DATE: August 11, 2017

ESPECIALLY FOR: Association of Florida Colleges

Michael Brawer, Executive Director

1725 Mahan Drive Tallahassee, FL 32308

Contact: Michael Brawer

Dear Mr. Brawer,

Please accept this as confirmation of reservation for under the following terms:

HOTEL & GUEST ROOMS RESERVED

HOTEL:

HOLIDAY INN Express 12907 Front Beach Road Panama City Beach, FL 32407

Arrival Date: Sept 10, 2017 Departure Date: Sept 11, 2017

of Rooms: 10

Nights: 1

Room Rate: \$139.00 Room Type: TLON

All rooms are subject to 13.07% tax or prevailing tax. Incidental charges, including but not limited to, food and beverage, room service, and telephone charges, are in addition to the above rates for guest rooms, and are the individual's responsibility. This is a 10% commissionable rate to Doug Ryan Consulting.

RESERVATION PROCEDURES

Each individual will call 855-232.3438 to make his or her reservation. The guaranteed check-in time is 4:00 p.m. If we have rooms available earlier, we will be more than happy to check-in your guests. Check out time is 11:00 a.m.

SECURITY

Association of Florida Colleges acknowledges that Holiday Inn Express cannot be responsible for the safekeeping of equipment, supplies, written material, or other valuables or items left in rooms. We offer complimentary safety deposit boxes upon inquiry at the front desk. Accordingly, your group acknowledges that it will be responsible to provide security for any such aforementioned items and hereby assumes any responsibility for loss thereof.

LIABILITY

Each individual booked under this room block agrees to be responsible for any damages prior to departure regarding reserved hotel guest rooms they occupy or any other part of the hotel premises caused by invited guests, independent contractors, or other agents invited or hired by Association of Florida Colleges.

WARRANTY OF AUTHORITY

Association of Florida Colleges and the person(s) signing this acceptance on its behalf represent and warrant that the undersigned person is the authorized and appointed agent(s) of fully empowered to agree to the specifics contained in this agreement and that no further action is required on the group's part to enter into this agreement.

CANCELLATION

Should you need to cancel or change the rooms reserved for this agreement, the following guidelines apply: Your deposit of one night's room and tax is refundable only when the sales department receives notification of cancellation in writing at least 30 days prior to the arrival date, no later than August 20, 2017. **PORTERAGE**

Portage fees are based on arrival and departure of individual guest room occupants. Fee is \$4.00 (\$2.00 for arrival, \$2.00 for departure) per adult quest, per room. Please indicate below if porterage is desired by initialing the appropriate space.

Ye	es, please include porterage fees in total balance of payment.
XNo	o, please do not include porterage fees as part of this contract.
\$157.16. If tax exer deposit. No checks Should a personal o	e paid by individual credit cards. The total amount due for each guest room and sales tax per night is npt the total is \$139.00 per room per night. Rooms must be guaranteed with a credit card or a paid will be accepted for deposits after August 20, 2017. No checks will be accepted at check in. In roompany check be used to pay the balance, it must be in our office twenty-one working days before reserve the right to release rooms if funds are not received when due.
Credit Card #	Expiration Date
Card Holder's Name	Card Holder's Driver License #
Deposit Amount	Signature
Please review the a	above information, and call me if you have any questions. If you have any changes or corrections, directly on this letter of agreement; initial the changes; sign and return the agreement no later than

Thank you for the opportunity to serve you, and we look forward to providing you with legendary service to help you have a fantastic stay at Paradise Found Resorts and Hotels!

Sincerely yours,

Connie Miller Director of Sales Holiday Inn Resort/ Holiday Inn Express

August 14, 2017 to confirm all of your arrangements.

Confirmed by:

E-Mail Address:

08/21/17

Mbrawer@myafchome.org

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