

Resort _____
Group _____

At this time, the following one-time departure cleaning fees for homes and condominiums would apply. Clean fees noted below are taxed at an additional 9%.

2-Bedroom Condominium	\$100.00
2-Bedroom Loft Condominium	\$100.00

Certain larger homes may require an additional fee. Fees subject to change. Group shall be solely and fully responsible for informing its attendees of these fees and that they are separate and distinct from the room rate and from taxes and community assessment. Group may not, in any printed materials regarding the meeting or in any other manner, lump these fees into any category such as tax, community assessment or room rate.

Room rates quoted above are non-commissionable, net rates, subject to tax and assessments, which are currently 9%, and a Resort Fee, which is currently 15% per room night. The Resort Fee is also subject to a 1% state tax. Rates, fees and taxes are subject to change.

Your group rates will be honored for your attendees three (3) days before group arrival and three (3) days after group departure based on availability.

RESORT FEE

The daily Resort fee of 15% of nightly room rate (mentioned above) includes: wireless Internet, access to Sage Springs Club and Spa, discounted access to SHARC (Sunriver Homeowners Aquatic and Recreation Center), access to Resort swimming pools and hot tubs, access to Crosswater and Caldera Links, intra-Resort transportation, self valet parking, newspaper in the Lobby, and in-room coffee. Group shall be solely and fully responsible for informing its attendees of these fees and that they are separate and distinct from the room rate and from taxes. Group may not, in any printed materials regarding the meeting or in any other manner, lump these fees into any category such as tax or room rate.

COMPLIMENTARY ACCOMMODATIONS

Resort will provide one (1) complimentary room night, at the lowest group room rate, on a cumulative basis, for each 60 room nights within the pattern set forth above actually occupied by attendees of _____ and paid for at the full contract rate. Resort shall credit _____ Master Account for the total number of complimentary accommodations accrued by _____ at the conclusion of your meeting.

SPECIAL CONCESSIONS

- One Complimentary Lodge Village Suite or River Lodge Guestroom from April 13-17, 2016

ROOM RESERVATION PROCEDURES

From the moment this contract is accepted, we will be holding your contracted guest room block for the use of your attendees. Resort has no obligation to provide room nights beyond those contained in the room block. A confirmed guest who fails to arrive on their scheduled arrival date will be considered a no-show, and their entire reservation will be canceled. Sunriver Resort cannot guarantee rooms for guests arriving after their arrival date.

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In order to assign individuals to specific rooms, room reservations will be required. We understand that your guests will be making their reservation requests online through the web address www.sunriver-resort.com. Reservations must be provided to Resort by your reservation due date: March 21, 2016. Each of your guests must identify themselves online as part of your group by inserting Group Identification code, which will be provided to you by Resort, and must provide all of the other information required by the website. Group must separately provide Resort with any attendee's VIP status. It would be appreciated if Resort could be included on the attendee mailing list (traditional mail or e-mail), to stay informed as to when reservations are likely to begin arriving. Resort does not confirm reservations to the individual in writing. Resort reserves the right to change the method used, information required, email address or other aspect of the reservation process. Resort will confirm online reservations to the individual in writing via e-mail, if an e-mail is provided at time of booking.

AND

In order to assign individuals to specific rooms, room reservations will be required. We understand that your guests will be phoning in their reservation requests to the following number: 800-847-3822. It is important that each of your guests contact Sunriver Resort no later than March 21, 2016 (your reservation due date). They will need to identify themselves as part of _____, provide us with guest name, home or business address, email address (if any), requested type of room, requested bed type (i.e. king, double/double, queen, twin or suites), and check-in and check-out dates. Group must separately provide Resort with any attendee's VIP status. Any requests for special room arrangements must be made at the time of this call. It would be appreciated if Resort could be included on the attendee mailing list, to stay informed as to when reservations are likely to begin arriving. Resort will confirm telephone reservations to the individual in writing.

A sample of reservation and/or registration information must be provided to the Convention Services Department for approval prior to printing and mailing. Group agrees not to list any other housing option other than Sunriver Resort on all reservation and registration information.

Publishing benefits of booking lodging through Sunriver Resort on your registration collateral will not only enhance your guests' overall experience at your event, but can keep their costs down.

On your reservations due date, all room nights which have not been reserved as described above will be deemed to be room nights which your group will not use, and they will become subject to the attrition provisions herein. Such room nights will at that date be returned to Resort's general inventory. Reservation requests from your attendees received after your reservations due date will be accepted on a space-available basis, at the higher of the contract rate or rate available at that time. Should such requests be accepted, such room nights will be credited to your block for purposes of any calculation of attrition.

CHECK-IN / CHECK-OUT

Check-out time is by 11:00 AM on departure day. Therefore, some accommodations may not be ready until mid- to late afternoon. We ensure that all accommodations will be cleaned by 6:00 PM on check-in day. Any clean and available accommodations are assigned on a first-come, first serve basis, or based on specific requests. Resort would appreciate receiving flight arrival times for your group, if available. Any attendee wishing special consideration for late checkout should inquire at the front desk on the day of departure. Should Resort allow for late checkout, it may impose a half-day rate.

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GUESTROOM CHARGES

It is our understanding that your guests will pay their own account upon departure. Group assumes full and sole responsibility for informing all attendees of the room rate, applicable taxes and community assessment, and Resort fees and that Resort fees are separate and distinct from the room rate and from taxes. Upon check-in, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the room and tax charges, community assessment and Resort fees for the length of the guest's stay, plus the anticipated use of Resort's ancillary services, and we require each guest's home/business address and e-mail address. Should any guest not settle his or her account in full upon departure, Group will be responsible for those charges.

Due to the location of our Resort, we rarely have "walk-in" guests or short-term reservations, such as is the case in many commercial or city hotels. When a guest arrives late or departs early, our ability to reseat these accommodations is minimal. We have already scheduled Resort employees, and in many cases turned away other guests, so our loss is much greater than the anticipated revenue outlined in this agreement. Therefore, in private homes or condominiums a two nights deposit will be due at booking and at 45 days prior to arrival the full amount of nights reserved, including taxes, resort fee and cleaning fees, will be billed to the individual credit card. If a reservation is cancelled or changed inside of 45 days prior to arrival, the full nightly room rate will be forfeited to Sunriver Resort for any cancelled or unused nights. Taxes, Resort fee and cleaning fees will be refunded as applicable.

When reserving Guestrooms, Suites, and River Lodges, a credit card will be required to confirm the reservation and a one night deposit will be due at time of booking. The equivalent of one night's lodging in a Guestroom or Suite will be billed to the individual's credit card for each guest who cancels less than 21 days prior to arrival. For all accommodation types, a guest who checks in and then departs prior to their confirmed departure date will be charged for the unused balance of their stay. Any room night charged as such will be credited to Group's total pickup numbers.

FOOD & BEVERAGE / MEETING REQUIREMENTS

Though we usually charge for usage of our function space, Resort will provide all of the function space you require in accordance with the schedule of events which is described below on a complimentary basis (excluding exhibit charges), in recognition of the revenue we will derive from the provision of room nights and food and beverage services and ancillary services hereunder. Resort reserves the right to adjust function space at the reservations due date based on attendance at levels lower than contracted. Please ensure that the schedule below includes all space necessary to accommodate set-up and break-down times, all audio-visual needs, head tables and displays.

Should you desire additional food and beverage services and/or meeting space beyond that specified in the schedule of events below, please advise us as soon as possible so that we may attempt to secure such additional space for your use. Resort reserves the right to make reasonable substitutions in meeting and banquet rooms and/or menu selections. Diagrams and identification of Resort's meeting space to be used for your meeting may not be disseminated by Group without Resort's prior approval. Sunriver Resort will provide at no charge meeting equipment, i.e. chairs, tables, etc., commensurate with anticipated function attendance. This complimentary arrangement does not include special set-ups, exhibit set-ups, or extraordinary formats that would exhaust present in-house equipment to the point of requiring rental of an additional supply.

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Discounted Food and Beverage Pricing for April 2016

Continental Breakfast: \$18.00
 Plated Breakfast: \$23.00
 Plated Lunch: \$ 34.00
 Plated Dinner: \$48.00
 Coffee: \$62.00 per gallon
 Soda/Bottled Water: \$3.00 each

The above prices do not include our current 22% service charge (subject to change).

SCHEDULE OF EVENTS

Date	Start Time	End Time	Function	Setup	Qty
Tuesday	8:30 PM	7:00 PM	Meeting	Conference	11
4/12/2016	8:30 PM	7:00 PM	Break	Conference	11
Wednesday	8:00 AM	12:00 PM	Meeting	Rounds of 8	25
4/13/2016	8:00 AM	12:00 PM	Meeting	Classroom	25
	10:00 AM	6:00 PM	Setup Exhibits (3)	Exhibits	2, 10, 14
	10:00 AM	11:00 PM	Setup	Registration	
	10:30 AM	10:45 AM	Breaks (2)		25 each
	1:00 PM	2:30 PM	Meeting	Classroom	16
	1:00 PM	2:30 PM	Break		16
	1:00 PM	4:00 PM	Breakout	Classroom	25
	1:00 PM	4:00 PM	Breakout	Rounds	16
	2:30 PM	2:45 PM	Breaks (2)		16, 25
	6:00 PM	11:30 PM	24 Hour Hold	24 Hour Hold	
	6:00 PM	11:30 PM	24 Hour Hold	24 Hour Hold	
	6:00 PM	11:30 PM	24 Hour Hold	24 Hour Hold	
	7:00 PM	8:00 PM	Hospitality		
Thursday	7:00 AM	8:30 AM	Continental Breakfast (2)		176 each
4/14/2016	7:00 AM	8:00 PM	Exhibits (3)	Exhibits	2, 10, 14
	7:00 AM	8:00 PM	Registration	Registration	
	8:30 AM	10:00 AM	Meeting	Theatre	400
	10:00 AM	10:15 AM	Breaks (2)		176 each
	10:15 AM	11:30 AM	Breakouts (6)	Theatre	70, 70, 70, 80, 80
	10:15 AM	11:30 AM	Breakouts (2)	Classroom	80, 160
	10:15 AM	11:30 AM	Breakout	Theatre	100
	11:45 AM	1:00 PM	Lunch	Rounds of 10	480
	1:00 PM	2:15 PM	Breakouts (6)	Theatre	70, 70, 70, 80, 80, 100
	1:00 PM	2:15 PM	Breakouts (2)	Classroom	80, 160
	2:15 PM	2:30 PM	Breaks (2)		176 each
	2:30 PM	3:45 PM	Breakouts (6)	Theatre	70, 70, 70, 80, 80, 100
	2:30 PM	3:45 PM	Breakouts (2)	Classroom	80, 160
	4:00 PM	6:00 PM	Breakouts (4)	Theatre	70, 70, 70, 80
	4:00 PM	6:00 PM	Breakout	Exhibits	20
	4:00 PM	6:00 PM	Breakouts (2)	Classroom	80, 160
	6:00 PM	11:00 PM	24 Hour Hold	24 Hour Hold	

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	6:00 PM	11:00 PM	24 Hour Hold	24 Hour Hold	
	6:00 PM	11:00 PM	24 Hour Hold	24 Hour Hold	
	6:00 PM	6:30 PM	Reception	Reception	1 50
	6:30 PM	6:00 PM	Dinner	Rounds	3 50
Friday	7:00 AM	1:00 PM	Exhibits (3)	Exhibit	2, 10, 4
4/16/2016	7:00 AM	2:30 PM	Registration	Registration	
	8:30 AM	8:30 AM	Breakfast	Rounds of 10	2 50
	8:30 AM	10:45 AM	Breakouts (6)	Theatre	60, 70, 70, 70, 30
	8:30 AM	10:45 AM	Breakouts (3)	Classroom	80, 80, 1 50
	10:45 AM	11:00 AM	Breaks (2)	Exhibiting	160 ea
	11:00 AM	12:15 PM	Breakouts (6)	Theatre	60, 70, 70, 70, 30
	11:00 AM	12:15 PM	Breakouts (3)	Classroom	80, 80, 1 50
	12:15 PM	2:30 PM	Lunch	Rounds of 10	3 50

EXHIBITS

Sunriver Resort has reserved for the group exhibit space capable of holding 24 tabletop exhibits. This exhibit area will be available for setup at 10:00AM on Wednesday, April 13, 2016.

Exhibit show days will be Wednesday, April 13 -- Friday, April 15, 2016. All exhibits, materials and decoration equipment must be dismantled and removed from the exhibit area by 2:30PM on Friday, April 15, 2016.

The rates for Exhibit Space are \$66.00 per tabletop exhibit, which will generate \$1,584.00 in revenue. Should the number of booths/exhibits or square footage fall below 85% of what is outlined in this contract, the Group agrees to pay, as liquidated damages, that revenue which will bring the total Exhibit Space charges to 95% of the contracted amount for Exhibit Space.

Exhibit rates include:

- One (1) skirted and draped 6-foot table
- Two (2) chairs
- Access to power
- Wireless internet access

Exhibit rates do not include:

- Power cables/Wired internet run to individual exhibit booths
- Exhibit storage
- Placement or storage of crates or display-related equipment
- Decoration or carpeting of any type, including tables and chair
- Labor charges for carpenters, electricians, drapery men, guard services, etc.
- Special lighting
- Security services
- Labor required to install, erect, drape or decorate exhibit booths or the exhibit area
- Any other associated services and costs other than outlined above

If Exhibitors require Pipe and Drape and/or power, PSAV® Presentation Services Audio Visuals would be pleased to submit a bid that can be posted to your master account. If an outside supplier other than PSAV® Presentation Services or the Sunriver Resort is chosen by the group to supply Pipe and Drape, tables, chairs, linen, etc., a rental fee may apply.

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Due to the layout of Sunrivar Resort, we are unable to store display material and/or show merchandise. All related equipment, crates, etc. may not arrive on premises more than 24 hours prior to setup date and must be removed from the premises and returned no later than the last day of the exhibit show.

ROOM BLOCK AND SERVICES COMMITMENT

When you contract for a block of rooms and meeting facilities and for food and beverage services, those room nights, facilities and services are removed from our inventory and considered sold to you, and Resort makes financial plans based upon the revenues it expects to achieve from your full performance of the contract. It is impossible for Resort to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted room nights, services or facilities if you do not use them, either as the result of a cancellation of your meeting or as the result of less than contracted room block usage or less than contracted usage of food and beverage functions ("attrition"). In most instances, when groups do not use their contracted room nights or services, Resort is unable to resell those room nights or services and even when room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized Resort at another time, are not resold to groups that have the same needs as the original group, etc. Even when rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling Resort's rooms and facilities at other times. While your room block has been held out of our inventory, we may have turned away more lucrative groups in order to meet our commitment to you.

For all these reasons and others, we agree that in the event of cancellation or attrition, the following charges, which represent a reasonable effort on behalf of Resort to establish its loss prospectively, shall be due as liquidated damages. Because Resort reasonably expects to derive revenue from your meeting above and beyond that revenue derived from the provision of room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your meeting, the amounts due as and for liquidated damages are intended to compensate Resort for all of its losses associated with cancellation and/or attrition, except those losses associated with any failure to make full use of exhibit space, which is addressed separately in the attachment hereto, and which shall be due in addition to the liquidated damage amount set forth herein.

ANTICIPATED ROOM NIGHT, BANQUET FOOD AND BEVERAGE, AND MEETING ROOM RENTAL REVENUE FIGURES

At this time, Resort is holding 661 room nights for your use over the contracted dates, which will generate total revenues of \$83,139.00. Planned banquet food and beverage revenue is \$80,000.00. These figures shall be referred to herein as the "Anticipated Room Night, Banquet Food and Beverage and Meeting Room Rental Revenue Figures." Room revenue is subject to 16% resort fee. All food and beverage is subject to a 22% service charge (service charge is subject to change). All revenue figures are net and not inclusive of taxes, resort fee, community assessments, service charge or commissions (if applicable).

ATTRITION

We agree to allow for a 20% reduction in each of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures", provided that you make a written request for that reduction between now and 30 days prior to your arrival date. At the conclusion of your meeting, we will subtract the rooms revenue derived from your meeting (including revenue derived from pre- and post-program stays) and the amount of any permissible attrition you have taken from the Anticipated Room Night Revenue Figure set forth above. Any remaining amount will be posted as a charge to your master account, plus applicable taxes, resort fee and

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community assessment. Additionally, at the conclusion of your meeting, we will subtract the banquet food and beverage revenue derived from your meeting and the amount of any permissible attrition you have taken from the Anticipated Banquet Food and Beverage Revenue Figure set forth above. Any remaining amount will be posted as a charge to your master account, plus applicable taxes, resort fee, community assessment and service charges (if applicable).

At the reservations due date, as established above, we will calculate the amount of room attrition which we anticipate will be due. We will advise you of that amount shortly thereafter, and that amount will be due immediately upon receipt of our invoice. Upon receipt of your payment, that amount will be credited to your master account and will be applied to the final calculation of rooms and food and beverage attrition upon the conclusion of your meeting.

CANCELLATION

In the event of a group cancellation occurring 0 to 80 days prior to arrival, liquidated damages in the amount of one hundred percent of the "Anticipated Room Night, Banquet Food and Beverage Revenue and Meeting Room Rental Figures" will be due, plus applicable taxes, resort fee, community assessment and service charges.

In the event of a group cancellation occurring 81 to 180 days prior to arrival, liquidated damages in the amount of eighty percent of the "Anticipated Room Night, Banquet Food and Beverage Revenue and Meeting Room Rental Figures" will be due, plus applicable taxes, resort fee, community assessment and service charges.

In the event of a group cancellation occurring 181 to 365 days prior to arrival, liquidated damages in the amount of seventy percent of the "Anticipated Room Night, Banquet Food and Beverage Revenue and Meeting Room Rental Figures" will be due, plus applicable taxes, resort fee, community assessment and service charges.

In the event of a group cancellation occurring between the time of acceptance of this contract and 365 days prior to arrival, liquidated damages in the amount of fifty percent of the "Anticipated Room Night, Banquet Food and Beverage and Meeting Room Rental Revenue Figures" will be due, plus applicable taxes, resort fee, community assessment and service charges.

FORCE MAJEURE

No damages shall be due for a failure of performance occurring due to Acts of God, war, terrorist act, government regulation, riots, disaster, or strikes, any one of which make performance impossible.

CONVENTION SERVICE OPERATION

Sunriver Resort will contact you at the appropriate time to introduce the Convention Services Manager who will coordinate this entire program. The Convention Services Manager will be responsible for orchestrating the overall program, including all your meal functions, room sets, transportation, recreation, and other needs as appropriate.

TENNIS

Currently no scheduled tennis play has been reserved during Group's program. Your individual guests who desire to play tennis should contact Sunriver Resort's Sage Springs Club and Spa Reception Desk at 541-593-7899 upon arrival.

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SPA SERVICES

We understand that activities may be a portion of your program and that the spa appointments may be needed, but will be done solely on an individual basis. Due to the demand for our state-of-the-art spa facilities and advance group commitments, we cannot guarantee specific dates or times. To better service your group, we encourage advance arrangements. Individuals within Group who desire to make use of the spa services should make appointments direct by calling 541-593-7881. For your convenience, an 18 percent gratuity is added to the retail price of all spa services and all charges/cancellations will be handled on an individual basis unless otherwise instructed.

The Fitness Club is available on a complimentary basis to Sunriver Resort guests and Club members only. Youth 14 to 17 years old may use the Fitness Club when accompanied by an adult 21 or older. We regret that youth 13 years old and under are not permitted to use the Fitness Club.

GOLF

At this time, no group golf has been pre-arranged for your program. Due to the high demand of our golf courses, should you add golf to your program, please advise your Convention Services Manager of your golf requirements as soon as possible. At that time, we can provide you with current rates and requirements that accompany our group golf tournaments.

TRANSPORTATION

Sunriver Resort guests receive complimentary shuttle transportation throughout Sunriver and Crosswater on an individual, on-call basis. For your convenience, group shuttle service may be arranged, but must be pre-planned, and a per-person fee will be charged.

Shuttle service to and from the Bend/Redmond airport is available to all Resort guests. Arrangements must be pre-planned and a per-person fee will be charged.

A current transportation information and price sheet is available upon request.

BILLING PROCEDURES

Sunriver Resort requires updated credit applications every two years. Although [REDACTED] has been previously approved for direct billing, we ask that you complete the attached application for our records by December 1, 2016.

The following items shall be charged to the master account: banquet food and beverage charges, attrition charges, cancellation charges, and any other charges billed to the master account at the request of the authorized representative of the group, as designated by the group in advance of the commencement of the meeting. Group further agrees that all charges associated with use of the grounds, function space, facilities and services of Sunriver Resort by its vendors shall be posted to the master account.

A final bill, containing receipts and other backup information, will be mailed to the Group within seven (7) days of the Group's departure. We encourage all groups to review the master account during their stay. Master account charges may be paid in the form of credit card, cash, check or bank transfer. All master account charges not paid within 30 days of the billing date will bear interest at the lower of the rate of 1.5% per month, compounded monthly, if permissible by law, or the highest rate permissible by law. Should Sunriver Resort, in its sole discretion, deem collection action necessary in regard to outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the master account.

Resort _____
Group _____

ACCEPTANCE

This contract shall be deemed accepted only after it has been signed by a representative of Group and thereafter signed by a representative of Resort. Acceptance may be made by facsimile transmission and this contract may be executed in one or more counterparts, each of which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

We look forward to working with you and to hosting a memorable meeting.

By _____

Date: 7/28/14

By the authorized representative of Resort:

Director of Group Sales

Date: 7/30/14

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Sunriver Resort Access During Stay: Sunriver Resort staff may access the property during guest occupancy to make any necessary repairs; provide any guest-requested housekeeping services (subject to additional fees); to verify compliance with occupancy limits and other rental policies, and in case of an emergency as may be determined by Sunriver Resort.

Hot Tub: Guest assumes all risk for their use of any hot tub that may exist at the property. If the water in the tub appears cloudy or dirty, please contact the Sunriver Resort Front Desk immediately for service. The spa key that secures the cover should remain at the property. In the event that the hot tub becomes unusable during your stay due to equipment malfunction that is not caused by guest negligence, then guest may request a partial refund of up to \$25.00 per day while tub is inoperable.

Bikes: Some properties may have bikes that are provided by the owner of the property. If guest elects to use these bikes, they do so at their own risk. Sunriver Resort cannot guarantee the safety or proper maintenance of any bike. Sunriver Resort recommends that guests either bring their own bikes, or rent bikes from the Sunriver Resort Bike Barn.

No Smoking: No smoking is permitted in any property managed by Sunriver Resort. Evidence of smoking at a property will result in additional cleaning fees.

Upon Departure: Guest will leave the property in the same condition as they found it upon arrival, less ordinary wear and tear. All trash will be placed in the receptacles provided at the property. All keys will be returned to the Sunriver Resort Front Desk. All guest personal items will be removed.

I have read and understand the above policy.

Print Full Name

Signature Date 7/28/14