MEMORANDUM

Agenda Item No. 8(J)(1)

TO:	Honorable Chairwoman Rebeca Sosa and Members, Board of County Commissioners	**DATE:**	July 15, 2014
FROM:	R. A. Cuevas, Jr. County Attorney	**SUBJECT:**	Resolution directing the Mayor to support PortMiami in hosting the American Association of Port Authorities Annual Convention in October 2015; approving and authorizing the execution of a standard meetings contract with InterContinental Miami in an amount not to exceed $400,992; and recognize the Convention Host Port Responsibilities

The accompanying resolution was prepared by the Port of Miami and placed on the agenda at the request of Prime Sponsor Vice Chair Lynda Bell.

R. A. Cuevas, Jr.
County Attorney

RAC/lmp

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Memorandum

MIAMI-DADE COUNTY

Date: July 15, 2014

To: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: Resolution in Support of PortMiami Hosting the American Association of Port Authorities Annual Convention in October 2015; Approving and Authorizing the Execution of a Standard Meetings Contract with InterContinental Miami in an Amount Not to Exceed $400,992; and Recognizing the Host Port Responsibilities

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RECOMMENDATION

It is recommended that the Board of County Commissioners ("Board") approve the accompanying resolution in support of PortMiami hosting the American Association of Port Authorities Annual Convention (AAPA Convention) in October 2015; approving and authorizing the Execution of a Standard Meetings Contract with InterContinental Miami in an amount not to exceed $400,992; and recognizing the Host Port responsibilities.

SCOPE

PortMiami ("Port") is located within District 5 – Commissioner Bruno A. Barreiro. The impact of this agenda item is countywide. The conference venue will be in downtown Miami where the majority of conference attendees will lodge and attend events.

FISCAL IMPACT/FUNDING SOURCE

The potential financial impact of the Standard Meetings Contract ("Meetings Contract") with the InterContinental Miami is up to $400,992 if, as discussed in the paragraph below, there are not enough registrants paying for the hotel room block and the minimum guarantees are not met.

The Meetings Contract consists of a room block with revenues totaling $313,740, which shall be payable by the individual conference delegates (1,260 room nights at $249 per night). However, the Port shall have a financially responsibility towards the room block guarantee if 80% of these room nights ($250,992) is not achieved. Additionally, there is a food and beverage minimum of $150,000. Thus, the Port's total financial responsibility to the Meeting Contract is up to $400,992, which is 80% of room revenues plus the food and beverage minimum ($250,992 + $150,000 = $400,992)

It is anticipated that these hotel expenses, along with other host port conference responsibilities, shall be offset by a percentage of conference delegate registration fees and other convention-generated revenues such as exhibition rentals, advertisements and sponsorship dollars. The Port will receive approximately $1,300 per paid conference registration and $75 per exhibitor registration (maximum two per company), as further detailed in the Background section of this memo. The Port will also receive 100% of all revenues raised from sponsorships and program advertisements to allocate towards conference expenses.

TRACK RECORD/MONITOR

Seaport Department staff members responsible for monitoring the management of the AAPA Conference and related Meetings Contract are Kevin Lynskey, Deputy Port Director, and Hydi Webb, Manager of Business Development.

BACKGROUND

Founded in 1912, the American Association of Port Authorities ("AAPA") is a trade association representing more than 160 leading port authorities in the United States, Canada, the Caribbean and Latin America. Members also include more than 300 firms and individuals with interest in the seaports of the Western Hemisphere. AAPA is dedicated to serving deep draft public ports by promoting the common interests of port communities and providing leadership on trade, transportation, environmental and other issues related to port development and operations. AAPA also works to educate the public, media, local, state and federal legislators about the essential role ports play within the global transportation system. PortMiami participates regularly at AAPA activities including committee meetings, technical workshops, and seminars/conferences.

AAPA's largest membership gathering is its annual convention which rotates to different port communities. This event includes technical and policy committee meetings, business sessions, exhibition/trade show, and social/networking opportunities. Annual conventions are hosted by member ports offering a range of activities reflecting the unique features of the host community. PortMiami has been selected as the host port for the 2015 AAPA Annual Convention scheduled for October 12 - 15, 2015 in Miami, FL.

As host port, PortMiami shall be responsible for the general management and overall financial support of the convention which includes (1) selecting a conference venue and executing a conference hotel contract and (2) coordinating and funding certain convention responsibilities including social activities, entertainment, registration, translation services, convention website services, marketing material, and ground transportation for convention events.

Standard Meetings Contract with the InterContinental Miami:

The Port issued a competitive bid process, via the Greater Miami Convention & Visitors Bureau, for a conference headquarter hotel seeking a facility for necessary meeting space, exhibition hall and room accommodations. Proposals were received from four local hotels: Hyatt Regency Miami, InterContinental Miami, Loews Miami Beach, and Hilton Miami. It was determined the InterContinental Miami was the best fit for this conference based on hotel space, concessions, available dates, site visits and price.

The attached Standard Meetings Contract ("Meetings Contract") between InterContinental Miami and PortMiami has been negotiated between the Parties and is recommended for Board approval ("Exhibit A"). The total contract value is $463,740 with the Port potentially responsible for up to $400,992 broken down as follows:

- Room revenue: $250,992, which is 80% of room block revenue
- Food and beverage Minimum: $150,000
- **Room revenue ($250,992) plus food and beverage ($150,000) = $400,992**

The total room block reserved in the Meetings Contract is 1,260 bed nights at $249 per night, totaling $313,740. However, the Port's guarantee is 80% of the total room block, which is 1,008 hotel nights or $250,992. Room revenues shall be fully paid by the individual delegates as long as the minimums are met as outlined in the Fiscal Impact Section above. Should this occur, the $250,992 (80% of the total room nights) will not be payable by the County and would be deducted from the County's total financial obligation. However, should the room nights actually booked by conference delegates be less than 80% of the total room nights committed per day, the Port shall pay the difference between 80% of the total room nights and the actual usage of rooms, multiplied by the average group room rate.

The actual number of hotel nights used during the past five AAPA conventions averaged 1,585 room nights as follows: 2013: 1,728 room nights in Orlando, FL; 2012: 1,384 room nights in Mobile, AL; 2011: 1,689 room nights in Seattle, WA; 2010: 1,472 room nights in Halifax, CA; 2009: 1,650 room nights in Galveston, TX. These past conventions consisted of a 4-day conference agenda and the Miami event is expected to be a 3-day conference program. Thus, the lower commitment of 80% guarantee or 1,008 bed nights.

The Port will receive particular hotel concessions based on the achievement of 80% room block and meeting food and beverage minimums. These concessions include: one complimentary room for every 45 paid rooms, one royal suite complimentary to be used by AAPA Chairman, one upgrade to a one-bedroom suite at the group rate, twelve complimentary upgrades to deluxe suites at regular conference rate, group rate will be offered three days pre and post-convention dates, a five percent discount to printed 2015 catering menus, discounted parking for up to ten staff cars, and complimentary Wi-Fi in all guest rooms, exhibit hall and meeting spaces. These hotel concessions may be used by the Port to increase revenues associated with sponsorship packages.

The Port will be budgeting, subject to Board approval as part of the annual budget process, promotional funds for Fiscal Years 2015 and 2016 from its non-operating budget. These promotional funds will be used in the event conference-generated revenues are not sufficient to meet the Port's financial obligations in support of the conference.

The Contract contains a cancellation fee should the Port cancel the event after August 1, 2014. Should the Port cancel and notify the Hotel between August 2, 2014 and October 31, 2014, a cancellation fee in the amount of $30,000 shall apply; should the Port cancel between November 1, 2014 and April 13, 2015, the cancellation fee shall be $139,122; should the Port cancel between April 14, 2015 and February 17, 2015, the cancellation fee shall be $231,870; and should the Port cancel between February 18, 2015 and the conference start date, the cancellation fee shall be the full contract value of $463,740 less mitigation by the Hotel through the sale of room nights. Should the Port cancel and to the extent the hotel is able to rent rooms which had been reserved for the conference, the hotel will deduct those rooms from the calculation of the cancellation fee (after filling rooms which had not been reserved previously by the Port). However, cancellation due to "Force Majeure" (such as a hurricane, acts of God, World Health Organization travel advisory, civil disorder, etc.) would not incur any cancellation charges. Should the event be cancelled, AAPA is not responsible to share in the cancellation fees. However, it is worth noting that AAPA has held this Annual Conference, hosted by its member ports, since 1912, without cancellation. Over this time period, PortMiami hosted the event in 1941, 1972 and 1986.

AAPA Convention Guidelines:

In addition to the hotel venue, PortMiami shall be responsible for the management and financial responsibility of the Annual Conference including, but not limited to, marketing material, website development, registration, social activities/entertainment, translation services and photography. AAPA will be directly responsible for planning the business sessions including general sessions, luncheon programs, committee meetings, and exhibit sales and management. Such responsibilities are outlined in the attached AAPA Convention Guidelines packet ("Exhibit B") and provide suggestions for promoting registration and raising revenues. These Guidelines do not constitute a management plan.

These host port responsibilities, along with the Meetings Contract commitments, are expected to be offset by a percentage of conference delegate registration fees and other convention-generated revenues such as exhibition rentals, advertisements and sponsorships. The Port will

be responsible for establishing conference registration fees, which require approval from AAPA's Board of Directors during their fall meeting prior to the annual conference. While the majority of registration fees will be utilized by the Port to offset conference expenses, AAPA shall receive a small amount from each paid registration. In past years, delegate registration fees averaged $1,450. AAPA's share of conference fees averaged $110 for each paid AAPA member registration and $135 for each AAPA non-member registration. Based on this formula, the Port would receive approximately $1,300 for each registered delegate. Approximately 400 delegates are expected to attend the Miami conference, which would equate to approximately $520,000 to the Port from registration fees alone to offset conference expenses.

Additionally, the Port shall receive $75 per person from exhibit sales to offset conference expenses (maximum 2 people per company) and an additional 15% commission for any new exhibit sales generated by the Port. Such exhibition revenues to the Port are expected to be potentially in the range of $10,000 - $12,000. Also, full revenues raised by the Port for sponsorships and advertisements will be utilized by the Port to offset convention costs.

It is likely the Port will incur other additional expenses as it relates to Host Port commitments. Should this occur, the Port will take any necessary future contract(s) to the Board for approval.

It is expected that the AAPA Annual Conference 2015 will welcome approximately 400 delegates, generating approximately 1,260 bed nights, in Miami-Dade County. Many of these individuals will spend extra time in Miami before and/or after the Convention supporting our local restaurants, shopping venues, tourist attractions, etc.

DELEGATED AUTHORITY

In accordance with Section 2-8.3 of the Miami-Dade County Code related to identifying delegation of Board authority, there are no authorities beyond those specific in the resolution which include the authority for the Mayor or designee to execute the Meetings Contract and to exercise any cancellation and option provisions therein.

Jack Osterholt, Deputy Mayor

MEMORANDUM

(Revised)

TO: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

DATE: July 15, 2014

FROM: R. A. Cuevas, Jr.
County Attorney

SUBJECT: Agenda Item No. 8(J)(1)

Please note any items checked.

_____	**"3-Day Rule" for committees applicable if raised**
_____	**6 weeks required between first reading and public hearing**
_____	**4 weeks notification to municipal officials required prior to public hearing**
_____	**Decreases revenues or increases expenditures without balancing budget**
_____	**Budget required**
_____	**Statement of fiscal impact required**
_____	**Ordinance creating a new board requires detailed County Mayor's report for public hearing**
✓	**No committee review**
_____	**Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous _____) to approve**
✓	**Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(J)(1)
7-15-14

RESOLUTION NO. _____

RESOLUTION DIRECTING THE MAYOR OR MAYOR'S DESIGNEE TO SUPPORT PORTMIAMI IN HOSTING THE AMERICAN ASSOCIATION OF PORT AUTHORITIES ANNUAL CONVENTION IN OCTOBER 2015; APPROVING AND AUTHORIZING THE EXECUTION OF A STANDARD MEETINGS CONTRACT WITH INTERCONTINENTAL MIAMI IN AN AMOUNT NOT TO EXCEED $400,992; AND RECOGNIZE THE CONVENTION HOST PORT RESPONSIBILITIES

WHEREAS, the American Association of Port Authorities ("AAPA") is the alliance of leading ports in the Western Hemisphere which protects and advances the common interests of its diverse members as they connect communities with the global transportation system; and

WHEREAS, the AAPA's largest membership meeting of the year is its annual convention. This convention includes technical and policy committee meetings, business sessions, an exposition/trade show, and social networking opportunities for port professionals and others in the maritime transportation industry; and

WHEREAS, AAPA conventions are hosted by a member port city offering a range of activities reflecting the spirit and unique features of the host community; and

WHEREAS, PortMiami has been selected as the host port for the 2015 AAPA Annual Convention and shall be responsible for the general management and overall financial support of the convention, which includes selecting convention hotel, and being responsible for all convention costs including, but not limited to, food and beverage, social activities, entertainment, marketing material and website, translation services, local transportation requirements, and registration; and

WHEREAS, PortMiami, via the Greater Miami Convention & Visitors Bureau, has competitively bid a conference headquarters hotel, including exhibition hall and room accommodations, and, subsequently, negotiated the attached Meetings Contract with InterContinental Miami,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board:

Section 1. Approves the Contract between the County and the InterContinental Miami in substantially the form attached hereto as "Exhibit A" ("Meetings Contract") and Authorizes the County Mayor or the County Mayor's Designee to execute the Meetings Contract and to exercise any cancellation, termination, and other options therein, except any renewal options which will require approval by this Board.

Section 2. Supports PortMiami as the Host Port and recognizes the Host Port Responsibilities of the AAPA Convention Guidelines in the attached "Exhibit B".

The foregoing resolution was offered by Commissioner , who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

Rebeca Sosa, Chairwoman
Lynda Bell, Vice Chair

Bruno A. Barreiro	Esteban L. Bovo, Jr.
Jose "Pepe" Diaz	Audrey M. Edmonson
Sally A. Heyman	Barbara J. Jordan
Jean Monestime	Dennis C. Moss
Sen. Javier D. Souto	Xavier L. Suarez
Juan C. Zapata	

The Chairperson thereupon declared the resolution duly passed and adopted this 15th day of July, 2014. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By:_____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Richard Seavey

EXHIBIT A

INTERCONTINENTAL. MIAMI

STANDARD MEETINGS CONTRACT

Date:	Friday, June 20, 2014	
To:	*Ms. Hydi Webb*	Business Development Manager
Company:	*Miami-Dade County ("County" or "Client")*	
Address:	*PortMiami* *1015 North American Way, 2nd Floor* *Miami, FL 33131*	
Telephone:	(305) 371-7678	
E-mail:	Hydi@miamidade.gov	
My contact details:	*Luis A. Méndez*	Associate Director of Sales & Marketing
E-mail:	*Luis.Mendez@ihg.com*	*305-372-4731*
Your meeting:	*American Association of Port Authorities 2015 Annual Meeting*	
Meeting Dates:	October 12-15, 2015	Res ID: *KRD*

Accommodation Requirements

Booking Process

The Hotel will provisionally hold the bedroom and meeting room block on the dates specified by the Client until the Hotel receives a signed copy of this Contract.

Once the Event Confirmation has been given by the Client, all such facilities and services reserved on behalf of the Client will be subject to the Terms and Conditions of this contract (including section *Cancellation Policy*). If the Event Confirmation has not been received from the Client or an extension provided by July 15, 2014 the Hotel will release these dates for sale.

Bedroom Requirements

The Hotel is currently provisionally holding the following Bedroom requirements for the Client's use:

Room Block

Days of Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Date:	10/10/2015	10/11/2015	10/12/2015	10/13/2015	10/14/2015	10/15/2015	10/16/2015
Standard/ Single/Double	60	230	325	325	300	20	0
Total:	60	230	325	325	300	20	0

Special Bedroom Rates

Standard Single	$249.00
Standard Double	$249.00
Club Room	$309.00
Parlor Suite	$409.00
Executive Suite	$809.00

These rates are also exclusive of tax, which is currently at 13%.

Lowest Published Rates: If published room rates are lower than the group rate on (Monday 10/12/15, Tuesday 10/13/13 and Wednesday 10/14/13 only) at the time of the meeting, the County shall receive the lowest published rate.

Service Charges

Housekeeping:	A daily optional gratuity of $3.00 per room, per night, will be applied to each room folio for housekeeping services. This gratuity will be distributed amongst the associates of Housekeeping.
Hotel Service Fees:	A daily optional Hotel Service Fee of $5.00 per room, per night, inclusive of sales tax, will be added to each individual room folio. This service fee includes the following services: · Complimentary access to Fitness Center (includes access to steam room, sauna, and drench shower). · One (1) complimentary non-alcoholic beverage from our in-room mini-bar, daily.

Concessions

All concessions are granted based on group achieving both 80% room pick up and stated Food & Beverage minimums. All special concessions will be reviewed should group fail to meet either of these contractual obligations.

- One (1) complimentary room per every 45 paid rooms, cumulative.
- One (1) One bedroom Royal Suite complimentary to be used for AAPA Chairman (suite faces PortMiami) Oct 12-15, 2015.
- One (1) one bedroom InterContinental Suite at the group rate from Oct 12-15, 2015.
- Twelve (12) upgrades to our deluxe InterContinental Suite at group rate from Oct 12-15, 2015.
- Cut-off date will be 21 days before the convention.
- Group rate will be offered (3) days pre and post-convention dates.
- Guest Room rate includes complimentary wireless Internet in guest room and all meeting spaces, including exhibition hall.
- Five (5%) off 2015 4th Quarter printed Menus.
- 15% off PSAV if using in-house provider PSAV exclusively.
- 14 VIP Amenities Chef's Choice.
- Day parking for staff (up to ten (10) cars) at $12.00 per day (no in/out) (Retail $17.00).

Reservations Procedure

Individual Call-In:	Convention attendees will be calling in their own reservations to our reservations department. A first night deposit is required and will be charged to their credit card. Reservations must be cancelled 72 hours prior to arrival to avoid loss of first night's deposit.
Rooming List:	Rooming lists will be sent by the Client to the Hotel as soon as available, and no later than twenty-one (21) days prior to the arrival of the group. Any rooms reserved and not utilized will be covered by the terms of Cancellation. The Hotel will send back to the client the rooming list two (2) days prior to arrival in order for the client to verify names and room allocation. Any changes in Room Block must be communicated by the Client in writing, with written acknowledgement by the Hotel. Name changes will be allowed provided all rooms are guaranteed. The Hotel agrees not to send any individual confirmation or contract to the end-user guest, unless requested by the Client to do so. The quoted rates are to appear on any individual end user guest folio. All Rooms listed on the rooming list are automatically guaranteed to the master by the client regardless of what the main arrival date guarantee is. This includes no shows on the rooming list.
Reservation Cut-Off Date	The guest room block will be held until 9/20/2015. On that date, all guest rooms not reserved, will be released for general sale. Should the County wish to continue to hold on to any unreserved rooms, they will be given the opportunity to guarantee all remaining guest rooms. Requests received after the cut-off date will be accepted on a space-available basis at the best available rate. Client will advise by reservation cut-off date listed in this agreement whether suites reserved in the room block (if any) will be used. Any suites not released and not used after the cut-off date will be charged directly to master account.
Arrival & Departures	Your group rate will be honored three (3) days before and after your official meeting dates based on availability of the hotel at the time the reservation is made. Our check-out time is 12:00 noon and check-in time is 4:00 p.m. Rooms may not be available for early arrivals, however, all efforts will be made by the Hotel to accommodate those guests who arrive early.

Meeting Room Requirements

We are pleased to confirm we have secured all the Client's meeting and catering requirements as outlined in the attached schedule of events. Pleased review these requirements and if correct, please sign where indicated. If the number of guests should increase after this time, the Client must confirm additional capacity from the Hotel. The Hotel will invoice the guaranteed numbers as a minimum. If attendance exceeds the guarantee, the Hotel will invoice for the total attendance. We must receive final program 2 months prior to your program date, otherwise the reserved space will be released back into inventory for general sale.

All Banquet Checks must be signed prior to close of program. Meeting room rental charges, if applicable incur a 23% taxable banquet service charge and a 7% sales tax.

Hotel cannot reassign meeting locations to other rooms of comparable size without PortMiami's approval.

Hotel has the right to show meeting space during group stay, without interruption of meetings in progress.

Poolside functions will incur a $5 per person, per function set-up fee ($250 minimum fee applies). Due to weather conditions, the decision to host events poolside will be determined one day prior to the event start time. Hotel reserves the right to make the final decision in the best interest of the guests.

Any changes to room set-ups requested within 24 hours prior to a function will incur a minimum $75.00 reset fee. Actual fees will be assessed at the time the request is received. Client is responsible to pay for any damages to meeting space incurred during set-up, event or strike.

There is no surcharge for utilizing an outside vendor for audio visual or décor; however, Client will be responsible for labor charges to supervise load in and load out, and all vendors are required to provide a certificate of insurance.

Meeting Room Requirements

Date	Start Time	End Time	Function	Room	Setup	Agt	Room Rental
Fri							
10/9/2015	12:00 PM	12:00 AM	Office	Oxford/Cambridge			.00
Sat							
10/10/2015	6:00 AM	12:00 AM	Office	Oxford/Cambridge			
Sun							
10/11/2015	6:00 AM	12:00 AM	Office	Oxford/Cambridge			
10/11/2015	6:00 AM	12:00 AM	Meeting	Trinity	Conference	15	
10/11/2015	6:00 AM	12:00 AM	Registration	Satellite Registration Mezzanine			.00
10/11/2015	6:00 AM	12:00 AM	Storage	Registration Room			.00
10/11/2015	6:00 AM	12:00 AM	Exhibit	Grand Ballroom			
10/11/2015	6:00 AM	12:00 AM	Exhibit	Grand Ballroom Foyer			.00
10/11/2015	5:00 PM	11:00 PM		Pool Deck			.00
10/11/2015	5:00 PM	11:00 PM		Bayfront Room	Dinner	500	.00
Mon							
10/12/2015	6:00 AM	12:00 AM	Breakout	Balmoral	Theatre Style	90	
10/12/2015	6:00 AM	12:00 AM	Exhibit	Grand Ballroom Foyer			.00
10/12/2015	6:00 AM	12:00 AM	Exhibit	Grand Ballroom			
10/12/2015	6:00 AM	12:00 AM	General Session	Biscayne Ballroom	Theatre Style	500	
10/12/2015	6:00 AM	12:00 AM	Breakout	Chopin Ballroom	Classroom 3 per 8	170	
10/12/2015	6:00 AM	12:00 AM	Breakout	Sandringham	Theatre Style	90	
10/12/2015	6:00 AM	12:00 AM	Breakout	Windsor	Theatre Style	90	
10/12/2015	6:00 AM	12:00 AM	Breakout	Escorial/Alhambra	Classroom 3 per 8	54	
10/12/2015	6:00 AM	12:00 AM	Meeting	Trinity	Conference	15	
10/12/2015	6:00 AM	12:00 AM	Breakout	Merrick	Classroom 3 per 8	65	
10/12/2015	6:00 AM	12:00 AM	Breakout	Brickell	Classroom 3 per 8	150	
10/12/2015	6:00 AM	12:00 AM	Registration	Satellite Registration Mezzanine			.00
10/12/2015	6:00 AM	12:00 AM	Storage	Registration Room			.00
10/12/2015	6:00 AM	12:00 AM	Office	Oxford/Cambridge			
10/12/2015	6:00 AM	12:00 AM	Breakout	Raphael/Michaelangelo	Classroom 3 per 8	54	
10/12/2015	8:00 AM	9:00 AM	Continental Breakfast	Mezzanine	Buffet Style	250	
10/12/2015	10:00 AM	10:15 AM	Break	Mezzanine	Coffee Break	500	
10/12/2015	12:00 PM	2:00 PM	Lunch	Bayfront Room	Rounds of 12	500	.00
10/12/2015	3:00 PM	3:15 PM	Break	Mezzanine	Coffee Break	500	
10/12/2015	5:00 PM	11:00 PM	Backup	Bayfront Room	Dinner	500	

STANDARD MEETINGS CONTRACT

10/12/2015	5:00 PM	11:00 PM	Reception	Pool Deck	Reception Style	500	
Tue							
10/13/2015	6:00 AM	12:00 AM	Breakout	Escorial/Alhambra	Classroom 3 per 8	54	
10/13/2015	6:00 AM	12:00 AM	Meeting	Trinity	Conference	15	
10/13/2015	6:00 AM	12:00 AM	Breakout	Merrick	Classroom 3 per 8	65	
10/13/2015	6:00 AM	12:00 AM	Breakout	Brickell	Classroom 3 per 8	150	
10/13/2015	6:00 AM	12:00 AM	Registration	Satellite Registration Mezzanine			.00
10/13/2015	6:00 AM	12:00 AM	Storage	Registration Room			.00
10/13/2015	6:00 AM	12:00 AM	Office	Oxford/Cambridge			
10/13/2015	6:00 AM	12:00 AM	Breakout	Raphael/Michaelangelo	Classroom 3 per 8	54	
10/13/2015	6:00 AM	12:00 AM	Breakout	Balmoral	Theatre Style	90	
10/13/2015	6:00 AM	12:00 AM	Breakout	Windsor	Theatre Style	90	
10/13/2015	6:00 AM	12:00 AM	Breakout	Sandringham	Theatre Style	90	
10/13/2015	6:00 AM	12:00 AM	Breakout	Chopin Ballroom	Classroom 3 per 8	170	
10/13/2015	6:00 AM	12:00 AM	General Session	Biscayne Ballroom	Theatre Style	500	
10/13/2015	6:00 AM	12:00 AM	Exhibit	Grand Ballroom			
10/13/2015	6:00 AM	12:00 AM	Exhibit	Grand Ballroom Foyer			.00
10/13/2015	8:00 AM	9:00 AM	Continental Breakfast	Mezzanine	Buffet Style	500	
10/13/2015	10:00 AM	10:15 AM	Break	Mezzanine	Coffee Break	500	
10/13/2015	12:00 PM	2:00 PM	Lunch	Bayfront Room	Rounds of 12	500	
10/13/2015	3:00 PM	3:15 PM	Break	Mezzanine	Coffee Break	500	
10/13/2015	7:30 PM	10:00 PM		Bayfront Room	Dinner	500	.00
Wed							
10/14/2015	6:00 AM	12:00 AM	Breakout	Sandringham	Theatre Style	90	
10/14/2015	6:00 AM	12:00 AM	Breakout	Balmoral	Theatre Style	90	
10/14/2015	6:00 AM	12:00 PM	Exhibit	Grand Ballroom Foyer			.00
10/14/2015	6:00 AM	2:30 PM	Exhibit	Grand Ballroom			
10/14/2015	3:30 PM	7:00 PM	Exhibit Teardown	Grand Ballroom			
10/14/2015	6:00 AM	12:00 AM	General Session	Biscayne Ballroom	Theatre Style	500	
10/14/2015	6:00 AM	12:00 AM	Breakout	Windsor	Theatre Style	90	
10/14/2015	6:00 AM	12:00 AM	Breakout	Escorial/Alhambra	Classroom 3 per 8	54	
10/14/2015	6:00 AM	12:00 AM	Meeting	Trinity	Conference	15	
10/14/2015	6:00 AM	12:00 AM	Breakout	Merrick	Classroom 3 per 8	65	
10/14/2015	6:00 AM	12:00 AM	Breakout	Brickell	Classroom 3 per 8	150	
10/14/2015	6:00 AM	12:00 AM	Registration	Satellite Registration Mezzanine			.00
10/14/2015	6:00 AM	12:00 AM	Storage	Registration Room			.00
10/14/2015	6:00 AM	12:00 AM	Office	Oxford/Cambridge			
10/14/2015	6:24 AM	12:00 AM	Breakout	Raphael/Michaelangelo	Classroom 3 per 8	54	
10/14/2015	6:30 AM	12:00AM	Breakout	Chopin Ballroom			.00
10/14/2015	8:00 AM	9:00 AM	Continental Breakfast	Mezzanine	Buffet Style	500	
10/14/2015	10:00 AM	10:15 AM	Break	Mezzanine	Coffee Break	500	
10/14/2015	12:00 PM	2:00 PM	Lunch	Bayfront Room	Rounds of 12	500	
10/14/2015	3:00 PM	3:15 PM	Break	Mezzanine	Coffee Break	500	
10/14/2015	7:30 PM	10:00 PM		Bayfront Room	Dinner	500	.00

***Client will advise by October 1, 2014: date for opening reception and dinner (If held in Hotel)**

The Start and End times noted above reflect the times at which access to the meeting space is available to the Client. Should more time be required, this will be reviewed with the Hotel and may incur additional charges.

Hotel equipment usage is based on current inventory and availability. Any excessive needs or additional requirements may be subject to rental fees.

Exhibits	Hotel acknowledges that Client's events will require hotel exhibit space, with set up on Sunday October 11, 2015 from 6am and tear down on Wednesday October 14, 2015 completed by 7:00 PM. a) The hotel does not have storage space for crates. b) There is no surcharge for utilizing an outside vendor, however, the Client will be responsible for labor charges to supervise load in and load out. c) Exhibitors shall indemnify and hold harmless the hotel and its servicing agents from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal, or display of exhibits. d) Client is responsible for obtaining any necessary local Fire Department approvals of exhibit plans. e) Hotel requests a review of proof of the exhibitor's prospects/contract prior to printing and sending to the Exhibitors. f) It is the responsibility of each exhibitor to check with the official drayage firm regarding all entrance and exit accesses to ensure that exhibits can be moved into the exhibit area. g) Electrical requirements must be requested directly through Presentation Services or approved and fully equipped audiovisual company. h) Carpet protection must be provided for any rolling equipment either through the exhibit company or through PSAV i) Trade show contractor is to provide pre-show, post-show and daily cleaning of the exhibit area, including trash removal, at the clients' expense
Table Top Displays	Hotel will provide one (1) draped 6' table with two (2) chairs and one (1) waste basket per tabletop. Hotel will receive and handle all packages for these tabletop displays. Hotel will receive and handle a maximum of two (2) boxes per tabletop display at the prices listed in the "Additional Charges" section of this agreement. If more than two (2) boxes per tabletop are required, these deliveries must be arranged through a drayage company at the group's exhibitor's expense. Please note that the above services can only be provided to a maximum of ten (10) tabletop displays, free of charge. Additional tables, chairs, and wastebaskets must be rented by the Client at the exhibiting organization's expense. Hotel's Event Services Department will be happy to recommend hotel preferred vendors. All electrical equipment requested must be arranged through Presentation Services our approved and fully equipped audiovisual company.
Hotel Communications Capability	The Hotel has a DS3 Ethernet Fiber Line and a 100 Mbps bandwidth that offers reliability, speed and redundancy for our internet infrastructure connecting the guest to high speed Internet. WIFI and Hard Wire is available throughout the hotel, including meeting rooms. The entire meeting room area is covered by Cat 5 cabling and 40 Wireless access points capable of hosting up to 2000 devices while providing reliable high speed Internet access. Please consult with Client's Hotel assigned Conference Service Manager and make arrangements prior to attendees' arrival.
Food & Beverage Minimums	BANQUETS The minimum food and beverage revenue requirement per this agreement is $150,000 . The food and beverage minimum is exclusive of taxes and gratuity (The County is a political subdivision of the State of Florida and tax-exempt). Should the banquet revenue fall below this amount, the County will be responsible for the difference between the minimum banquet food and beverage revenue and the actualized food and beverage. Guarantees are due 72 business hours prior to the start of the first day of the conference.

Catering Minimums	Currently, the Hotel's 2014 Banquet food minimum spend per person by meal period are as follows: Continental Breakfast $28.00++ Breakfast Buffet $39.00++ Lunch (plated) $45.00++ Lunch (buffet) $48.00++ AM/PM Breaks $18.00++ Reception (1 hour) $67.00++ Dinner (plated- no alcohol) $70.00++ Dinner (buffet- no alcohol) $75.00++ Hotel agrees the above pricing will not exceed an annual 5% increase for future year events. Above prices are exclusive of taxable banquet service charge and sales tax (currently at 23% and 9% respectively). The Client undertakes to inform the Hotel in writing if there would be a need for any special dietary requirements at least seven (7) days prior to the Event. No extra charge will be made for these meals, as long as they do not exceed the cost of the chosen menu. Upon request, copies of proposed menus will be provided.
Audio Visual	Audio visual services at the InterContinental Miami are available on premises through Presentation Services, the Hotel's approved and fully equipped Audio Visual Company. To eliminate the possibility of service problems, excessive labor charges or delivery delays, the Hotel recommends the use of its in-house Audio Visual Department. Clients providing their own audio visual services will need to coordinate this with their Event Services Manager and Presentation Services. The Hotel will require a technician from PSAV (hotel's in-house audio visual company) to supervise outside audio visual supplier load-in, set up, break-down of all outside supplier audio-visual, décor and production companies. PSAV supervision will increase efficiency of these activities and protect hotel assets. The County will be responsible for technician fee required. PSAV fee schedule is enclosed. Please note that percentage discounts do not apply to labor of service charges.
Rigging	Rigging services at the InterContinental Miami are provided exclusively through Presentation Services, the Hotel's approved and fully equipped Audio Visual Company. The Hotel requires all groups utilizing rigging in their event to have all rigging diagrams approved by, and all rigging services arranged through, Presentation Services no later than 45 days prior to the scheduled start date of the event. The County will be responsible for all applicable rigging fees required. Please contact PSAV for a current rigging services fee schedule.
Power Distribution	Power Distribution services at the InterContinental Miami are provided exclusively through PSAV Presentation Services, our approved and fully equipped Audio Visual Company. The Hotel requires all groups utilizing Power Distribution in their event to have all rigging diagrams approved by, and all Power Distribution services arranged through, PSAV Presentation Services no later than 45 days prior to the scheduled start date of the event. MHCA will be responsible for all applicable rigging fees required. Please contact PSAV for a current Power Distribution services fee schedule.
Shipping/Receiving & Storage	A FedEx Office business center is onsite to provide Client with high quality business center services and ensure the security and accessibility of the Client's shipments. From high volume printing, to agenda booklets, name tags, bound presentations, and all of the Client's sign and banner needs, FedEx Office can do it all at highly competitive prices (call for details; prices vary by product/service). In addition, with FedEx Office onsite Client doesn't need to worry about the shipments that are critical to Client's event's success. Client can count on reliable receiving, handling and tracking of all Client's packages.

Payment Procedures

Check all that apply:

	Group Responsible For	Individual Responsible For
Room & Tax		X
Incidentals		X
Group Functions	X	
Other	As indicated in writing by Client	

Credit Policy	All services require full payment one month prior to the group's arrival. If Client is requesting credit approval, please complete and sign the enclosed direct billing application and return it to the Hotel Credit Manager. If credit is approved, a good faith deposit equal to 20% of their food and beverage guarantee ($30,000.00) is due on or before October 31, 2014. In addition, a second deposit equal to 50% of the total guaranteed food and beverage consumption ($75,000) is due 30 days prior to the group arrival. The amount of credit extended is at the Hotel's discretion. Should group refuse or not comply with the Hotel's guidelines, the Hotel will have the right to cancel the group's event. Any disputes must be communicated to the Credit Manager within 10 days of receipt of the bill, otherwise bill will be deemed as correct and payable in full. As part of the Hotel's green initiative all its invoices are sent electronically. The balance, exclusive of disputed charges, shall be payable upon receipt of the Master Account invoice, and no interest charges shall be assessed provided payment is made within thirty (30) days from invoice date. Payments can be made via wire transfer, checks drawn from a US bank account and major credit card. Any credit card payments in excess of $50,000 will incur in a 2.9% processing fee. Wire Information : Suntrust Bank, 25 Park Place, Atlanta, GA 30303 A.B.A.# 061-00-0104 Credit to: DTRS Intercontinental Miami, LLC Account # 1000032220419 TAX ID : # 20 - 5623947 SWIFT: # SNTRUS3A Send Checks to : Intercontinental Miami 100 Chopin Plaza Miami, Fl. 33131
Attrition	Hotel is relying upon the Client's attendees' use of Total Room Nights per day as outlined in the guest room commitment section of this agreement. Should room nights actualized by the Client's Group be less than 80% of the total room nights on a cumulative basis, the Client agrees to pay, as liquidated damages and not as penalty, the difference between 80% of the Total Room Nights on a cumulative basis and the Client's Groups' actual usage of rooms, multiplied by the average group room rate plus applicable taxes.

Cancellation	If the Client partially or completely cancels the Event and/or the Guest Room accommodation, the Hotel shall incur costs. A Cancellation Fee shall be paid by the Client upon partial or full cancellation as compensation for the Hotel's lost revenue and not as a penalty. The Cancellation Fee shall be expressed as a percentage of lost revenue from the sale of bedroom, and meeting room rental. Where the Hotel has ordered for food, beverages, equipment rental, and incidental purchases, etc., these elements may also be considered as part of the cancellation fee. Notice of any cancellation must be received by the Hotel in writing, and any Cancellation Fee assessed is payable by the Client no later than thirty (30) days after the date the Event reserved by the Client would have concluded. The Deposit amount may be set off against any Cancellation Fee owed. Further, any mitigation by the Hotel through the sale of room nights for rooms previously reserved for Client shall be offset against the Cancellation Fee. Group may not cancel solely for the purpose of holding the meeting in another Hotel.

Room nights	Rate	Room Revenue	F&B Minimum	Meeting Rental	Total Revenue
1,260	$249.00	$313,740.00	$150,000	—	$ 463,740.00
Cancellation On			Percentage of total Revenue	Cancellation Fee	
If notified between date of signature and August 1, 2014			0%	$0.00	
If notified between August 2, 2014 and one year prior to event (October 31, 2014)			Deposit	$30,000.00	
If notified between November 1, 2014 and 180 days in advance of the event (April 13, 2015)			30% less mitigation	$139,122.00 at cancelled Event planned conclusion date	
If notified between April 14, 2015 days and 60 days (February 17,2015) in advance of the event			50% less mitigation	$231,870.00 at cancelled Event planned conclusion date	
If notified between February 18, 2015 and arrival date			100% less mitigation	$463,740.00 at cancelled Event planned conclusion date	

Meeting Dates & Guest Room Block

Hotel shall not unilaterally reduce the room block prior to the cut-off date without Client's prior written consent. Reservations cancelled by Client's Event attendees prior to the cut-off date are to remain in the room block until the cut-off date. The hotel reserves to allow Client to substitute names at the negotiated group rate for rooms cancelled by attendees after the cut-off date.

Full Group Overbooking: **The Hotel cannot cancel program for any reason, including booking a more profitable group. If this were to occur, the Client would be entitled to compensation for all reasonable costs incurred in relocating the meeting, travel expenses and the difference between the established rates and the new hotel's rates.**

"No Walk" Guarantee

No Client's Event attendee shall be denied a room (after their reservation has been submitted) or "walked" from the hotel and as such, will not be relocated to another property unless it is for circumstances beyond Hotel's control.

Terms and Conditions

Compliance with Laws/Regulations

1.1 The Client shall comply with any and all laws that may be applicable within the legal jurisdiction and for the organization of this Event as provided for in this contract. Moreover, the Client shall ensure that all appropriate authorizations and declarations are duly filed and/or obtained prior to staging the event. Failure for the Client to comply with this provision shall give the Hotel the right to cancel the Event. Moreover, the Client shall be held solely liable for any action, procedure, fine that may arise in respect of the organization of this Event.

1.2 The Hotel shall comply with all national, provincial, and local regulations that apply to its facilities and operations, including building and fire codes, the provision of facilities and services to the disabled and the sale, service or furnishing of alcoholic beverages, and shall obtain all permits and licenses required to provide the services covered by this contract.

1.3 If the Client uses the rented premises in such a way that is incompatible with their intended purposes, or which is contrary to morality, public order or applicable law or if the Event may, in the Hotel's general manager's reasonable opinion, prejudice the reputation of the Hotel, the Hotel may terminate this Contract with immediate effect, without prejudice of its right to claim damages.

Organization

The Client acknowledges that it must not supply, directly or indirectly, any drinks, food, tobacco, except with the prior written consent of the Hotel management.

All decoration plans, technical installations, and various adjustments of apartments, bedrooms, meeting and banqueting rooms and lounges in the Hotel must comply with the applicable safety regulations and standards in force and require the prior written consent of the Hotel management.

Such approval, always excludes the drilling of walls, floor or coverings by any means whatsoever and the use of the adhesive products on the same.

Except with the Hotel management's prior written approval, the client must not:

Make any reference to or use in any way the signs, symbols, and logos of any company of the InterContinental Hotels Group or make available publicly photographs taken in the Hotel's premises.

Sublet the premises that are the subject matter of this Contract or use the same for any purpose other than the agreed purposes.

Sell goods or services (including tickets) on the Hotel premises with the exception of tickets to the Client's groups scheduled offsite events.

Use tickets, posters, or other advertising or promotional material for the event.

The Client must notify the Hotel regarding any musical entertainment that the Client wishes to include in this Event.

The Hotel reserves the right to refuse any entertainment incompatible with the image and services policy of the Hotel if proven to be offensive. Group does not need to clear standard issue entertainment selections through the hotel.

The Client shall make sure that all the necessary declarations have been made to the relevant authority for the use of any musical composition, subject to laws on intellectual property rights.

If special security arrangements are required because of the visit or presence of an important person at the function, they shall be the Client's responsibility. Should the Client see it necessary to liaise with the police regarding the security of VIPs, the Hotel must be given prior notice of any such arrangements.

It is the Client's responsibility to ensure that the premises put at their disposal are suitably secured during the function. However, the Client may decide, on their own responsibility, to not employ security for the premises.

The Client is required to conform to the local labor laws in force for all persons employed on the occasion of this event.

At the end of the event, the Client undertakes to remove at its expense, all equipment, decoration, personal effects, and documentations, which the Client will have brought into the Hotel's premises.

The Hotel will maintain its current "star", "diamond", or other rating. Failure to maintain this status shall be grounds for Client to terminate this contract.

Liability

Subject to the limitations of Section 768.28, Florida Statutes, the Client shall be liable for all damage to the Hotel caused by the Client and its employees, its visitors, and its third-party service providers. Furthermore, subject to the limitations of Section 768.28, Florida Statutes, the Client agrees to indemnify the Hotel for all damages suffered by the hotel as a consequence of the wrongful or negligent behavior of the Client, its visitors, and its third-party service providers.

The obligations of the Hotel under this contract are limited to the provision of premises and/or rooms to the benefit of the Client. The Hotel shall only be liable in the event of proven failure in respect of its obligations to deliver the premises in accordance with the specifications agreed upon between the parties.

It is expressively agreed that the organization and the management of the event shall be under the full and exclusive responsibility of the Client.

To the extent permitted by law, Hotel shall protect, indemnify, defend, and hold harmless Client and its officers, directors, partners, agents, members, and employees from and against any and all Claims arising out of or caused by Hotel's negligence in connection with the provisions of Hotel's facilities. Hotel shall not have waived or be deemed to have waived, by reason of this paragraph, any defense, which it may have with respect to such Claims.

Insurance Requirements

Client agrees, if requested by Hotel, to obtain and keep in force, during the term of Client's occupancy and use of Hotel's premises for Client's Event, either (1) policies of general liability insurance, specifically referring to and including the contractual liability referred to in the indemnification paragraph above, premises-operations, broad form property damage, independent contractors coverage, and personal injury liability with limits of $1,000,000 with such responsible insurance companies satisfactory to us; and, if applicable, worker's compensation insurance to statutory limits, employer's liability insurance with limits of $1,000,000 and automobile liability insurance covering all owned, non-owned and hired vehicles with limits satisfactory to us, or (2) in the alternative, a Certificate of Self Insurance valid under Florida law showing the ability to financially meet such obligations. You agree to include InterContinental Miami and owner in such policies as additional insured thereunder. Client's insurance or self-insurance will be considered primary of any similar insurance carried by us. You agree to deliver to us at least three (3) days prior to your event copies of certificates of insurance or self insurance for each policy required by us.

Rates and Invoicing

Unless otherwise indicated, all rates are indicated in the official currency of the country where the Hotel is located and the Client undertakes to pay in that currency. If the Client pays in a different currency, the Hotel will apply its then applicable exchange rate on the day of the payment.

In the absence of specific written billing instructions, the Hotel will invoice all items agreed upon and all extras to the Client. Subject to variations as agreed herein, the amount billed by the Hotel to the Client is the amount agreed on the conclusion of this Contract plus the charges for additional services provided by the Hotel at the Client's requests, at the then applicable service rate.

Invoices that are not challenged within 10 days business of the receipt of the bill date are deemed to be agreed. Where there may be issue with a particular amount, this amount only may be held pending review. Invoices must be paid within 30 business days of receipt, failing which all outstanding amounts will automatically and without prior notice accumulate interest at the rate of 1% per month, from the due date until the day of full payment, both days to be included.

This Event is to be treated as a wholly separate transaction between the Client and the Hotel. Neither party may set off any disputed payments from previous events against payments for this Event.

It is the Client's responsibility to provide the Hotel with written details of those Event attendees who may sign charges to the main account.

If payment is to be made by either a credit or debit card, this must be made known to the Hotel at the time of booking. Only recognized card merchants will be accepted. The card must be produced by the signatory at the latest thirty (30) days prior to the group arrival.

In the event credit is not approved, prepayment of all total charges is required prior to arrival with the balance due at departure.

Termination by Company

If the Client fails to make any or all of the deposits when due and remains in default one week later, then without prejudice of the Hotel's rights to claim payment of sums due and damages for the prejudice suffered, the Hotel may terminate this Contract with one further week's notice.

In the event of termination of this Contract, all down payments made or due remain the property of the Hotel, except where termination is attributable to the Hotel's breach of contract.

Force Majeure

If events beyond the reasonable control of the Parties, including but not limited to, acts of God (flood, hurricane, earthquake, tornado, fire, etc.), war, strikes, threats or acts of terrorism or similar acts, disease, World Health Organization travel advisory, civil disorder, non-availability of food, beverages, or other supplies or curtailment of transportation either in the conference city or in the countries/states or origin of the attendees, make it inadvisable, impracticable, illegal, or impossible to perform as originally contracted under this Contract, the affected party may terminate this Contract, without liability, upon written notice to the other party. Any deposits made shall be refunded to Client within 30 days after written notice of cancellation under Force Majeure.

In the event the Client decides to hold its Meeting despite any of the circumstances detailed above, the Hotel shall waive any fees related to a reduced-size Meeting (including any cancellation fees, room attrition fees, function space rental, food and beverage attrition fees) and shall offer the Group's guests the equivalent room rate offered to guests during the contracted dates.

Jurisdictions and Applicable Law

This Contract is governed by the laws of the State of Florida. If any part of this Contract is found void and unenforceable, it will not affect the validity of the balance of the Contract, which shall remain valid and enforceable according to its terms. Any dispute arising out of or related to this Contract shall be brought before the courts that are competent in respect of the location of the Hotel.

Data Protection and Processing

The Client acknowledges that this Contract is subject to data protection standards and legislation. All information in respect of the Client and their delegates that is collected by the Hotel during the course of the Event will processed in compliance with the Hotel's data policy and any applicable local legislation and regulations.

Effective date of communications

The parties agree that for the purposes of this Contract and any amendments or modifications thereto or any another notice or communication between the parties, signatures sent or received by fax or e-mail transmission will be considered as enforceable and valid as original signature by the party signing. The effective date of communication will be determined as follows:

a) communications sent via mail or courier will be considered effective two days after date sent;

b) communications via fax will be considered effective as of date and time on fax confirmation sheet retained by sender; and

c) communications sent by e-mail will be effective when the message is accepted by the recipient's e-mail server.

Performance: Hotel agrees to maintain performance standards, including but not limited to, décor and service, prior to and until the completion of the contract. Hotel and Client will agree upon the minimum performance standards.

Resell Clause: Hotel agrees that in the event of cancellation by Client, Hotel shall use its best efforts to resell the cancelled facilities and shall credit Client with all resell revenue against the cancellation fee otherwise owing. Resale is understood as last rooms resold.

Noise Abatement: The Hotel shall be responsible for notifying Client in writing of any major renovation or construction at the Hotel during meeting program dates prior to contract signing. If after contract signing, major renovation/construction becomes necessary, the Hotel will notify Client in writing immediately and make arrangements to limit any inconvenience to Client. If arrangements are not reasonable to Client, the Port reserves the right to cancel the Agreement without penalty.

Signature

This Contract constitutes the entire agreement between the parties and supersedes all prior discussions and writings between the parties with respect to the Event. This agreement cannot be amended except in writing by a side letter signed by both parties. The terms of any purchase order or other ordering document shall be without force and effect. To confirm the InterContinental Miami as a definite site for your group, please sign this sales agreement and return this original to my attention by July 15, 2014. By Signing this agreement all past communication, faxes, emails and negotiation not mentioned in this document are invalid and are of no further force and effect. Otherwise, this agreement will be considered null and void once this due date has passed. Should any revisions be made on the returned contract, it will be countersigned and returned to Client.

For and on behalf of the Hotel:	For and on behalf of Miami-Dade County:
Signature:	Signature:
Name: Luis A. Méndez	Name:
Title: Associate Director of Sales & Marketing	Title:
Date: 6/20/14	Date:

EXHIBIT B

Alliance of the Ports of Canada, the Caribbean, Latin America and the United States

Convention Guidelines

November 2012

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AAPA American Association of Port Authorities

Alliance of the Ports of Canada, the Caribbean, Latin America and the United States

Convention Planning Policies and Guidelines

Introduction

The Association's Annual Convention has, since 1912, been the highlight of Association membership activities. The AAPA Convention can be described as a yearly reunion of the Western Hemisphere's widely scattered family of port professionals. It is an important forum for discussion of issues confronting port managers and for developing policy positions to guide Association efforts during the coming year. It is also a time for fellowship, for port managers to renew friendships with their peers and to exchange information in a pleasant, business-like atmosphere.

Traditionally, AAPA conventions have been hosted by a member port city offering a range of activities reflecting the spirit and unique features of the host community. As such, each convention is different, yielding anticipation among the membership of new sights and sounds from one convention to the next.

These planning guidelines consolidate all previously published policies and procedures. These guidelines do not, however, set forth a convention management plan. The Host Port is encouraged to organize its efforts, as it deems appropriate. The guidelines set forth the convention management requirements of the Association and provide suggested guidelines for promoting registration and raising revenues.

AAPA Annual Convention
Planning Policies and Guidelines

I. Planning and Organization

A. The annual convention program includes (1) business sessions and exhibits arranged by AAPA, and (2) entertainment, social activities and an adjunct guest program, arranged and provided for by the Host Port.

1. The President is responsible for the business program including general discussion sessions, luncheon programs, Board of Directors and Executive Committee meetings, the Annual Membership Meeting, competitions, and committee meetings.

   The President will seek the input of the Host Port executive director during planning of the business program to determine if there are any local or regional issues or discussion topics that may be appropriate.

2. The Host Port is responsible for the general management and overall financial support of the convention and specifically for the convention's food and beverage, social and entertainment activities, all registration procedures, local transportation requirements, audio-visual equipment, and simultaneous translation for AAPA's Spanish-speaking members attending business sessions. No social or entertainment activities (with the exception of the guest programs) shall be offered at times which will conflict with any aspect of the business program or committee meetings. See also section XIII.F.2.

   Subject to the policies, procedures and guidelines indicated in this summary, the Host Port shall develop its own convention management plan. The AAPA staff will provide counsel and assistance as requested. The AAPA staff is available to review with the Host Port management plans and procedures of past conventions and develop projections of attendance.

3. The Executive Committee will approve the general convention schedule. The AAPA staff and the Host Port staff will coordinate the final specific schedule of business and social functions. This will be accomplished not later than three months prior to the opening of the convention. The President is responsible for presenting the recommended schedule to the Executive Committee for its approval.

B. The Board of Directors, at its April 1982 meeting, enacted the following policy pertaining to convention planning.

   "Resolved that it is the policy of the American Association of Port Authorities that any and all agreements and arrangements relating to the annual meeting of the Association, including but not limited to, publicity, publications, registration, registration fees and related matters shall be subject to the prior written approval of the President acting within the policies established by the Executive Committee."

The purpose of this policy is to assure consistency in the scope and dimensions of the AAPA convention's social and entertainment programs from one convention to the next. The President and Host Port director are responsible for developing procedures relating to this policy.

C. The AAPA Executive Committee, at its January 10, 2001 meeting, voted unanimously to set a policy that AAPA not indemnify convention host ports against charges that might accrue if a convention were to be cancelled.

D. Selection of the convention headquarters hotel shall be made jointly by the Host Port director and the President. See Attachment A for projected meeting room needs.

1. As soon as practicable following the selection of a convention Host Port, the Host Port director and the President will meet to determine the requirements for a convention headquarters hotel. Number of sleeping rooms, meeting space capabilities and exhibit space will be fundamental considerations. See Attachment B for sleeping room and exhibition space needs.

2. The Host Port director will propose one or more hotels to the President.

3. The President will visit the proposed hotels prior to final selection.

4. The President shall notify the membership of the hotel selection as soon as practicable.

5. Attachment B provides information regarding customary inclusions in convention contracts. AAPA will be available to lend any level of assistance requested during the negotiation process. Final contractual arrangements pertaining to the headquarters hotel and any backup hotels will be between the Host Port and the hotel.

6. Convention dates should be chosen so as not to conflict with national or religious holidays.

II. Finances-AAPA Surcharges

A. The convention is **not** to be considered as a profit-making enterprise for the Host Port. Historically, there generally have not been net revenues and the host port should plan for the potential of a deficit.

B. The Host Port receives all basic registration fees and all other convention-generated revenues such as those realized from official program advertisement space sales.

C. The Host Port is encouraged to seek contributions and sponsorships from local and regional interests to help underwrite its general convention costs and to keep registration fees as low as possible. The Host Port director should consult with the President on any questions of propriety or precedent.

D. In March 1979, the Board of Directors decided that the annual convention should produce revenues for the Association's annual operating budget. A surcharge to be applied to each paid registrant was adopted. In April 1981, the Board voted to establish a premium surcharge for the paid registrations of non-AAPA members.

1. Surcharges are collected by the Host Port as part of the registration procedures and are payable to AAPA within 60 days after the close of the convention. If requested, the President will submit an invoice to the Host Port based on final official registration lists.

2. The Board will set surcharges for the next year's convention at its Fall Meeting. If no action is taken, the surcharge will remain the same as the previous year. (2006 surcharges were $110 for each paid registration by an AAPA member and $135 for each paid registration by a non-member.)

D. The Host Port is responsible for all convention costs, including AAPA staff lodging. AAPA is responsible for the following:

- Any and all charges associated with the exhibit program. (Complimentary exhibit space should be part of the hotel contract)
- Travel expenses for the AAPA working staff

III. Convention Exhibit Program

The exhibit program is a discreet convention function coordinated by AAPA through an exhibit manager. The exhibit management arrangement is designed to be complementary to the efforts of the Host Port and AAPA. The arrangement provides the Host Port with opportunities to utilize the exhibit to help attract convention sponsors and some level of revenue. AAPA will work with the Host Port to develop activities to drive delegate traffic into the exhibit hall.

Specifically, The Host Port receives three exhibit booths on a complimentary basis and ten booths at 50% of the published exhibit price to be used at the discretion of the Host Port. Often, the Port will utilize these booths as part of sponsorship packages. In addition, the Host Port receives a 15% commission for any new exhibit sales generated by the Host Port.

The Host Port also receives $75 per person (to a maximum of two per company) to offset the costs of activities (continental breakfasts, pre-lunch receptions, etc.) occurring in the exhibit area. The Host Port may, at its discretion, offer exhibitors the opportunity to purchase either individually, or in a special exhibitor registration package, the remaining convention social and meal functions.

IV. Registration Fees, Complimentary Registrations, Special Registrations

A. It is tradition that at AAPA conventions, a single registration fee covers the registrant **with** or **without** a guest. Room rates should also be the same for single or double occupancy.

B. The Host Port can establish daily session and individual event fee schedules for local persons and press. This should be carefully formulated and with awareness that fully paid registrations are encouraged and that any other form of participation should be at a premium rate. See Attachment C for Press Policies.

C. The level of base registration fees is subject to Board of Director's approval. The President will advise the Host Port of procedures to accomplish this.

D. The Host Port will provide complimentary registrations to the AAPA working staff, AAPA exhibit manager and guest speakers as necessary. In inviting speakers, AAPA will offer free registrations only if necessary. Generally, only one or two speakers receive complimentary registrations for full convention. However, a number of speakers (approx. 15) attend for only 1-2 days and are not charged for lunches, social events, etc. AAPA members participating in the business program are expected to arrange for paid registrations.

The host port will be asked to provide a limited number of complimentary registrations to individuals representing affiliated organizations (such as IAPH, ACPA and OAS that have, through an MOU, agreed to provide reciprocal treatment to AAPA), federal agency officials and other special guests. The number of complimentary registrations is normally very small (less than ten).

E. Honorary AAPA members shall be provided with complimentary registrations. (Honorary members consist primarily of retired AAPA Presidents and Chairmen. There are 29 Honorary members, but in recent years, the number of Honorary members attending has been less than five.

F. AAPA requires a minimum of one complimentary registration, given to AAPA, to be used for purposes of its program of Corporate Sponsorship.

G. Working media representatives shall be provided with complimentary registration to attend all business sessions and luncheons. The Host Port can opt to provide working media representative's free registration to all social events, or establish a per-event fee for social and entertainment functions. See Attachment C for Press Policies.

H. Exhibitors – see Section III regarding registration options for exhibitors.

V. Promotional Mailings, Registration Material

A. Through direct mailings, the Host Port is responsible for promoting the convention in the most effective manner to potential attendees and for providing adequate opportunities for registration.

1. AAPA will provide mailing lists seven months prior to the opening date of the convention, including registration lists from previous conventions.

   The following guidelines have been successful in recent conventions:

   - A general announcement including basic information about dates, hotel selection and possible program topics to be mailed **six months prior to convention opening.**

   - Additional promotional material, official registration forms, hotel registration instructions, and business program previews (updated as appropriate) to be mailed or e-mailed:

     - Five months prior to the opening date
     - Two months prior to opening dates
     - Optionally, one month prior to opening date

2. During the Spring Conference prior to the convention, the host port traditionally hosts an evening reception to promote the convention program.

3. In many cases, the Host Port for the next year hosts an evening reception during the prior year's convention. This is done at the discretion of both Host Ports.

4. The AAPA staff will provide full counsel to review convention materials and assist the Host Port's efforts to promote attendance.

VI. Coordination With Headquarters Hotel

A. Host Port and AAPA will work out a space utilization plan not later than four months prior to convention opening. No meeting space shall be released or committed to any party without the approval of AAPA. To avoid confusion and duplication, AAPA's contact with the Headquarters Hotel shall be limited to:

- Arrangements for use of designated meeting space for committee meetings; and
- Assignment of complimentary sleeping room space made available by the hotel. (This space will be used to accommodate the AAPA Chairman, AAPA working staff and speakers as necessary.)

Since AAPA staff members are primarily responsible for running business program sessions each year, it is recommended that the host port work closely with AAPA Membership Services Staff to determine setup of business meetings.

VII. Printed Materials for Convention Publicity/Information

A. Convention Logo

1. The Host Port will develop an official convention logo for use on all publicity materials. The logo will include the AAPA logo and the dates and year of the convention, and may also include the Host Port name and/or logo. The convention logo should be clear when reproduced at letterhead size C 2"x 2" or smaller.

B. The Official Convention Program

1. This can be a source of considerable advertising revenue and the Host Port is encouraged to develop its maximum potential. As part of the format used by the Host Port, the official program typically includes the following material to be provided by AAPA:

   - Welcome letters from the AAPA Chairman of the Board and the AAPA President
   - Rosters of Board of Directors and/or Executive Committee
   - List of exhibitors (and possibly the exhibitor roster with company descriptions)
   - List of future AAPA conventions

2. The host port should plan to print the final program no earlier than 1 month prior to the convention. The program, and all other printed material specific to the convention, should be reviewed by AAPA staff before publication.

3. There may be value in combining efforts to sell official program advertising space and exhibit space. The Host Port director and the President should explore this early on.

4. It is the responsibility of the Host Port to provide appropriate Spanish translation of the convention program and materials. Ideally, this would include translation of any convention web site and/or any online registration information.

C. Name Badges

1. The Host Port will provide convention name badges to all registrants, exhibitors, speakers, and staff. Each badge should feature the convention logo, the delegate's name and organization, and should be legible from a short distance. The Host Port will provide the exhibitor name badges to AAPA's exhibit manager 3 days prior to the Opening Ceremonies.

D. Signs

1. These are an important part of convention operations. Host Port should make arrangements for highly visible and attractive signs designating Committee Meetings, Caucuses, General Sessions, AAPA & Press Offices and Registration Area. See Attachment E for projected signage needs.

2. On-site placement of signs is the responsibility of the Host Port.

VIII. Convention Offices

A. In formulating a space utilization plan, AAPA and the Host Port will designate two office areas to accommodate the following:

- Host Port Office
- AAPA Staff Office

1. The Host Port is responsible for providing supplies and equipment for the AAPA office. See Attachment D for projected office equipment and supply needs. All supply needs will be kept to a minimum.

IX. Miscellaneous Operations Guidelines

A. Registration

1. Registration – The Host Port is responsible for all registration procedures (except for the registration of exhibitors, which will be handled by AAPA's exhibit manager.) If registrations are done on-line, the Host Port should provide appropriate Spanish language translation. It is also highly recommended to have an individual who is fluent in Spanish to staff the on-site registration desk.

2. Registration Lists – Pre-convention registration lists should be available a week or two prior to the event and an updated list should be provided to AAPA for distribution to attendees immediately after the event. The final official registration list, including the number of partial and complimentary registrations (and number of spouses attending), should be submitted to AAPA Headquarters not later than 30 days after the close of the convention.

B. Opening Ceremonies

1. The Host Port will choreograph an Opening Ceremony to ring in the new convention. This ceremony, which typically lasts an hour, offers an excellent opportunity for the host port to present itself to the AAPA community.

2. Host Port will arrange for a group to play the National Anthem of the host country, and a color guard to present colors during the opening ceremonies.

3. Necessary AAPA business segments of the Opening Ceremony include the ringing of the Bell by the current Chairman of the Board, and brief responses to the Host Port's welcome by the leadership of all four AAPA delegations.

4. The flags of all AAPA member nations are to be displayed at the opening ceremony. AAPA will provide the flags to the Host Port three months before the convention to allow adequate time for correct hanging.

5. All opening ceremony arrangements shall be coordinated with AAPA and finalized 30 days prior to the convention.

C. Audio-Visual and Translation Needs

1. AAPA will advise the Host Port of its audio-visual equipment and translation needs at least 30 days prior to the convention. This information will include specific audio-visual equipment needs of speakers, and a list of the program segments for which translation should be provided. See Attachments F and G for projected AV and translating needs.

2. The Host Port should strongly consider using **Cardiso**, AAPA's regular translation service, which over the years has served an important role integrating the Latin Program into the overall Convention activities.

D. Head Table Guests at Luncheons

1. AAPA will coordinate with Host Port on the assignment of head table guests.

2. At each luncheon, Host Port should consider inviting three or four of its sponsors to sit at head table. Host Port will provide names of these guests to AAPA staff one week prior to convention and provide updates as soon as they are available.

3. AAPA staff will handle seating arrangements.

E. Invitations to Clergy

1. The Host Port traditionally arranges for clergy to give invocations at the opening ceremonies, luncheon programs and installation breakfast. Clergy will be seated at head table for luncheon programs (see above).

F. Social Activities

1. Information on planned evening functions and guest programs (including suggested attire) should be provided to attendees as early as possible.

2. Any guest programs scheduled for Tuesday of Convention week should not depart the hotel until the Opening Ceremonies have concluded.

G. Message Service, Announcements, Special Postings

1. An area centrally located to convention activities should be set aside for bulletin boards to prominently display resolutions to be considered by the membership and general program notes such as schedule changes, transportation schedules, etc.

2. The Host Port should plan to have someone available during regular hours to answer inquiries.

H. Coffee Service

1. The Host Port provides coffee and soft drink service (pastries optional) for morning and afternoon business sessions, and all AAPA business meetings. AAPA will provide Host Port a listing of its meetings at least 30 days prior to the convention. Such service should also be provided for those working in the convention office areas.

I. Speaker Gifts

1. The Host Port will provide appropriate speaker gifts to each speaker and moderator who volunteers their time to be part of the convention's business program. AAPA encourages the Host Port to select a gift which showcases the special nature of the region.

J. Insurance Policy

1. AAPA carries bodily injury and property damage liability insurance on each convention. Host Port might also wish to carry coverage for any accident to attendees resulting in possible suit.

K. Doctor

1. Plans should be made in advance to have the services of a doctor. Guests may require this type of service and it is best to line someone up in advance. There is always the possibility that the hotel will have a resident doctor; if this is the case, it would be wise to be in contact with him in advance. Procedures for health emergencies should be developed. The location of the closest preferred hospital should also be provided.

L. Photographer

1. The Host Port, at its discretion may provide an official convention photographer. See Attachment H for a list of required and suggested events to be photographed.

M. Official Airline/Car Rental

1. Any agreements designating an official airline or car rental company are to be between the designated firm and AAPA, with any resulting complimentary tickets/car rentals accruing to AAPA to reduce staff travel expenses.

#####

Attachment A

2013 AAPA Convention Overview

Sunday, October 13

2:00 - 6:00 pm **Canaveral Port Authority Office**

Location: Milagro Room **Phone: ( )**

Room set up: Two skirted 6' classroom tables lining walls, one large table in center of room, 8 chairs – Leave up all week

A/V and equipment: Two PCs, printer, copier, telephone, wireless internet connection, office supplies (pens, paper, etc.) – Leave all week

Food and Beverage: TBD

3:00 - 6:00 pm **AAPA Convention Office**

Location: La Serena Boardroom **Phone: ( )**

Room set up: Four skirted 6' classroom tables lining walls, one large table in center of room, 12 chairs – Leave up all week

A/V and equipment: Two PCs, printer, copier, telephone, wireless internet connection, office supplies (pens, paper, etc.),

Food and Beverage: TBD

3:00 pm **Staff Meeting (in AAPA Convention Office)**

Location: **La Serena Boardroom**

Room set up: Conference for 12 people

Food and Beverage: **snacks, assorted diet sodas, coffee and water**

SET UP BELL

AAPA STAFF - make General Session packets, including bios, table tents, and speaker gifts - order flowers for Thursday - sort award plaques- ensure Monday grids are on registration table

2:00- 5:00 pm	**AAPA Registration Desk Open**
Location:	

Sunday, October 13 (continued)

2:00-6:00 pm	**Room available for meetings as needed**
Room set up:	15 conference style
Location:	Palma (across from Starbucks)

6:00–8:00 pm **Welcome Reception – Da Vinci Lawn at the Ritz**

Welcome to the Sunshine State! We kick off what is sure to be a phenomenal convention week with an elegant, yet relaxed, sunset opening event in the beautiful, uniquely Florida outdoors.

Monday, October 14

7:30 am - 6:00 pm	**Canaveral Port Authority Office**
Location:	Milagro Room
Room set up: chairs	Two skirted 6' classroom tables lining walls, one large table in center of room, 8
A/V and equipment:	Two PCs, printer, copier, telephone, wireless internet connection, office supplies (pens, paper, etc.),
Food and Beverage:	**continental breakfast buffet -coffee, tea, sodas, pitchers of water (refreshed throughout day)**
7:00-8:00 am	**AAPA Convention Office**
Location:	La Serena Boardroom
Food and Beverage:	**continental breakfast buffet for 10 -coffee, tea, sodas, pitchers of water (refreshed throughout day)**
9:00 am- 4:00 pm	**AAPA Registration Desk Open**
Location:	JW Marriott
7:45 am	**Coffee Break (Mediterranean Foyer 6-8)**
8:45 am	**Coffee Break (Cordova Foyer)**
8:00-9:15am & 11:00am-5:00pm	**Room available for meetings as needed**
Room set up:	conference table
Location:	Palma (across from Starbucks)

Monday, October 14 (continued)

8:00-9:30 am	**Maritime Economic Development Committee**
Location:	Mediterranean 6
Room set up:	**(SET 40 hollow square)** - Add 30 Chairs around Perimeter of room - Add a 6' skirted table with chairs for translators
A/V and Equipment	- **(4) Table Microphones** - **LCD support package: screen, extension cord, LCD table** (AAPA to provide VGA cable, power strip, LCD projector and Laptop) - **audio feed for powerpoint presentations**
Staff:	Aaron

9:00-10:30 am	**Cruise Committee**
Location:	Mediterranean 7
Room set up:	**(SET 40 hollow square)**
A/V and Equipment	- **(4) Table Microphones**
Staff:	Susan

9:00-10:30 am	**Finance Committee**
Location:	**Cordova 2**
Room set up:	**(SET 25 conference)**
Staff:	Ed

9:00-10:30 am	**Law Review Committee**
Location:	**Cordova 4**
Room set up:	**(SET 26 U shape)**
Staff:	Jean

9:15 – 11:00 am	**Kurt & Armando Meeting**
Location:	Palma (across from Starbucks)
Room set up:	conference table

Monday, October 14 (continued)

9:30-11:00 am	**Public Relations Committee**
Location:	Mediterranean 6 (same as MED Committee)
Room set up:	***use existing set-up*** **(40 hollow square)** - Add 30 Chairs around Perimeter of room - Add a 6' skirted table with chairs for translators
Staff:	Aaron
A/V and equipment:	***use existing A/V*** - **(4) table microphones** - **LCD support package: screen, extension cord, LCD table** (AAPA to provide VGA cable, power strip, LCD projector and Laptop) - **audio feed for powerpoint presentations**

11:00 am-12:00 pm	**Gulf Regional Caucus**
Location:	Mediterranean 7 (same as Cruise Committee)
Room set up:	***use existing set-up*** (40 hollow square)
Staff:	Jim
A/V and Equipment	***use existing A/V*** - **(4) Table Microphones**

11:00 am-12:00 pm	**North Atlantic Regional Caucus**
Location:	Cordova 5
Room set up:	**(SET 28 U shape)**
Staff:	Jean

11:00 am-12:00 pm	**South Atlantic Regional Caucus**

Location:	Cordova 4 (same as Law Review Committee)
Room set up:	***use existing set-up*** (26 U shape)
Staff:	Kip

Monday, October 14 (continued)

11:00 am-12:00 pm	**South Pacific Regional Caucus**
Location:	Cordova 3
Room set up:	**(SET 18 conference)**
Staff:	Kurt

11:00 am-12:00 pm	**North Pacific Regional Caucus**
Location:	Mediterranean 8
Room set up:	**(SET 25 conference with 50 perimeter seating)**
A/V and Equipment:	**(4) Table Microphones**
Staff:	Susan

11:00 am-12:00 pm	**Great Lakes Regional Caucus**
Location:	Cordova 1
Room set up:	**(SET 30 U shape)**
Staff:	Meredith

11:00 am-12:00 pm	**Canadian/St. Lawrence Regional Caucus**
Location:	Cordova 2 (same as Finance Committee)
Room set up:	***use existing set-up*** (25 conference)
Staff:	Mary Beth

Monday, October 14 (continued)

12:00 pm	AAPA Office
Location:	La Serena Boardroom
Food and Beverage:	**Deli Lunch buffet delivered to AAPA Office**

12:00 pm	Canaveral Port Authority Office
Location:	???
Food and Beverage:	**Deli Lunch**

12:00 - 1:00 pm	**Executive Committee Lunch**
Location:	Marbella 1
Room set up:	conference/banquet for 12
Staff:	Kurt/Jean/Rafael
Food and Beverage:	**Deli Lunch buffet for 12**

1:15 - 2:30 pm	**AAPA and MarAd Meeting**
Location:	Cordova 1 (same as Great Lakes Regional Caucus)
Room set up:	***use existing set-up*** (30 U shape)
A/V and Equipment:	flip chart with markers
Staff:	Aaron/Kip

1:15 – 2:30 pm	**2012/13 Board of Directors Meeting**
Location:	Mediterranean 6 (same as MED Committee)
Room set up:	***use existing set-up*** **(40 hollow square)** - Add 30 Chairs around Perimeter of room - Add a 6' skirted table with chairs for translators
A/V and Equipment	***use existing set-up*** - **(4) Table Microphones**

	- **LCD support package: screen, extension cord, LCD table** (AAPA to provide VGA cable, power strip, LCD projector and Laptop) - **audio feed for powerpoint presentations** **(AAPA to provide VGA cable, power strip, LCD projector and Laptop)**
Food and Beverage:	**coffee, tea, sodas, pitchers of water (NONE ORDERED – F&B IN FOYER)**

Monday, October 14 (continued)

2:30-5:00 pm	**Latin American Ports Delegation Meeting**
Location:	Mediterranean 6 (same as MED Committee)
Room set-up:	***use existing set-up*** **(40 hollow square)** - Add 30 Chairs around Perimeter of room - Add a 6' skirted table with chairs for translators
Staff:	Denise/Rafael
A/V and Equipment	***use existing set-up*** - **(4) Table Microphones** - **LCD support package: screen, extension cord, LCD table** (AAPA to provide VGA cable, power strip, LCD projector and Laptop) - **audio feed for powerpoint presentations** **(AAPA to provide VGA cable, power strip, LCD projector and Laptop)** **- 6' table & chairs near the mixer (translators need to plug their equipment into the sound system)**
1:00 – 3:00 pm	**Coffee Break (Mediterranean Foyer 6-8)** **Coffee Break (Cordova Foyer)**
2:30-4:00 p.m.	**Canadian Ports Delegation**
Location:	Cordova 2 (same as Finance Committee)
Room set up:	***use existing set-up*** (25 conference)
Staff:	Ed

Monday, October 14 (continued)

2:30-4:00 p.m.	**U.S. Legislative Policy Council**
Location:	Mediterranean 8 (same as North Pacific Regional Caucus)
Room set up:	***use existing set-up*** **(25 conference with 50 perimeter seating)**
Staff:	Kurt/Jean/Susan/Aaron
A/V and Equipment	***use existing set-up*** - **(4) Table Microphones**
Food and Beverage:	**Coffee, tea, soda and pitchers of water (NONE ORDERED)**

4:00-5:30 p.m.	**Port of Seattle and Tacoma meeting**
Location:	Mediterranean 8 (same as U.S. Legislative Policy Council)
Room set up:	2***use existing set-up*** **(25 conference with 50 perimeter seating)**
A/V and Equipment	***use existing set-up*** - **(4) Table Microphones**
Staff:	

2:00 - 5:00 pm	AAPA STAFF: ***Set up Share Booth and AAPA Booth in Exhibit area***
	****set out any promotional materials, magazines, etc.****
	(staff: Mary Beth/Meredith/Aaron/Jodi)
	SET UP BELL ON STAGE

6:00 – 9:45 pm	Reception at Ports of Call, Desserts in Key West, Private

Blue Horizons Whale and Dolphin Show

Experience the hidden tropical oasis of SeaWorld - Ports of Call with a delicious dinner reception and the opportunity to mingle with some of SeaWorld's amazing animal residents. Then be whisked away inside the marine park's Key West area for desserts with the dolphins... a sunset celebration straight from Duval Street where you can view dolphins up-close, pet a gentle ray, enjoy a frosty beverage and yummy desserts, all to the sounds of Jimmy Buffet style live music.

Tuesday, October 15

7:30 am - 4:00 pm	**Canaveral Port Authority Office**
Location:	Milagro Room
Food and Beverage:	**continental breakfast for 10**
7:30-8:30 am	**AAPA Convention Office**
Location:	La Serena Boardroom *OUTSIDE ROOM:* **three large corkboards on easels** *(to post resolutions and credentials)* – Leave up all week
Food and Beverage:	**continental breakfast buffet** **Coffee, tea, sodas, pitchers of water (to be refreshed throughout day)**
7:30 am- 4:00 pm	**AAPA Registration Desk Open**
Location:	JW Marriott
7:30-8:30 am	**Continental Breakfast – Grand Opening of Exhibition**
Location:	Coquina North
8:30 am – 4:00 pm	**Room available for meetings as needed**
Room set up:	conference table
Location:	Palma (across from Starbucks)
8:00-8:30 am	**Resolutions Committee Meeting**
Location:	Mediterranean Ballroom 1
Room set up:	25 Hollow Square
Staff:	Jean/Susan

Food and Beverage: **Continental Breakfast for 25**

AAPA STAFF: ***REMEMBER TO BRING PORT PLAQUE / BELL / speaker packets / tent cards***

- post resolutions
****** on large corkboards outside AAPA office area ******

Tuesday, October 15 (continued)

8:15-8:30 am **VIP Assembly for Opening Ceremonies**
REMEMBER TO BRING PORT PLAQUE / BELL / speaker packets / tent cards

Location: Mediterranean 8

Staff: Kurt / 4 responders to be present

Room set up: Lounge for 15

Food and Beverage: **Coffee, tea, soda, pitchers of water, muffins???**

8:30-9:45 am **Opening Ceremonies**
BELL & PLAQUE must be on stage

Location: Mediterranean 4-5

Introduction: *Kurt Nagle, Thomas Weinberg, John Walsh, Armando Duarte-Peláez*
Responders:
Canada – Bernie Dumas
Caribbean – James C. Parsons
Latin America – Hugo Borelli
United States – Adolph Ojard

Room set up: - 600 Theater
- table for translators near mixer to patch into sound system

9:45-10:15 am **Break**

Location: Exhibit Hall (Coquina North)

10:15-11:45 am **General Session:** ***The Road to Global Economic and Trade Recovery – Are We There Yet?***

Location: Mediterranean 4-5

Moderator: *John Mohr*
Speaker: *John Martin, David Levy*

Room set up: 600 Theater

Staff: Kip/Susan

A/V and equipment:

- Head Table for 6 on riser
- **A/V and equipment:**
- Standing podium with microphones and light
- LCD projector *(rear projection)*
- Large screen in front of room
- Sound feed for powerpoint presentations
- 2 table microphones, wireless lavaliere microphone, 2 wireless hand held microphones (on floor stands)
- table for translators near mixer to patch into sound system

Tuesday, October 15 (continued)

11:45 am - 12:45 pm	**Pre-luncheon Break**
Location:	**Exhibit Hall** (Coquina North)

11:45 am - 12:45 pm	**VIP Assembly for Lunch** ***LOCATE HEAD TABLE GUESTS***
Location:	Mediterranean 8
Room set up:	Lounge for 25
Food and Beverage:	**Bar service (waiter)**

AAPA STAFF:
*** *reserve 2 "translation" tables, 2 VIP tables and 1 Press table? (with NO food service)****

12:45 -2:15 pm	**Luncheon Program – Presentation of AAPA 2013 Cruise Award**

*** PLACE ANY NEEDED ITEMS AT HEAD TABLE ***
- **Frank Hamons ImPORTant Service award**
- **Cruise Award Pyramid**

Location: **Coquina South**

Presiding: *Armando Duarte-Pelaez*
Introduction: *Gary LaGrange*
Speaker: *Karl Holz*

Room set up: Banquet rounds for 500

Staff: Ed/Jodi

A/V and equipment:
- Standing podium with microphones and light
- LCD projector *(rear projection)*
- Large screen in front of room

- 2 wireless hand held microphones
- Press box
- Table for translators near mixer to patch into sound system

2:30-6:00 pm **Excursion to Port Canaveral and Space Coast**

Location: Welcome Center at Port Canaveral – Hosted by Canaveral Port Authority

Tuesday, October 15 (continued)

6:00- 9:30 pm **Space Coast Excursion – Canaveral Port Authority Welcome Reception and 2014 Houston Port Authority Host Dinner at Kennedy Space Center**

Port Canaveral's newest attraction serves as your state-of-the-art welcome center, where you are among the first to take in its awe-inspiring vistas and tour its entertaining interactive elements. Following your sumptuous reception, you will blast off to the Main Campus of the Kennedy Space Center Visitor Complex for a journey back through time to the dawn of the space race. Stroll among the extraordinary spacecraft collection in the historic NASA Rocket Garden with refreshing beverages, and then continue your lunar adventure with dinner under the stars and beneath the canopy of the one and only majestic Saturn V rocket.

Wednesday, October 16

7:30 am - 6:00 pm	**Canaveral Port Authority Office**
Location:	Milagro Room
Food and Beverage:	**continental breakfast???**
7:30 am- 4:00 pm	**AAPA Registration Desk Open**
Location:	JW Marriott
7:30-9:00 am	**AAPA Convention Office**
Location:	La Serena Boardroom

***PLACE HANDOUTS FOR SCOTT SUMMERFIELD PRESENTATION (9:00am)
IN GENERAL SESSION ROOM***

Food and Beverage: **continental breakfast???**
- coffee, tea, sodas, pitchers of water (to be refreshed throughout day)

7:30-8:30 am **Continental Breakfast**

Location: Exhibit Hall (Coquina North)

7:45-8:30 am **Canadian Delegation / Ambassador Doer Breakfast**

Location: Marbella 2

8:30-10:15am & 10:45am-5:00pm **Room available for meetings as needed**

Room set up: conference table

Location: Palma (across from Starbucks)

8:30-9:00 am **Keynote Address**

Location: Mediterranean 4-5

Introduction: *Kathleen Broadwater*
Speaker: *The Honorable John D. Porcari*

Room set up: 400 Theater

Staff: Jean/Aaron

A/V and Equipment: same...

Wednesday, October 16 (continued)

9:00 – 10:15 am **General Session:** ***Communications Strategies in Times of Crisis — When the Public Eye Is Centered on Your Port***

Location: Mediterranean 4-5 ***3 HANDOUTS TO BE DISTRIBUTED***

Introduction: *Dr. Noel Hacegaba*
Facilitator: *Scott Summerfield*

Room set up: 400 Theater

Staff: Jean/Aaron

A/V and Equipment: same... ***please add 2 flipcharts with markers***

10:15-10:45 am **Break**

Location: Exhibit Hall (Coquina North)

10:15-10:45 am	**AAPA and Port of Houston Meeting**
Location:	Palma (across from Starbucks)
Staff:	Kurt/Jean

10:45 – 11:10 am	**General Session:** ***Building Partnerships for Economic Growth and Jobs***
Location:	Mediterranean 4-5
	Introduction/Conclusion: *Wendy M. Zatylny, Bernie Dumas* **Speaker:** *Hon. Gary Doer*
Room set up:	400 Theater
Staff:	Ed/Jodi
A/V and Equipment:	same…

11:10 – 11:15 am	**Signing Ceremony – Memorandum of Understanding Between AAPA and Green Marine**
Location:	**Mediterranean 4-5 ***Green Marine is bringing the documents to sign***
Room set up:	400 Theater
A/V and Equipment:	same…

11:15 am – 12:15 pm	**General Session:** ***The Evolution of Public Port Authorities — Charting Our Path Forward***
Location:	Mediterranean 4-5
	Moderator: *Steve Cernak* **Speakers:** *Bruce Cashon, Lois C. Yates*
Room set up:	400 Theater
Staff:	Susan/Ed
A/V and Equipment:	same…

Wednesday, October 16 (continued)

AAPA Staff: ******LUNCH ANNOUNCEMENT – dessert to be served in the exhibit hall******
(speaker will be introduced immediately)

**** reserve 2 "translation" tables, 2 VIP tables and 1 Press table? (with NO food service)****

Staff:	Jodi / Ed / Aaron
12:15 - 1:15 pm	**Pre-luncheon Break**
Location:	**Exhibit Hall** (Coquina North)
12:15 - 1:15 pm	**VIP Assembly for Lunch**
Location:	Mediterranean 8
Room set up:	Lounge for 25
Food and Beverage:	**Bar service (waiter)**
1:15 -2:45 pm	**Luncheon Program: Keynote Speaker**
Location:	Coquina South **Presiding:** Bernie Dumas **Introduction:** John Walsh **Speaker:** Honorable Richard L. Scott
Staff:	Ed/Jodi
Room set up:	Banquet rounds for 400 • Standing podium with microphones and light • LCD projector *(rear projection)* • Large screen in front of room • 2 wireless hand held microphones • Press box • Table for translators near mixer to patch into sound system
2:45 - 4:15 pm	**Special Exhibition Activity in the Exhibit Hall**
Location:	**Exhibit Hall** (Coquina North)
Evening	**Free Evening** *Enjoy the many attractions and activities in Orlando, Port Canaveral or the Space Coast, with special discounts offered to AAPA attendees found on the website's "Things-To-Do" page. Or simply relax, refresh and recharge at the gracious JW Marriott Grande Lakes resort, with its world-class amenities and elegant atmosphere.*

Thursday, October 17

7:30 am - 6:00 pm	**Canaveral Port Authority Office**
Location:	Milagro Room
Food and Beverage:	**continental breakfast buffet???**

7:30 am-4:00 pm	**AAPA Registration Desk Open**
Location:	

7:30-9:00 am	**AAPA Convention Office**
Location:	La Serena Boardroom

REMEMBER TO BRING: *Board of Directors folders / Agendas for Membership Meeting / Gavel / PPM awards*

Food and Beverage:	**continental breakfast buffet** **-coffee, tea, sodas, pitchers of water (to be refreshed throughout day)**

7:30-8:30 am	**Continental Breakfast**
Location:	**Exhibit Hall** (Coquina North)

8:00-11:00 am	**Room available for meetings as needed**
Room set up:	conference table
Location:	Palma (across from Starbucks)

8:30-10:00 am	**General Session:** ***Building a Better Mousetrap (We ARE in Orlando!)***
Location:	Mediterranean 4-5
	Moderator: *John LaRue* **Speakers:** *Communications Awards: Robert Morris* *Environmental Awards: Bryan D. Lynch* *Facilities Engineering Award: Gary LaGrange & Jay Meliet* *Information Technology Award: April Danos*
Room set up:	325 Theater
Staff:	Ed/Mary Beth
A/V and equipment:	same…..

Thursday, October 17 (continued)

10:00-10:30 am	**Break**
Location:	**Exhibit Hall** (Coquina North)

10:30-11:15 am	**General Session:** ***Environmental Certification Programs***
Location:	Mediterranean 4-5
	Moderator: *Adolph Ojard* **Speakers:** *Herman Journée, David Bolduc*
Room set up:	325 Theater
Staff:	Meredith/Jean
A/V and equipment:	same…..

11:15 - 11:45 am	**Chairman's Address**
Location:	Mediterranean 4-5
	Introduction: *Kurt Nagle* **Speaker:** *Sr. Armando Duarte-Peláez*
Room set up:	325 Theater
Staff:	Meredith/Jean
A/V and equipment:	same...

11:00 am – 2:00 pm	*AAPA STAFF*: *- break down exhibit booths*
Staff:	Aaron/Jodi/Mary Beth

11:45 am – 12:15 pm	**Annual Membership Meeting and Installation of Officers** *** BRING GAVEL ***
Location:	Mediterranean 4-5

12:15 – 12:30 pm	**2013/14 Board of Directors Meeting**
Staff:	Kurt/Jean
Location:	Mediterranean 4-5

Thursday, October 17 (continued)

12:30 pm	**VIP Assembly for Lunch**
Location:	Mediterranean 8
Room set up:	Lounge for 25
Food and Beverage:	Bar service (waiter)

12:30 – 2:00 pm	**Luncheon Program:** ***Awards Presentations***

REMEMBER TO BRING LUNCHEON PROGRAMS – to be placed on chairs
PPM CERTIFICATES?

Location:	**Coquina South**
	Presiding: *Adolph Ojard* **Speaker: (award presenters)**
Room set up:	300 Banquet rounds
A/V and equipment:	Head table for 15 on riser Tabletop podium with microphones in center of table 2 table microphones, wireless lavaliere mic, two wireless hand held microphones

- LCD Projector & Big Screen?
NEED two 6' skirted tables at the front of room for awards

3:00 pm **Shipping Company will pick up our shipment on Friday September 16th**

*** must be packed by 3:00 pm on Thursday***

(will pick up from hotel)

5:30 – 6:30 pm	**Special Chairman's Reception**
Location:	Segura 1-3
Room set up:	Reception set-up – cocktail rounds
Food and Beverage:	**Bar service & hors d'ouevres**

Thursday, October 17 (continued)

6:00 – 10:00 p.m.

Dress Code is Cocktail (Black Tie Optional)

Chairman's Reception and Gala

Spectacular Gala Event at the JW Marriott Grande Lakes, Orlando

You cordially are invited to join at the luxurious JW Marriott Grande Lakes, with exquisite cuisine and unique entertainment in an atmosphere designed to dazzle your palate and your delight your senses...guaranteed to be the perfect Grand Finale to AAPA's 102nd Annual Convention!

AAPA Staff: bring Chairman's gift (gavel & stand), delegation gavels &

	plaques ****confirm delivery of flowers****

Friday, October 18

9:00 a.m. – 1:00 p.m. *(Pickup at J.W. Marriott at 9 a.m. and return to J.W. Marriott by 1 p.m.)*	**Port Canaveral Tour** *Delegates and exhibitors are invited for a tour of Port Canaveral on Friday morning. Please sign up at the Convention Registration Desk or at the Canaveral Port Authority Booths by 3 p.m. on Wednesday.* *Other tour requests will be handled on a case-by-case basis and upon staff availability.*

Attachment B

Principal Items for Contract Negotiation for AAPA Annual Conventions

1. Suggested Room Block The Host Port is encouraged to review the prior hotel pick up information provided by previous hosts (see Attachment J) and to coordinate with AAPA on sleeping room needs prior to signing a hotel contract

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
75	250	300-350	300-350	300-350	250-300	75

2. Room Rates – A flat single/double rate is preferable. If hotel is unwilling to guarantee a fixed rate, there should be some sort of formula that establishes a maximum level of increase over a specific benchmark rate or a percentage off of published rack rates.

3. Meeting/Exhibit Space – All meeting/exhibit space should be complimentary, with all space being held when the contract is signed.

4. Complimentary/Discounted Sleeping Rooms – It is customary for contracts to provide 1/50 comp. rooms (and any suite needs for the Host Port). These 1/50 comp. rooms should be used to cover AAPA staff rooms that are typically covered by the Host Port. Additionally, contracts usually include:

   - One one-bedroom suite for AAPA Chairman, complimentary
   - One one-bedroom suite for AAPA President, complimentary
   - Twelve one-bedroom suites for AAPA Officers, at regular room group rate
   - Ten other rooms (that could be used for speakers and/or port staff)

5. Cut-off Date – This date should be as close to the convention date as possible, ideally 14 or 21 days, with reservations taken after that date still at the group rate.

Attachment C

Criteria for Hosting an AAPA Annual Convention

As a result of the significant size and scope of the AAPA Annual Convention and the significant Host Port responsibilities involved in the planning and execution of the event, a prospective Host Port should meet the following criteria in order to be considered by the Board of Directors as Host Port. These criteria may be updated and changed by the Board as required.

Location/Transportation

Because AAPA convention delegates originate throughout the Western Hemisphere, the Host Port must be easily accessible by air. An adequate airport served by a number of major airlines with many scheduled daily flights is required. The distance and travel costs from the airport to the convention site should not be unreasonable.

Transportation within the city is also critical. For instance, sufficient taxi service should be available for delegates to travel easily to and from restaurants during the evenings.

Facility Requirements

In terms of the hotel accommodations and meeting/exhibit space requirements listed below, any facilities, which are not already in existence, must be scheduled for completion within two years from the time of the bid.

Hotel Accommodations

A block of 350-400 rooms (with approximately 40% single rooms, 60% double rooms) is necessary. Ideally, at least 250 rooms should be in the headquarters hotel, with the rest in one (or at most two) overflow hotel(s). Overflow properties should be in reasonable proximity (generally within walking distance) to the meeting site. Only quality, full service hotels should be considered.

Meeting/Exhibition Space

A sizable amount of meeting and exhibit space is required for the Annual Convention. Preferably, this should be in the same facility as the bulk of the sleeping rooms. If the meeting site and sleeping rooms are not under the same roof, they should be within short walking distance of each other.

The meeting site must have the capability to accommodate a general session for 550 (theater style), a luncheon for 550, and room for at least 100 (8X10) exhibit booths (approximately 13,000-15,000 square feet.) Capability to handle up to 900-1,000 persons for an evening banquet is also required. In addition, approximately 12 breakout rooms of varying sizes are needed during the week for concurrent sessions, committee meetings, convention offices, etc.

Human Resources

A considerable amount of Host Port staff time is involved in the planning and execution of an AAPA convention. A prospective Host Port must have the capability and commitment to devote sufficient staff resources to the convention. Generally, recent experience has shown that one person should be assigned basically full-time for the full year prior to the convention, with an additional person assisting over the last 6 months. Approximately 15-20 Host Port staff persons are needed to cover the range of responsibilities immediately proceeding and during the convention if an outside convention management firm is not employed.

Financial Resources

While registration fees cover a significant portion of the convention costs, additional funds are necessary to meet total expenses. Again, recent experience has shown that a prospective Host Port should anticipate the need to raise in the range of $400,000 or more from both local and non-local sponsors. Recent total convention budgets have been in the range of $1 million, not including staff resources.

Attachment D

AAPA Annual Convention
Press/Promotions Policies for the Host Port

Promotional Materials

Although the host port does the design and printing of all promotional materials, we appreciate the opportunity to review, comment on design and proofread copy for brochures that go out on the convention.

Because it is the AAPA Convention, **it is particularly important to keep the AAPA logo on any material that is distributed.** Using the logo helps generate "brand awareness" of the Association.

Pre-Convention Media Outreach

Pre-convention media outreach from headquarters generally includes the following:

1. Information on the convention is mailed to trade publications for their calendar listings in January.

2. The initial press release with program details is mailed in the springtime (May or June).

3. A personal invitation to individual reporters goes out in June or July along with a registration package. Following the mailing, AAPA calls reporters to confirm attendance.

4. Another release is mailed and follow up calls are made to reporters in August or September, depending on when the meeting is to be held.

5. A media advisory is sent the week before with details on any last minute speakers.

On-Site Media Contacts

Registration

After confirming their attendance at the meeting, AAPA provides the host port with a list of national reporters who plan to attend the convention. A month and two weeks prior to the convention, the host port provides AAPA with a registration list of local and national reporters who plan to attend. Press badges should be a different color from the general registrants' badges.

AAPA ships press packets in advance to be given out at the registration desk. One person at the registration desk should be the designated press contact (with appropriate signage), so that we can work with them to keep tabs on who shows up.

Fees

Local Reporters

Generally the host port contacts local reporters to personally invite them to attend the annual convention. A press release several months out, followed by an update a month in advance, followed by a media advisory the week before the convention should provide enough opportunity to inform the reporters (print and broadcast) about the program. If there are any special guests or dignitaries who will be attending, a second media advisory and a phone call the day before is appropriate.

Interviews

The AAPA President and officers are available for interviews within narrow time slots throughout the convention. Please direct reporters to the staff office if they would like to coordinate interviews.

Press Releases

If there is enough news, AAPA may issue a daily release from the convention, on Tuesday, Wednesday and Thursday. Copies would be available by 10 a.m. each morning, and the headquarters office in Alexandria distributes to our general lists at the same time.

Press Briefing/Event

A press briefing is sometimes held during the convention. This typically includes the AAPA Chairman of the Board and Chairman of the Board-Elect.

Daily Newsletters

The host port may choose to print a daily convention newsletter, which is distributed on Monday, Tuesday, Wednesday and Thursday. The newsletter relates news of the previous day's events and future events; provides biographies on speakers; lists fun facts about AAPA and the host port; and whatever the host port deems appropriate and of interest to delegates. To produce the newsletters, we recommend the following:

1. Editor should discuss the dailies with AAPA staff before the convention begins. (AAPA can, on request, provide on diskette, background information, speaker bios, etc.) Draft copies of the daily issues can be formatted in advance.

2. Editor should use a computer on-site (at the hotel), as well as staff room copying facilities with sorting and stapling capabilities. (Final edits are made the evening before the issue is released.)

3. The editor should remind other host port staff to feed final changes to him/her by end of each day to be included in the newsletter.

4. To distribute the newsletters, the hotel should set up separate tables near the breakfast tables in the exhibit hall and in the foyer. During the rest of the week, newsletters should be placed around the breakfast area or placed on chairs in general sessions.

Attachment E

General Sign Requirements

Sunday (signs to remain up throughout the convention)

- Easel Signs: AAPA Office

Monday (meetings listed below are subject to additions, changes and/or deletions)

- Easel Signs: Curriculum Committee Meeting
  Projects & Publications Committee Meeting
  Harbors, Navigation and Environment Committee Meeting
  Maritime Economic Development Committee Meeting
  Cruise Committee Meeting
  Law Review Committee Meeting
  Planning and Research Committee Meeting
  Finance Committee Meeting
  Facilities Engineering Committee Meeting
  Operations Committee Meeting
  Public Relations Committee Meeting
  North Atlantic Regional Caucus
  South Atlantic Regional Caucus
  South Pacific Regional Caucus
  North Pacific Regional Caucus
  Great Lakes Regional Caucus
  Gulf Regional Caucus
  Canadian/St. Lawrence Regional Caucus
  Caribbean Ports Delegation Meeting
  Latin American Port Delegation Meeting
  Canadian Ports Delegation Meeting
  U.S. Legislative Policy Council Meeting

Tuesday

- Easel Signs: Continental Breakfast Sponsored by_____
  Opening Ceremonies *(may need two, depending on entrances)*
  Break Sponsored by_____
  General Session
  Pre-Luncheon Refreshments Sponsored by_____
  Head Table Assembly Area
  Luncheon Sponsored by_____

Wednesday

- Easel Signs: Continental Breakfast Sponsored by_____
  General Session
  Break Sponsored by_____
  Pre-Luncheon Refreshments Sponsored by_____
  Head Table Assembly Area
  Luncheon Sponsored by_____
  Board of Directors Meeting

Thursday

- Easel Signs: Continental Breakfast Sponsored by_____
  General Session
  Break Sponsored by_____
  Pre-Luncheon Reception Sponsored by_____
  Head Table Assembly Area
  Luncheon Sponsored by_____
  AAPA Annual Membership Meeting
  Board of Directors Meeting

Attachment F

AAPA Annual Convention
General AAPA Needs

AAPA Staff Office

Computers
One computer with the most current version of Windows and Microsoft Office installed. **We will also need Broadband Internet Service.** The computer should be connected to the printer.

Printer
HP Laser Jet with legal, letter and envelope trays

Copier
High-speed copier capable of handling large involved projects. Features should include sorting, stapling, reducing and duplex copying.

Furniture
Four skirted 8-foot tables lining walls, and one large round table with 12 chairs.

Telephones
1 telephone for local or long distance calls via credit card. (1 modem line, 2 phone lines total.)

Supplies
Paper: Letter (8 1/2 x 11): 15 reams of white, and 2 reams each of blue and green.

Miscellaneous
Starting Tuesday morning at 7:00 a.m. we will need three 3"x 4" cork boards with push pins or tacks and three easels to post credential lists and resolutions.

Attachment G

Audio Visual Needs

Some AAPA committee meetings may require microphones and other A/V set-up (see Attachment A.) For every general and concurrent workshop session, the following equipment should be available. On days with concurrent sessions, equipment will be needed in two rooms.

The equipment listed below is offered to AAPA speakers as a standard option. If a speaker requests more elaborate equipment, it is the host port's discretion as to whether the cost will be covered by the host port or the speaker.

- LCD projector for laptop (PowerPoint) presentations with remote control
- Standing podium with light and microphone (for Moderator/Speaker addresses)
- Lavalier Microphone
- Two (2) table microphones (for panel during Q&A)
- Two (2) handheld wireless microphones (for audience during Q&A)

General setup information:

The podium and head table (generally for four people) should be on a riser. The podium should be central to the room and afford a good view of the screen. The head table should be a single length and should afford the panel a view of the screen. If available, swivel armchairs are more appropriate than audience chairs for the panel.

Attachment H

General Translating Schedule

Monday	
8:00 - 9:00 a.m.	Curriculum Committee Meeting (I)
9:00 - 11:00 a.m.	Projects & Publications Committee Meeting (I)
1:00 - 3:00 p.m.	Latin American Ports Delegation Meeting (I)
4:00 - 5:30 p.m.	Executive Committee Meeting (I)
Tuesday	
9:00 - 10:00 a.m.	Opening Ceremonies
10:30 a.m. - Noon	General Session
12:45 - 2:15 p.m.	Luncheon Program
2:30 - 4:00 p.m.	General Session
Wednesday	
8:30 - 10:00 a.m.	General Session
10:30 a.m. - Noon	General Session
12:45 - 2:15 p.m.	Luncheon Program
2:30 - 3:45 p.m.	Board of Directors Meeting
Thursday	
8:30 - 10:00 a.m.	General Session
10:30 a.m. - Noon	General Session

12:45 -2:15 p.m.	Luncheon Program
2:30-3:15 p.m.	Annual Membership Meeting
3:15-3:45 p.m.	Board of Directors Meeting

Attachment I

General Photography Schedule

- Opening Ceremony: Chairman ringing the bell to begin Convention
- Opening Ceremony: each Delegation responding to welcome
- Awards Lunch: Presentation of PPM Certificates
- Awards Lunch: Presentation of each Award (this may be accomplished following the luncheon)
- Gala: Presentation of Gifts to departing Board Chair (and spouse) and Delegation Chairs

Attachment J

Annual Convention hotel room pick-up totals

HOTEL	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
2013 (Orlando, Florida) Main Hotel	10	22	67	261	387	398	351	202	21	8
2012 (Mobile, Alabama) Main Hotel	-	-	62	183	253	257	233	127	10	1
2012 Overflow Hotel	-	-	5	37	65	66	59	24	2	-
2011 (Seattle, Washington) Main Hotel	-	13	107	260	363	365	331	228	18	4
2010 (Halifax, Nova Scotia) Main Hotel	1	14	104	215	246	250	235	190	25	3
2010 Overflow Hotel	-	-	15	29	39	40	35	28	3	-
2009 (Galveston, Texas) Main Hotel	-	-	40	191	220	214	205	159	12	4
2009 Overflow Hotel	-	-	16	102	141	139	128	79	2	-

2008 (Anchorage, Alaska) Main hotel	9	30	126	207	230	227	220	165	31	3
2008 Overflow Hotel	-	-	29	70	82	80	72	47	-	-