTRUCTIONS	No special requests at this time
BILLING CONTACT:	Allison Ballantyne
TITLE:	Director of Meetings & Events
BILLING ADDRESS:	500 Park Rd, Ste 1125, Itasca IL 60143
PHONE:	(480) 363-7133
EMAIL:	aballantyne@asa.net
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
2/4/2026	Wed	7:00:00 AM	11:59:00 PM	Office	10	Williamson
2/4/2026	Wed	1:15:00 PM	3:30:00 PM	Refreshment Service	20	Mirror Lake A
2/4/2026	Wed	1:30:00 PM	3:30:00 PM	Executive Committee Meeting	20	Mirror Lake A

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## EVENT RESUME

2/4/2026	Wed	2:00:00 PM	5:30:00 PM	Registration	4	Mirror Lake Foyer
2/4/2026	Wed	4:00:00 PM	5:30:00 PM	IPD Advisory Group Meeting	12	Mirror Lake A
2/4/2026	Wed	4:00:00 PM	5:30:00 PM	Continuous Break	12	
2/4/2026	Wed	4:00:00 PM	5:30:00 PM	WII Advisory Group Meeting	10	Mirror Lake B
2/4/2026	Wed	4:00:00 PM	5:30:00 PM	Continuous Break	10	
2/4/2026	Wed	4:00:00 PM	5:30:00 PM	Plumbing Division Advisory Group Meeting	14	Mirror Lake C
2/4/2026	Wed	4:00:00 PM	5:30:00 PM	Continuous Break	14	
2/4/2026	Wed	4:00:00 PM	5:30:00 PM	Emerging Leaders Advisory Group Meeting	14	Mirror Lake D
2/4/2026	Wed	4:00:00 PM	5:30:00 PM	Continuous Break	14	
2/4/2026	Wed	6:00:00 PM	7:00:00 PM	Welcome Reception	100	Bayview Terrace
2/5/2026	Thu	7:00:00 AM	8:00:00 AM	Breakfast	60	VGB Foyer
2/5/2026	Thu	7:00:00 AM	8:00:00 AM	VMD Advisory Group Meeting	20	Mirror Lake A
2/5/2026	Thu	7:00:00 AM	8:00:00 AM	Breakfast	20	
2/5/2026	Thu	7:00:00 AM	11:59:00 PM	Office	5	Williamson
2/5/2026	Thu	8:15:00 AM	3:45:00 PM	Strategic Planning Session	100	Vinoy Grand Ballroom
2/5/2026	Thu	10:00:00 AM	2:00:00 PM	Beverage Service	100	VGB Foyer
2/5/2026	Thu	11:30:00 AM	12:30:00 PM	Lunch	90	Vinoy Grand Ballroom
2/5/2026	Thu	2:00:00 PM	3:30:00 PM	Coffee Break	100	VGB Foyer
2/5/2026	Thu	3:30:00 PM	5:00:00 PM	Embracing the Future Strategic Council Meeting	12	Mirror Lake A
2/5/2026	Thu	3:30:00 PM	5:00:00 PM	Operational Excellence Strategic Council Meeting	16	Mirror Lake B
2/5/2026	Thu	3:30:00 PM	5:00:00 PM	Workforce Development Strategic Council Meeting	12	Mirror Lake C
2/5/2026	Thu	3:30:00 PM	5:00:00 PM	Advocacy Strategic Council Meeting	10	Mirror Lake D
2/5/2026	Thu	6:00:00 PM	6:30:00 PM	Cocktail Reception	100	Bayview Terrace
2/5/2026	Thu	6:30:00 PM	8:00:00 PM	Dinner Buffet	130	Vinoy Grand Ballroom/Foyer
2/6/2026	Fri	7:00:00 AM	7:30:00 AM	Breakfast	50	VGB Foyer
2/6/2026	Fri	7:00:00 AM	11:59:00 PM	Office	5	Williamson

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## EVENT RESUME


2/6/2026	Fri	7:30:00 AM	8:45:00 AM	Board of Directors Meeting	50	Vinoy Grand Ballroom
2/6/2026	Fri	7:30:00 AM	8:45:00 AM	Beverage Service	50	Vinoy Grand Ballroom

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## EVENT RESUME

	DATE:	JANUARY 27, 2026
	MASTER ACCOUNT NUMBER:	56084
	EVENTS MANAGER:	McKENNA WEATHERS
	SALES MANAGER:	CHRISTOPHER LISK

ORGANIZATION:	ProMach
NAME OF EVENT:	ProMach Meeting
ONSITE CONTACT:	Scott Smith – (864)483-4965
GROUP PROFILE:	<p>This is a 1-day meeting.</p> <p>ProMach is a global packaging solutions company that offers a broad portfolio of brands and technologies that support every stage of the production line across multiple manufacturing industries including pharmaceutical, personal care, household, food and beverage.</p>
EVENT DATE:	February 6, 2026

<b>PARKING</b>	
VALET SERVICES	Daily: \$34 → Bill to EPO

<b>HOUSEKEEPING</b>	
SPECIAL REQUESTS	No special requests at this time
<b>ENGINEERING</b>	
SPECIAL NEEDS	No special requests at this time

<b>LOSS PREVENTION</b>	
ADDITIONAL SECURITY	No special requests at this time

<b>CONFERENCE CONCIERGE</b>	
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

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

<b>RESTAURANTS/ROOM SERVICE AND BARS</b>	
RESTAURANTS	Please anticipate light usage
BARS AND LOUNGES	Please anticipate light usage

<b>BILLING INSTRUCTIONS</b>		
<b>CHARGES</b>	<b>MASTER ACCOUNT</b>	<b>GUEST TO PAY</b>
PARKING \$34.00 DAILY VALET PARKING		XXX
BANQUET EVENT FUNCTIONS	XXX	
AUDIO/VISUAL EQUIPMENT & COMMUNICATION CHARGES	XXX	

## EVENT RESUME

<b>BILLING EXCEPTIONS/COMMENTS</b>	
<b>AUTHORIZED SIGNATURES</b>	
• Scott Smith	
<b>FINANCE/FINAL INVOICE</b>	
<b>BILL REVIEW</b>	A billing review has not been requested
<b>MASTER ACCOUNT</b>	56084
<b>BILLING INSTRUCTIONS</b>	No special requests at this time
<b>BILLING CONTACT:</b>	Scott Smith
<b>TITLE:</b>	Senior VP
<b>PHONE:</b>	(864)483-4965
<b>EMAIL:</b>	Scott.smith@promachbuilt.com
<b>BILLING ADDRESS:</b>	300 Executive Center Drive, Suite 201 Greenville, SC 29615

### EVENT AGENDA:

Date	Day	Start Time	End Time	Function	GTD	Function Space
2/6/26	Friday	8:00 AM	12:30 PM	Meeting	4	Sawyer