



October 01, 2018

Mr. Matt Johnson
Vice-President of Sales
Connect Meetings
15 Technology Parkway South
Suite 250
Norcross, Georgia, 30092

Re: Proposal for Connect New England June 22-24, 2020

Dear Mr. Johnson,

I would like to thank you for inquiring with us at the Desmond Hotel Albany, and we are pleased to have this opportunity to present to you a proposal for your consideration to host the upcoming Connect New England 2020! We look forward to having the opportunity to work with you on this event, and trust our proposal covers the primary details for your consideration.

The Desmond is independently owned and operated and has a unique character of its own. Serving traditional American fare, Simpson's is open for breakfast, lunch and dinner. The classic menu highlights Desmond favorites such as skillet breakfasts, our award-winning New England Clam Chowder and Desmond Bread Pudding – and our famous Friday Prime Rib Dinner. Whether it is a business luncheon, a family dinner or a romantic evening...Simpson's is the perfect casual choice. The environment here at the Desmond has been carefully designed to set the stage for the importance of our client's events.

Highlights the Desmond can offer to your organization

- IHG Reward points as an affiliate member of InterContinental Hotels Group
- Complimentary Wi-Fi throughout entire hotel
- Airport accessibility with 24 hour complimentary on-demand shuttle
- State of the art audio-visual equipment and support
- The Tavern an English style pub serving food and drink until 1:00 a.m. daily
- Transportation to restaurants and shopping within a 3 mile radius
- Fitness Facility, Indoor pool, Billiards Room, Business Center
- Complimentary Parking in a safe well-lit surface parking lot
- Complimentary newspapers in the lobby

In addition, we would like to present in further detail other benefits The Desmond will be able to offer on the following pages.

LOCATION

Attendees will notice what sets The Desmond above other hotels and conference centers, even before they enter the fully landscaped indoor courtyards. Being just minutes from the Albany International Airport and adjacent to New York Interstate 87, The Desmond is only just a few short hours from the heart of Manhattan. This convenient location draws many visiting dignitaries and celebrities alike. With this ease of access, attendees will arrive ready to participate and focus on the information and task at hand. Close to shopping, movie theatres, restaurants and coffee shops. And, for walkers and joggers, the beautiful "Crossings" Park is also in the immediate area!

GUEST ROOM ACCOMMODATIONS



Each of the guest rooms features a professional and comfortable setting. With desks, ample lighting, telephone, hard-wired & Wi-Fi in each room guests can work privately in preparation for their activities and keep up with their office and families. The Desmond guest rooms present colonial warmth and charm while offering all the modern amenities.

To accommodate for the overnight guest the following guest room inventory is available on the dates listed below:

2020 GUEST ROOM COMMITMENT

Room Type	6/22/20	6/23/20	6/24/20
	Monday	Tuesday	Wednesday
Run of House	2	85	1
Total	2	85	1

"Run-of-house" guestrooms are not guarantee of a specific bed type but rather a total number of rooms. Requests for specific room types (i.e. kings or double beds) will be accommodated based on availability at the time individual reservations are confirmed.

These dates may be held on a first option basis once a letter of agreement is issued while we await the final paper work confirming the program with the hotel.

GUEST ROOM RATES

The Desmond understands your need for a competitive guest room rate to ensure affordability for all of your attendees. The guest room rates below represent a considerable discount over the current published rates. The guest room rates below are net non-commissionable and subject to the prevailing state and local taxes, which currently total 14%.

2020 DISCOUNTED GUEST ROOM RATES

Room	Single Rate	Double Rate
Planners	Complimentary	Complimentary
*Staff and Speakers	\$60.00	\$60.00
Suppliers	\$130.00	\$130.00

\$60.00 Overnight Room Rate is inclusive of all applicable taxes

2

The combined taxes, currently, of 14% (subject to change without notice) are applicable to the room rate. Such tax is subject to change without notice.

MEETING PLANNERS COMPLIMENTARY ROOMS

The Hotel agrees to provide Complimentary Accommodations for all Meeting Planners for arrival on June 22, 2020 and Departure on June 24, 2020.

COMPLIMENTARY WELCOME "TASTE OF NEW YORK" LUNCHEON AND POST RECEPTION FOR CONNECT NEW ENGLAND

- Complimentary "*Taste of New York Luncheon*" – The Desmond Hotel has agreed to provide *Connect Meetings* with a "*Taste of New York Luncheon*" on Tuesday June 23, 2020. The Luncheon will consist of Specialty Themed Stations featuring Upstate New York's iconic dishes. Complimentary Beer, Wine and Soda will be included.
- Post Reception "*Wined Down*" In addition, The Desmond Hotel has agreed to provide *Connect Meetings* with a "*Wined Down Post Reception*" in our Tavern consisting of New York's Notable Seasonal Wines accompanied with Chef's Choice of Hot and Cold Hors' d' oeuvres.

ATTRITION

In appreciation of your business The Desmond Hotel agrees to waive the standard attrition requirement.

TAX POLICY

Overnight accommodations are subject the prevailing taxes at the time the event is conducted as required by law. Currently, the prevailing tax is an 8% state sales tax and 6% occupancy tax for a total guest room tax of 14.00%. Please note the state sales tax will pertain to all other hotel services provided. Taxes may change without prior notice.

If the organization is tax exempt, an appropriate Exempt Organization Certification must be returned with this signed contract. *Individual attendees will be asked to present proof of government employment upon check in and as well they should be prepared to present a NYS ST-129 in order to receive exemption on their overnight room charges.*

CHECK IN/CHECK OUT

Check in time for begins for all groups at 4:00 p.m. Individuals may check in earlier, depending on occupancy levels and availability of "ready" rooms. Check out time is 12 noon. Each guest must have potential incidentals and/or nightly guest room charges guaranteed for payment. This guarantee may be made by:

- Organization accepting all charges be routed to the master account for guaranteed payment,
- A valid credit card provided at time of check-in.
- A cash deposit at time of check-in.

RESERVATION PROCEDURES

Reservation Guarantee Policy

A deposit guarantee equal to (1) night's stay is required to hold each individual's reservation. Such deposit guarantees shall serve to confirm the reservation for the date(s) indicated, and, upon check in, shall be applied to the last night of the reserved stay. A personal check, money order or a valid American Express, Visa, Master Card, or Discover card number with expiration date are acceptable. Should the Connect Meetings want to guarantee the reservation to the master account credit terms will need to be established prior acceptance of the reservations.

2

An individual guest may cancel a room only reservation, and not be charged for the reservation guarantee, if notice is received at least **twenty four (24) hours** prior to the planned arrival date. Departure prior to the date agreed at during the check-in process may result in an early departure charge.

RESERVATION CUT OFF DATE

The above noted room block will be held until **06/08/2020**. Any rooms within the block not covered by a rooming list or held in an individual's name shall, subject to the terms hereof concerning guarantees, deposits and cancellation, will be released from the room block, and the Hotel shall have the right to resell any such rooms so released to the general public or other groups. Reservations will continue to be accepted from attendees after this date, at prevailing room rates, subject to continued group availability. In the event Connect Meetings desires guestrooms to be held beyond the cut-off date, a written guarantee for such rooms for the entire length of stay and not subject to cancellation or reduction will need to be provided.

FUNCTION SPACE

The pictures below represent various meeting spaces and meal function spaces that the Desmond has to offer.



The function rooms and open courtyards whether for receptions or an informal lunch buffet, are all designed to help set a tone for the significance of the event. The unique space sets this destination apart from all other properties in the Capital Region.



CONVENTION/CATERING DEPARTMENT



The Desmond Hotel's professional Catering and Events Department will work with you to assure all your needs. As a full-service facility, the Desmond Catering and Events staff provide assistance in menu planning. Our chefs will prepare quality choices and will give strict adherence to the food nutrition and preparations assuring delightful meals are served to your attendees. Current menus pricing is available online or may be found in the provided conference packet. Annually, menus generally do not increase more than 5% over the current year menus. You may use this estimated increase as a gage to use in your budgeting process.

al

We have many choices and pricing structures for each meal. Be assured you will be satisfied with whatever you choose made from these menus. Custom menus can also be created specific to the event.

CONCLUSION

The Desmond will provide first-class accommodations, guest services, conference planning, and catering. This hotel has withstood the "test of time" providing efficient services, and most important excellent quality. Allow the professionals at The Desmond to be of service to Connect New England in 2020! Together, we will create an event to remember!

On behalf of everyone here at The Desmond, I personally thank you for this opportunity to be considered. I will be in touch again soon to discuss our next step. Should there be any questions in the meantime, please contact me and know it would be my pleasure to assist you. I encourage a site visit to walk through the space for your event and would like to discuss a date for that opportunity.

I look forward to speaking with you again soon, and I am excited this great destination will be considered to host your event.

Sincerely,

A handwritten signature in cursive script that reads "Aurelia Lazzari".

Aurelia Lazzari
Sales Manager
The Desmond Hotel and Conference Center

Handwritten initials, possibly "DL", in the bottom right corner of the page.