



Confirmation Agreement

Company/Group: 3/5/2018
 Name of Event: Cyber Security Workshop
 Contact: Cecilia Ramos
 Phone: (806) 742-3527
 Email: Cecilia Ramos

Hello Cecilia Ramos,

Thank you for choosing the Staybridge Suites Lubbock to host your event.
 This agreement, detailed below, is a binding contract between the Staybridge Suites Lubbock and
The Cyber Security Workshop

The following guest rooms have been reserved:

The Cyber Security Workshop

| Dates | Qty | Queen Suite | | |
|-------------------------|-----|-------------|-----------|--|
| Tuesday, May 29, 2018 | 20 | \$89.00 | | |
| Wednesday, May 30, 2018 | 20 | \$89.00 | | |
| Thursday, May 31, 2018 | 20 | \$89.00 | | |
| Friday, June 01, 2018 | 20 | \$89.00 | | |
| Saturday, June 02, 2018 | | | Check-out | |
| Total: | 20 | | | |

Cut-Off Date **5/10/2018**

* All sleeping room charges are applicable to a 13% hotel occupancy tax(7% city, 6% state.)

Commission:

The following special room rates are net non-commissionable, and are subject to all hotel occupancy taxes in effect at the time of arrival.

Check-In and Check-Out Policy:

Please note that our check-in time begins at 3:00pm CST and our check-out time is at 12:00pm CST. Additional charges may be assessed for check out extensions without prior approval.

Cut-Off Date:

Room reservations must be received on or before the date listed below the individual game, listed above. The guest room block will be held until the cut-off dates, or until such time as the block has been filled. Any rooms not reserved by this date, will be released by the hotel for sale to the general public. Additional rooms for the group may be reserved on a space and rate availability basis. The established group guest room rate will not be extended after the cut-off date.

Method of Reservations:

Room reservations made after the Cut-Off Date will be made on an availability basis at the Hotel's rack rate. Reservations must be accompanied by one night's deposit, plus tax, by approved check or guaranteed with a credit card. Deposits are only refundable for cancellations occurring up to three days prior to check-in date.

Please specify which method you will be making reservations for your group:

_____ Rooming List _____ Individual Call In

Guarantee Policy:

Guarantee of guest rooms is required at the time of reservation. Acceptable methods of guarantee include, credit card, prepayment of one night room and tax, or previously established direct bill account.

Billing Arrangements:

Please select one of the following billing arrangements that apply:

_____ Individual guests will be responsible for payment of their own charges, (Guests will be asked to leave a cash or credit card deposit to guarantee payment).

_____ Room and tax charges will be charged to a Master Account and all incidental charges will be paid by the

individual guests. (You must have a Master Account set up in advance.)

All charges will be billed to the Master Account. (You must have a Master Account set up in advance)

Other: _____

Master Account as Method of Payment (if Group is paying all room charges):

Please select one of the payment options for your rooms:

Credit Card

_____ In selecting "Credit Card" as your payment, you must fill out a credit card authorization form, provided to you by the Staybridge Suites Lubbock. The credit card will be charged for only the expected billing amount

Direct Bill

_____ In selecting "Direct Bill" as your payment, you must be pre-approved by Staybridge Suites Lubbock, and have a Direct Bill Application filled out and turned in to our office 2 months prior to booking date.

Cash

_____ In selecting "Cash" as your method of payment, please be prepared to pay for event 30 days prior to arrival. A formal receipt will be provided to you.

** If a method of payment is not secured within the timeframes detailed, the event is subject to cancellation and cancellation charges.*

Transportation and Parking:

Staybridge Suites Lubbock provides complimentary parking, but we do not offer Shuttle Service.

Cancellation Policy:

The performance of this Agreement by the Hotel is subject to any circumstance making it illegal, impractical, or reasonably impossible for the Hotel to provide the services as provided for herein at the Hotel, including events caused by acts of God, war, government regulations, disaster, strikes, civil disaster, or curtailment of transportation facilities, or curtailment or interruption of utility services for sewer, water or power to the Hotel. The Agreement may be terminated for any one of the above reasons by written notice from the Hotel to your Group within ten (10) days of the Hotel learning of the basis for termination.

Damage Policy:

Any damages done to the hotel to include, but not limited to, its building, supplies, equipment and all materials rented from a 3rd Party, will be at the expense of your group. By signing this agreement you are financially responsible for the above mentioned damages, should they occur on the Hotels premises. Interest and penalties may be assessed at the Hotels discretion.

CONFIRMATION

Staybridge Suites will protect the above arrangement until **May 10, 2018**

After this time, all rooms will be released for sale to the general public. In order to reserve these arrangements, this document must be signed and returned to our office, no later than the date published above.

The Cyber Security Workshop and the Staybridge Suites Lubbock acknowledge that this Agreement is the entire Agreement between the parties, and that there is no other Agreement between your Group and the Hotel. Further this Agreement supersedes, avoids, and terminates any and all other Agreements that may have existed, or do exist, at the time of execution of the Agreement between the parties. Your signature and return of a signed copy, along with any requested deposits, would assign definite status to the booking. At that point, a full executed copy would be sent to you for your files. Both signatures indicate acceptance of the aforementioned, and both parties are empowered to place their signature in this regard.

If you will please sign, and fax or email this agreement to our offices, we will consider all arrangements definite and confirmed. Please email to lubbockgm@ih-corp.com, or fax to (806) 765-5322, and, again, Thank You for choosing the Staybridge Suites Lubbock as your destination for excellence.

The entire staff at the Staybridge Suites Lubbock, sincerely appreciates the opportunity to serve your group and we will strive to provide superior service. I will assure you of my personal attention in making your stay at the Staybridge Suites Lubbock most enjoyable and successful.

Warm Regards,

Jasmine Kresta

Staybridge Suites Lubbock

By: _____
Cecilia Ramos

By: _____
Jasmine Kresta, General Manager

Date: _____

Date: _____