

APPENDIX D

NAWCC NATIONAL CONVENTION

General Specifications and Requirements

The NAWCC National Convention is the annual meeting of members of the Association during which clocks, watches, and related tools, parts and books, etc. are offered by and to NAWCC members in order to enhance and expand their collections as well as their knowledge of horology.

The NAWCC BOD and various National Committees meet and conduct the business of the Association. Programs and workshops open to both members and the general public is conducted to expand the knowledge and skills of all who wish to attend.

A first class Exhibit of rare clocks and watches may be viewed by both NAWCC members and the public in general. Finally, an Awards Banquet is held to present Certificates, Fellow and Star Fellow awards to deserving members and to celebrate the conclusion of the National Convention.

To properly conduct a National Convention, a large Convention Facility and adjacent or nearby Hotel(s) with a minimum of 400 to 600 rooms is required. Other important features include:

- Hotel room rates under \$100.
- Easy unloading of clocks from cars to mart tables;
- Reasonable access to the area by flight and driving;
- Safe/secure facility
- Hotels within walking distance of Convention Facility
- Parking available for daily, overnight, and longer (3days plus)
- Reasonable weather for a meeting in June

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Planning for a National Convention requires that the following critical elements be satisfied:

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| • Expected Attendance: | 1,500 –2,500 people |
| • Size of Convention Facility (i.e., Mart Room)
(Prefer one large secured room) | 60,000 – 100,000 sq ft |
| • Number of Mart Tables
(6 or 8 ft long x 2.5 ft wide) | 800 – 1,200 tables |
| • Lecture Room(s) Seating
(two rooms minimum for possible concurrent lectures) | 75 – 200 people |
| • Formal Banquet Room Seating | 200 – 400 people |
| • Meeting Rooms - normal
(for 20 – 50 people) | 3 – 5 rooms |
| • Annual Meeting and Auction
(Theater style seating) | 200 –400 people |
| • Exhibit Room
Must be secured and outside Mart Room. Accessible to public. | 2,000 – 4,000 sq ft |
| • Expected Total Hotel Room Nights | 1,500 –2,500 |

ADDENDUM

This addendum is hereby incorporated and made a part of the contract between NAWCC Chapter _____ (Group) and the _____ hotel dated: _____.
The conditions of this addendum will supersede the contract conditions should any differences exist.

Hotel Rates

- 1) Rates shall be equal to or less than any other group scheduled during the two weeks prior to and two weeks after the blocked room dates.
- 2) Rates shall apply for a five (5) day period prior to the start date of the block and a five (5) day period after the block end date.
- 3) After cut-off date, Group rates will be honored up until each daily blocked room night is exceeded.
- 4) Early departure shall not be subject to any charge or penalty.

Complimentary and Reduced Room Rates

- 1) Group will receive one (1) complimentary room night for every forty (40) room nights utilized by Group.
- 2) Hotel will provide 10 standard rooms at one-half of the block room rate for use by Group staff personnel for a period up to seven nights each.
- 3) Hotel will provide the following complimentary rooms based on blocked room nights pick-up.

80% to 100% or more:	1 Presidential Suite for up to 6 nights. 2 Executive Suites for up to 6 nights. 2 Executive Suites for up to 6 nights at group rate. Hotel parking at 50% of published rates for 7 days
60% to 80%	2 Executive Suites for up to 6 nights 1 Executive Suite for up to 6 nights at group rate Hotel parking at 75% of published rates for 7 days.
Below 60%	1 Executive suite for up to 6 nights

Reservations

- 1) Reservations will be confirmed within 10 days of credit card approval at no charge.
- 2) Credit Card guaranteed reservations will not be billed prior to checkout.
- 3) Hotel will check NAWCC Membership list versus Hotel registrations (or provide hotel reservations alphabetical by name and address during block period to NAWCC) to confirm that group has received credit for group rooms for blocked period.
- 4) The number of block room nights during the block period is the Groups best estimate of the room requirements but is not a guarantee of actual pick-up. Group will advertise the hotel, but will no liability for room slippage during the blocked period.

5) The cut-off date for Group reservations shall not be more than fourteen days prior to the start of the room block...

6) Reservations may be cancelled up to 48 Normal cancellation is 6:00 PM on the date, so it seems 24 hr would be better, hours prior to arrival date without penalty. Emergency cancellations will be accommodated at no charge when deemed to be reasonable by Hotel.

Conflict of Interest

1) Hotel agrees not to schedule any conflicting group for a period of seven (7) days prior to and seven (7) days after the blocked period without prior written approval of the Group.

Signature Authority

Those persons signing below hereby agree that this document is part of the original agreement between the Hotel and the Group and that they have the authority and authorization to agree to the terms and conditions of this document.

APPROVED AND ACCEPTED:

APPROVED AND ACCEPTED:

NAWCC GROUP REPRESENTATIVE

HOTEL REPRESENTATIVE

DATE

DATE

Erv/10/7/05