

The following forms an agreement between ARISIA, INC., a non-profit, literary and educational corporation recognized under IRS section 501(c)(3) (hereafter referred to as Arisia, the GROUP, the Convention Committee, or the Committee) and HYATT REGENCY CAMBRIDGE (hereafter referred to as The Hyatt Regency Cambridge, or The Hotel)

Arisia agrees to hold its 2010 Annual Convention (hereafter referred to as the convention) on the dates of January 14-18, 2010 at the Hyatt Regency Cambridge, and the Hotel agrees to furnish services and facilities as stated in this agreement, and related attachments.

This agreement and any and all supplemental agreements constitute the entire agreement between Arisia and the Hotel, and is contractually binding. Additional supplementary agreements may be added with the written consent of both the Hotel and Arisia.

Unless specific provision is made to the contrary, the Hotel will provide the convention with all services and benefits provided by the Hotel to similar conventions. Many items and services are being provided by the Hotel at "no direct charge" in return for the opportunity to rent its sleeping rooms to the convention's members.

In the event of a change in the ownership and/or management of the hotel, the current ownership and/or management will assign their duties under this contract to the new ownership and/or management, which will remain contractually binding.

GUEST ROOM BLOCK

Date	Day	Total Guest Rooms
1/14/10	Wednesday	5
1/15/10	Thursday	100
1/16/10	Friday	469
1/17/10	Saturday	469
1/18/10	Sunday	469
1/19/10	Monday	60

If additional rooms are available on Friday, Saturday, or Sunday they will be added to the block.

GUEST ROOM RATES

The Hotel confirms the following guest room rates:

Guest Rooms	\$123.00 per room, regardless of number of people in room (Inclusive of complimentary daily internet use in room and in public areas of hotel.)
All Suites	\$239.00 per room, regardless of number of people in room. (Inclusive of complimentary daily internet use in room and in public areas of hotel.)

Room rates are quoted exclusive of applicable state and local taxes (which are currently 12.45%) in effect at the Hotel at the time of the convention.

The rates established will be offered five (5) days prior and five (5) days after the convention dates, subject to availability of rooms at the time of reservation, with such nights counting toward total room night commitment.

Should the Hotel during any period covered by this contract offer a room rate to the general public lower than the above listed rates then the lower rate shall then apply for Arisia instead of the above listed rates.

RELOCATION

In the event the Hotel does not provide a guestroom for a guaranteed reservation in the Group's block, the Hotel shall, at its own expense:

1. Secure, and pay for, comparable nearby accommodations for the nights the Hotel is not able to accommodate attendees.
2. Provide transportation to and from such rooms for the nights the Hotel is not able to accommodate attendees.
3. Provide two (2) long distance telephone calls (not to exceed 10 minutes) each day during which the rooms are not provided and guests must be housed elsewhere.

4. The Hotel will also list the guest's name with the hotel switchboard, in order to facilitate the transfer of the guest's phone calls to the alternate property.

Any rooms relocated will continue to count towards the complimentary room count and commission will be honored by the Hotel for the alternate hotel used for such period as the Hotel was unable to accommodate attendees.

RESERVATION METHOD

HYATT REGENCY CAMBRIDGE currently recommends Passkey web based reservations. This complimentary service is offered by HYATT REGENCY CAMBRIDGE to provide your attendees with an electronic reservation interface that is customized for your event. However, regardless of the method in use by the Hotel at the time, the Hotel agrees to provide Arisia with an on-line, internet accessible electronic reservation interface.

Reservations may be made, modified or canceled by individuals on-line at a URL to be established by HYATT REGENCY CAMBRIDGE and published by the group to potential attendees. Individuals will also be able to make reservations by calling the hotel directly at (617) 492-1234 or by calling Central Reservations at 1-888-421-1442 and, in either case, referring to ARISIA.

The Hotel shall not charge any reservation deposits.

GUEST ROOM MINIMUM

There shall be no minimum guest room requirement.

COMPLIMENTARY ROOMS

The Hotel agrees to provide the Group with One (1) complimentary unit for fifty (50) revenue producing guest rooms occupied by the Group on a cumulative basis. Adding together the total paid room usage per night of consecutive night stays over the official event dates multiplied by One (1) and dividing by fifty (50) shall compute this. These credits for rooms may be applied as follows:

<u>Room Type</u>	<u>Units Applied</u>
Run of House	1 Unit per day
2 Room Suites	2 Units per day

Arisia will also be granted complimentary use of 10 units, to be divided between suites at 2 units and run of house rooms at 1 unit at Arisia's choosing, for a total of 5 nights each.

CUT-OFF DATE

The "cut-off date" for maintaining the Arisia room block is Thursday, January 7, 2010 with "last room availability" after that date. Reservation requests received after the cut-off date will be based on availability and will be credited to the Group's Guest Room Block. Before the Hotel attempts to sell any unreserved rooms to the General Public, it will allow Arisia to attempt to fill the room itself.

FUNCTION SPACE COMMITMENT

The Hotel is currently holding all function space based on the attached Program of Events. The Group agrees to promptly notify the Hotel of any changes in its function space requirements.

The Hotel agrees to make its business center available to the committee at no charge.

Function room rental for this program is complimentary. In the event that any additional function space becomes available the Hotel will offer it complimentary to Arisia on a first refusal basis.

The Hotel will provide the convention with all the chairs, tables, tablecloths, podiums, blackboards, easels, bulletin boards, trash containers, and risers that it needs at no charge, unless the amount exceeds the hotel's inventory to a great extent. Any charges for this excess amount will be specified in a supplemental agreement. The Hotel will provide the committee no later than two months prior to the convention an inventory of these items.

Should the Hotel fail to provide a correct and exact inventory in advance; the Hotel agrees to obtain additional tables and other furniture to fulfill the Arisia's requirements at no charge to Arisia.

The Hotel agrees to provide casual seating areas, to seat a minimum of 30 people, including chairs or sofas, and small tables, in and around the lobby areas as needed for the comfort of our attendees.



Ice water and glasses will be placed in, or in the aisles outside of any of the hotel's function rooms (at the hotel's option), as specified by Arisia at no extra charge. The Hotel will refresh these water stations as needed, or upon request by Arisia.

MASTER ACCOUNT

The Hotel will establish a master billing account for the convention. Charges will be for specific services, will be itemized, and will be reviewed daily to eliminate discrepancies. Arisia will provide a list of those persons authorized to charge items to the master account to the Hotel. The Hotel will allow no individuals other than those so authorized to incur charges on behalf of Arisia. All items charged to the master account must be signed for or otherwise approved in writing, which will include the specific dollar amount or a permitted maximum charge. The Hotel will notify its staff of these requirements and ensure that they are enforced properly.

For some guestrooms billed to the master account Arisia will be paying for room and tax only. The Hotel will make additional arrangements with guests in these rooms to cover the cost of incidentals. Arisia will notify the Hotel as to which rooms this arrangement will apply.

For all guest rooms billed to the master account, the Hotel will not allow outside phone calls, room charges, or other incidental charges to be placed on the Master Bill unless specifically allowed for in writing ahead of time.

BILLING & CREDIT ARRANGEMENTS

Arisia will complete a confidential credit application sixty (60) days prior to Arisia's arrival date the first year this contract is in effect. This application will be reviewed by the hotel credit manager who may require an advance deposit not to exceed \$3,000.00, payable thirty (30) days prior to the start of the convention.

The remainder of the balance will be billed to Arisia, Inc. and is due less any charges that may be in dispute, within thirty (30) days from the receipt of the hotel's final statement.

The Hotel accepts all major credit cards for payment of a portion or the entire balance in your Master Account. Failure to remit payment when due will result in cancellation of all arrangements outlined in this Agreement and the Group may be liable for amounts described in the cancellation option provision of this Agreement

Individuals shall be responsible for their own room, tax, incidental charges, and any other charges not authorized by Group to be billed to the Master Account. All charges incurred are to be paid upon check-out.

ADDITIONAL YEAR OPTIONS

Arisia shall have the option to extend this contract for an additional year. If Arisia has not exercised this option in writing by February 28, 2009, it shall expire with no damages owed to either party. If Arisia chooses to exercise this option, then all provisions of this contract shall remain in effect for the additional year with the exception that all dates will change as appropriate to a convention being held January 13-17, 2011. Hotel reserves right to increase rates to \$135 for 2011, based on market conditions at the time.

CANCELLATION OPTION

Either the Hotel or Group may cancel this contract without cause upon written notice to the other party at any time prior to the event and upon payment of the following amount:

From contract signing through arrival dates \$50,000.00

The canceling party shall make payment due as a result of this cancellation option to the non-canceling party at the time this Agreement is canceled by written notice.

The Hotel and Group intend to liquidate damages in the event that either party utilizes the cancellation option set forth in this section. Therefore, the Hotel and Group agree (a) that the above amount is a reasonable estimate of the Hotel's or Arisia's damage in the event of cancellation and (b) that the liquidated damages set forth in this section do not constitute a penalty.

RIGHTS OF TERMINATION FOR CAUSE

Except as otherwise provided in this Agreement, neither party shall have the right to terminate their obligations under this Agreement. Either party may terminate this Agreement without penalty for any one or more of the following reasons upon



written notice to the other party within five (5) days of such occurrence or receipt of notice of any of the following occurrences. This Agreement is, however, subject to termination for cause without liability to the terminating party, under any of the following conditions:

a. The parties' performance under this Agreement is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the parties' control, making it impossible, illegal or which materially affects a party's ability to perform its obligations under this Agreement.

b. In the event that either party shall make a voluntary or involuntary assignment for the benefit of creditors or enter into bankruptcy proceedings prior to the date of the Group's convention, the other party shall have the right to cancel this Agreement without liability upon written notice to the other.

c. The Hotel shall promptly notify the Group if there is a change in the management company which operates the Hotel prior to the convention, in which event Group shall have the right to terminate this Agreement without liability upon written notice to the Hotel.

In the event of termination under this section, the Hotel shall refund all deposits and/or prepayments made by the Group within five (5) days of the notice of termination.

SEVERE WEATHER

In the event of severe weather, as determined by the declaration of a state of emergency, or any closing of Logan Airport, TF Green Airport (RI), Manchester Airport (NH), South Station, Back Bay Station, I-95, I-93, or the Massachusetts Turnpike on the Friday, Saturday, or Sunday arrival date of the convention, the convention will be credited for the full number of room nights reserved by any persons identified as part of the Convention, regardless of the rate, as if all such persons had arrived to take the rooms reserved. Additionally, the Hotel will forgive all room penalty charges normally charged to "no-shows" with guaranteed reservations.

INDEMNIFICATION AND HOLD HARMLESS

Hotel agrees to defend, indemnify and hold harmless Group from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees, arising out of or resulting from any act undertaken or committed by Hotel pursuant to the performance of its obligations under this Agreement. Hotel also agrees to defend, indemnify and hold harmless Group from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of Hotel's performance pursuant to this Agreement, except for those actions or liabilities that are due to the misconduct or negligence of the Group.

Group agrees to defend, indemnify, and hold harmless Hotel from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees, arising out of or resulting from any act undertaken or committed by Group or any contractors hired or engaged by the Group in connection with the performance of Group's obligations under this Agreement. Group also agrees to defend, indemnify, and hold harmless Hotel from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of the performance of Group's obligations pursuant to this Agreement, except those actions or liabilities that are due to the misconduct or negligence of Hotel.

INSURANCE

Group and Hotel are required to insure their obligations set forth in the section entitled 'Indemnification and Hold Harmless' above, and to provide evidence of such insurance upon request. For any activity introduced onto the premises by an outside contractor hired by Group, Group will be fully responsible for the actions of such outside contractor. Upon request, Group will provide a certificate of insurance covering the actions of such outside contractor, naming the Hotel Owner and Hyatt Corporation as additional insured's with regard to the activities of such outside contractor.

AMERICANS WITH DISABILITIES ACT

Compliance by the Hotel - The Hotel shall be responsible for complying with the public accommodations requirements of the Americans with Disabilities Act (ADA) not otherwise allocated to the Group in this agreement, including: (i) the 'readily achievable' removal of physical barriers to access to the meeting rooms, sleeping rooms, and common areas (e.g., restaurants, rest rooms, and public telephones); (ii) the provision of auxiliary aids and services where necessary to ensure that no disabled individual is treated differently by the Hotel than other individuals; and (iii) the modification of the Hotel's policies, practices, and procedures applicable to all guests and/or groups as necessary to provide goods and services to disabled individuals (e.g., emergency procedures and policy of holding accessible rooms for hearing and mobility impaired open for disabled

individuals until all remaining rooms are occupied). Any extraordinary costs for special auxiliary aids requested by the Group shall be borne by the Group provided the Hotel notifies the Group of such cost in writing.

Compliance by the Group - The Group shall be responsible for complying with the following public accommodations requirements of ADA: (i) the 'readily achievable' removal of physical barriers within the meeting rooms utilized by the Group which the Group would otherwise create (e.g., set-up of exhibits in an accessible manner) and not controlled or mandated by the Hotel; (ii) the provision of auxiliary aids and services where necessary to ensure effective communication of the Group's program of disabled participants (e.g., Braille or enlarged print handouts, interpreter or simultaneous videotext display); and (iii) the modification of the Group's policies, practices and procedures applicable to participants as required to enable disabled individuals to participate equally in the program.

Mutual Cooperation in Identifying Special Needs - The Group shall identify in advance any special needs of disabled registrants, staff and guests requiring accommodation by the Hotel and will notify the Hotel of such needs for accommodation in writing as soon as they are identified to the Group. Whenever possible, the Group shall copy the Hotel on correspondence with attendees who indicate special needs as covered by ADA. The Hotel shall notify the Group of requests for accommodation which it may receive otherwise than through the Group to facilitate identification by the Group of its own accommodation obligations or needs as required by ADA.

NOTIFICATION

Any notice required or permitted by the terms of this contract must be in writing. Notice must be sent by certified or registered mail, return receipt requested, or by a recognized overnight courier service with provision for a receipt. Notices shall be deemed effective as of the date shown on the receipt.

For any additional communications, including delivery of all bills, delivery of other communication or information not required by this agreement, or any other information not related to any convention covered by this agreement, the Hotel will send materials to Arisia's legal address which is currently: Building 600, PMB 322, One Kendall Square, Cambridge, Mass 02139.

For notice during the convention, the Hotel may contact the designee (s) (whose room numbers, cellular telephone numbers, and pager numbers where applicable will be provided to the Hotel), or persons at the convention headquarters operations room which will be staffed for 24-hours daily during the convention.

DAMAGES

Neither party shall be liable to the other for any special, indirect, incidental, consequential, punitive or exemplary damages, including, but not limited to, lost profits, even if such party has knowledge of the possibility of such damages.

GOVERNING LAW; JURISDICTION

This Agreement shall be governed by and construed under the laws of the State of MASSACHUSETTS. Any controversy, claim or dispute arising out of or relating to this contract shall be brought in any court of competent jurisdiction in the state in which the Hotel is located for trial and pursuant to the party's agreement and to the extent permitted by law, determined without a jury.

WAIVER OF JURY TRIAL

TO THE EXTENT PERMITTED BY LAW, THE PARTIES HEREBY EXPRESSLY WAIVE THE RIGHT TO A TRIAL BY JURY.

ATTORNEYS FEES

In the event any legal action is taken by either party against the other party to enforce one of the terms and conditions of this Agreement, it is agreed that the unsuccessful party to such action shall pay to the prevailing party therein all court costs, reasonable attorneys fees, and expenses incurred by the prevailing party. In addition, the party against whom collection is sought by non-judicial means shall be responsible for all reasonable costs (including reasonable attorneys fees) incurred by a party that is successful in seeking collection of monies due pursuant to this Agreement.

WAIVER

If one party agrees to waive its right to enforce any term of this Agreement, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Agreement.

BINDING AGREEMENT

This Agreement, along with the attachments called The Program of Events and the Hotel's Policies and Procedures, which are incorporated herein by reference, are all of the terms agreed to by the parties. Any changes to these terms must be made in writing and signed by both parties to be effective. Any modifications, additions or corrective lining out made on this Agreement will not be binding unless such modifications have been signed or initialed by both parties. All prior agreements, verbal or written, are no longer effective once this Agreement is signed by the parties.

ENFORCEABILITY


If any provision of the Agreement is unenforceable under applicable law, the remaining provisions shall continue in full force and effect.

FACSIMILE SIGNATURES

This signature page may be signed by the parties and sent by electronic transmission (facsimile) and shall be acceptable to the Hotel to hold the space; provided, however, that if the Hotel does not receive the Agreement executed by the Group with the original signature without any further changes within seventy-two (72) hours of the date shown on the facsimile signature page, the Hotel reserves the right not to hold the space and otherwise to avoid any obligations under this Agreement.

When signed by representatives of both parties, this Agreement, which includes The Program of Events and the Hotel's Policies and Procedures as attached constitutes a binding agreement between the Group and the Hotel.

By the Hotel's
Authorized Representative

By: 
Name: CHRIS FURCOLO
Date: 5/28/08

By the Group's
Authorized Representative

By: 
Name: NICHOLAS SHECTMAN
Date: 5/28/08

HYATT REGENCY CAMBRIDGE
POLICIES AND PROCEDURES
May 28, 2008

Check-In / Check-Out Time

Check-in time shall be 3:00 p.m. Room assignments prior to that time are on an "as available" basis. Check-out time is 12:00 noon. Video check-out will be available from the television screens in all guest rooms from 6 a.m.–1 p.m. for your convenience.

A late check-out of 2:00 p.m. will be granted to Arisia attendees on an as-available basis. Check-out at 6:00 p.m. may be charged one-third the price of one night's stay.

All Dealers' Row rooms will be made available to Arisia for a pre-check-in inspection by 10:00 a.m. on Thursday, January 14, 2010. These rooms shall then be available for a 12:00 noon check-in time and allowed a 4:00 p.m. check-out at no additional charge. Rooms occupied by designated Arisia staff individuals will be allowed a 6:00 p.m. check-out with no additional charge provided the hotel is not projected to have greater than a 90 percent occupancy that night. Arisia will notify the Hotel of which exhibitors and staff may take advantage of this special late check-out. If there is any furniture removal for any of the guestrooms, there will be a one-time removal fee of \$25.00/room if the hotel gets 2-weeks notice. If there are any on-site requests, the removal fee will be a one-time fee of \$50.00/room.

The Hotel is aware that convention attendees generally keep late hours, and the hotel housekeeping staff may have difficulty gaining access to guestrooms in the morning hours. This staff will be instructed to observe the "Do Not Disturb" signs during those hours.

Rooms not made available for cleaning (i.e., if a do not disturb sign is hanging on door) by 2:00 p.m., may receive a refresh of the room only (i.e., clean towels). The Hotel will advise each guest at check-in of this restriction. In all cases, "Do Not Disturb" signs on guest rooms will be observed throughout the convention.

Reservations

If reservations are submitted on a rooming list, Arisia will include individual arrival and departure dates and pair up those sharing accommodations. If confirmations are to be sent to individuals, addresses should be included. All lists are due by the cut-off date found in the contract.

If reservation requests are made on a form distributed by the group, a sample of the reservation form must be submitted to the Hotel for approval prior to printing.

The Hyatt Regency Cambridge asks that Group input rooming lists through Passkey online application, which is their new state of the art complimentary service. Please ask your Convention Services Manager for more details.

Room & Related Charges

Individual guests (i.e. Arisia attendees) shall be responsible for their own guest room, tax, and incidental charges upon departure. The Hotel will not require a credit card guarantee for reservations made via rooming list or provided in writing by Arisia.

- The Hotel will not add any energy charge or any other fees to the cost of a room not specified in this agreement.
- There will no charge for added cots, roll-away beds, cribs, or refrigerators requested.
- The Hotel shall not charge a fee or collect any other form of assessment on any package delivered either to a registered guest of the hotel or to the committee.

- The Hotel will not charge guests any fee when a change in guest departure date results in a shortened stay.

Parking Arrangements

The Hotel is pleased to offer a special valet parking rate of \$20.00 per car per day for convention attendees with unlimited in and out privileges. Self-parking is also available at \$7.00 per car per full day and \$5.00 per car for a partial day with unlimited in and out privileges. All rates will apply from 6am Thursday through noon Tuesday of the convention for Arisia attendees. Guests will pay on an individual basis.

The Hotel will assist the group in securing free access to nearby lots for the weekend.

Credit Arrangements

In the event an attendee does not have a major credit card, the Hotel requires full payment of room and tax in advance, along with a refundable deposit for incidentals, (\$50 for the first day, and \$25 for each additional day). If the guest does not want to establish credit for incidentals, the Hotel reserves the right to restrict phone access (except from room to room), all room charges from the Food and Beverage outlets, and movie charges. The Hotel accepts all major credit cards

Credit Policies

Upon submission of a completed credit application, the hotel credit department will evaluate the information provided and determine the establishment of direct billing privileges. Upon approval of direct billing privileges, a deposit (to be applied to the master account) is typically required. Within ten (10) business days of the final group check-out, the master account invoice will be prepared, audited, and submitted to the group for payment.

Payment of undisputed balances is due from the group within thirty (30) days of receipt of the master account invoice. Any disputes to the bill must be submitted in writing at the time that payment is due. All disputes submitted will be reviewed and reconciled within fourteen (14) days. The final invoice, with any necessary adjustments, will be sent out upon reconciliation and is due immediately upon receipt.

Elevators/Handicapped

The Hotel will allow the convention to dedicate one or more elevators for express travel between floors used for convention functions. Arisia may supply operators for these express elevators at its discretion.

Insofar as possible (i.e. barring emergency repairs), the Hotel will keep all of its elevators in full operation on a 24-hour basis throughout the convention. The Hotel will not inhibit the elevators from stopping on or answering calls from any floor on which convention activities are occurring without prior approval.

Life Safety

All convention requirements, including registration and special set-ups, must meet the guidelines of existing fire codes and ordinances for the City of Cambridge. To facilitate this, the Hotel requires that a copy of all diagrams and floor plans be submitted at least thirty (30) days prior to the convention. After this Arisia will be allowed to make minor changes so long as such changes do not affect aisles.

All aisle space in the function rooms and hallways will be kept in compliance with state and local fire laws. All exhibit floor plans will be submitted to the Hotel by the committee for approval by the appropriate authorities. The Hotel will advise the committee of all appropriate regulations and will keep the committee advised as to any and all changes in these regulations.

Blocking of Hotel

The Hotel will establish in its reservation system room blocks according to Arisia's needs. Arisia will let the hotel know what blocks it needs in advance of opening up reservations for the convention. The number of blocks shall not exceed eight (8). Arisia will choose which rooms are in which blocks, and reserves the right to hand assign rooms in certain blocks.

The Hotel will provide Arisia with the in-house reservation list (and room assignments) for all reservations in the system for Arisia attendees. The Hotel will then modify any room assignments for which Arisia requests changes.

The Hotel will provide Arisia with reports (in electronic format or hardcopy printouts as needed) of members' guest room assignments, room reservation history, room pickup, and other pertinent information (including, but not limited to, floor maps, numbers of beds and sofa beds, ADA compliant rooms, and inter-room connections) as requested on a timely basis. This will allow Arisia to plan blocking and room assignments, and additionally determine whether or not overflow hotel accommodations will be sufficient.

The Hotel will block the entire hotel for the exclusive use of Arisia. All rooms will receive the same services and benefits that normally apply, as well as any set forth in this contract.

For rooms that Arisia is hand assigning, Arisia will provide the Hotel with a list of room assignments specifying which reservations are to be booked into which rooms. Partial lists of room assignments will be provided to the Hotel as available. A final list will be provided to the Hotel one week prior to the convention.

The Hotel understands that a number of guest rooms may be rented by convention attendees who will be conducting business such as book, art, and costume sales from their guest rooms (referred to as Dealers' Row rooms). All Dealers' Row rooms will be blocked in the same general area of the hotel.

Access, Services, & Amenities

The Hotel agrees to make their Health Club facilities, including pool and hot tub, available free of charge to convention attendees 24 hours a day for the duration of the convention.

The Hotel will allow Arisia exclusive use of any hotel Coat Check facilities. The Hotel will provide free baggage check for attendees.

The Hotel will provide up to 50 cots or rollaway beds, up to 10 cribs, up to 10 playpens at no charge. If additional inventory can be obtained from other Hyatts or otherwise free of charge they will also be provided to Arisia at no charge. Cots, Cribs, Refrigerators, etc. required above Hotel inventory may be rented for a small fee.

The Hotel understands that the Group will need shuttle service to and from their overflow hotel(s), as well as the local area. The Hotel will agree to give the Group a \$3,600.00 credit to the convention's Master Account to help offset the cost of buses.

General Procedures

The Hotel is aware that the convention is a 24-hour-a-day event, and that activities will occur continuously for the duration of the convention. The hotel staff will be informed and available for assistance. Arisia will have a headquarters operations room and a security office staffed and available continually for the duration of the convention.

The Hotel will notify the committee of any complaints and/or disturbances involving a member of the convention and allow the committee sufficient time to investigate and take action before the Hotel shall take further action and then only with the committee's approval. This does not apply when there is reasonable cause to believe the disturbance poses a real and immediate threat of danger to individuals or damage to property. In all such cases, the committee will be notified as soon as possible of the incident and whatever action has or will be taken. In all other cases, the committee will consult with the Hotel as to the appropriate action to be taken.

The members of the convention will be allowed to congregate in corridors and hallways of the hotel located in function room areas or in established room blocks designated for parties, unless in violation of local fire laws.

Food and Beverage

The hotel agrees to make food services available to convention attendees on a 24-hour basis as well as provide them with modified menus to include lower priced items and vegetarian and Kosher selections. The Hotel's Restaurant hours will be extended to 2am on Friday and Saturday nights with limited service after 12 midnight, and Room Service will be available from 6am til 2am throughout the convention. The Hotel agrees to work with the committee to create "vendor-style" concessions in areas outside the restaurant to provide other reasonably priced food options throughout the convention.

Should the hotel be unable to offer options which are acceptable to Arisia, Arisia will be allowed to contract with outside vendors to satisfy attendees needs.

The Hyatt Regency Cambridge's Convention Services and Catering Departments will contact the group's authorized representative, immediately after the sales contract has been signed and returned to the Hotel along with all pertinent credit information. Your Convention Service Manager will then begin to assist in the planning and actual details of producing the convention (these details include specific food and beverage arrangements, program revisions and room set-ups). Taxes do not apply since Arisia is tax exempt.

Any food function requests will come under separate cover and will be set by a supplemental agreement. These may include, but will neither be required nor be limited to, sandwich/snack banquet, breakfast buffet, cash bars, and small reception setups.

Waiver of Corkage

The Hotel understands that Arisia and its attendees may have hospitality functions in various areas of the hotel. The Hotel agrees to grant a waiver of corkage for all food and beverage, brought into the hotel by either Arisia or its convention attendees.

Loading Dock/Service Elevators

Arisia and vendors will have access to unload material at the hotel's loading dock and use of the hotel freight elevators free of charge.

The Hotel understands that members of the convention committee and staff will, from time to time, be using service areas and elevators of the hotel while carrying out their convention functions, so long as such usage does not impede normal hotel services. A distinctive ribbon will identify such persons.

Electrical/Audio Visual

The Hotel understands that the convention will be providing the majority of its audio-visual needs from its own equipment and through separate contracts with private vendors.

Arisia understands that the Hotel has an agreement with SWANK Audio Visual to provide on-site audio/visual production services. The Hotel agrees to waive any "patch" fees that would normally be charged for a group using their own Audio Visual equipment and services.

The Hotel will allow the complimentary use of all in-house AV systems and equipment, as well as all available furniture, staging, pipe, drape & electrical outlets. Negotiated & discounted fees would apply for anything more substantial (i.e. special lighting, audio, video and other electrical equipment that would be provided to group via SWANK Audio Visual.)

Electricity required for any and all audio-visual equipment, computers, lights, sound equipment, and other electrical devices Arisia needs for putting on its convention, whether rented from the in-house company or not, will be provided complimentary. An engineer will be available from 8:00 a.m. to 6:00 p.m. each day of the convention. The hotel will provide for Arisia being able to reset circuit breakers at times when the hotel engineer is not on site. A labor fee will apply if there are to be substantial services and time commitments.

Arisia agrees to the following provisions:

- All cords, wires, cables and equipment must be safely secured. All equipment must be placed in compliance with all applicable occupancy and fire regulation codes.
- Under no circumstance will the Hotel be liable for lost, damage, stolen or misused equipment from outside AV rental companies.

Telephone and Computer Network Lines

There is public WiFi (Wireless internet service) available in the hotel, and it will be made available to the attendees without a fee.

The Hotel will allow the committee to contract directly with telephone vendors for outside telephone lines, if needed. Arisia will be responsible for all applicable charges for such connections.

Each function room will be provided with a phone that allows in-house calling capabilities at no charge. Any additional phones, phone lines, and Internet lines will be charged as follows:

- No charge for a house phone to be activated with outside access.
- \$100.00 charge any additional phone lines installed where none currently exist, with no additional charges to arrange for outside calling for any of these additional lines installed.
- T-1 Internet Lines, if needed, will be provided at the discounted price of \$125 each for the weekend.

Arisia may connect to each T1 line it uses with an unlimited number of switches and routers that will each share individual lines.

Charges for local and toll-free calls will be waived from phones activated with outside access.

If additional wiring, tracing, or other work is required by the Hotel for the installation of outside telephone lines, Arisia will be responsible for all extra charges for the first such installation of each line. The Hotel agrees, in-so-far as possible, to make any such wiring permanent, and properly identify any lines used so that installation of telephone lines in the same locations on subsequent years shall not require any additional work, nor shall the Hotel charge Arisia for any telephone or engineering work for such subsequent installations.

The Hotel will ensure that its telephone operators are told about the convention. The operators will connect any callers requesting information during the convention to an extension designated by the committee.

Video Feed

The Hotel will allow the complimentary use of two in-house video channel. Hotel must approve whatever is going to be playing on the in-house video channels. Such approval shall not be unreasonably withheld and shall be made in a timely fashion.

The Hotel will provide Arisia with the channel numbers for these channels at least thirty (30) days in advance so that they can be provided in Arisia's program information.

The Hotel will allow the installation of video cables to interconnect hotel function rooms to each other and to the hotel's video system. If additional wiring, tracing, or other work is required by the Hotel for the installation of such video cables, Arisia will be responsible for all extra charges for the first such installation of each cable. The Hotel agrees, in-so-far as possible, to make any such wiring permanent, and properly identify any lines used so that installation of video lines in the same locations on subsequent years shall not require any additional work, nor shall the Hotel charge Arisia for any engineering work for such subsequent installations.

Security

Arisia may designate certain function rooms as secure "Client Access Only" rooms. These rooms will require having all doors, including service entrances, re-cored and/or re-programmed for Arisia only.

All access doors to any "Client Access Only" rooms will be locked or secured in some manner when not in use by the committee. Once these doors are locked or secured, no one will be allowed access without a committee member except in an emergency. Arisia may provide 24-hour security in these rooms.

A member of the convention committee or the staff must be present whenever housekeeping cleans areas designated "Client Access Only," for example, the Dealers' Room and the Art Show. The committee will make every reasonable attempt to make this amenable to the housekeeping schedule. The Hotel will keep the committee advised of housekeeping cleaning requirements to facilitate cooperation.

Under no circumstances are hotel staff or their guests permitted to bring bags, cases, backpacks, etc, into any function rooms without the specific permission of Arisia convention staff using the room. This specifically applies to, but is not limited to, the room(s) used by the Art Show and Dealers' Room.

The Hotel will re-core and/or re-program function rooms by request at no charge.

Arisia reserves the right to provide for security for any areas of the convention through its own personnel, the Cambridge Police Department, and such outside vendors as it wishes. The committee will advise the Hotel as to any direct contracts with outside security companies. All outside vendors (except for the Cambridge Police Department or Massachusetts State Police) will be required to sign a hotel "hold harmless" agreement. The committee understands that the Hotel maintains its own security department. The Hotel will not charge Arisia for any additional security coverage provided by the Hotel at its own discretion. Should Arisia wish to contract with Hotel Security to provide additional security coverage, the cost will be \$30.00 per hour with a 4-hour minimum. 72 hours advance notice is required.

Arisia, Inc. assumes sole responsibility and liability for any personal property, displays, and equipment owned by, or under the control of Arisia, which is damaged, lost, or stolen from "Client Access Only" rooms.

Should any hotel staff enter secure "Client Access Only" rooms without Arisia's permission or an Arisia Staff Member being present then the Hotel assumes sole responsibility and liability for any personal property, displays and equipment which is damaged, lost, or stolen from said rooms.

Shipping And Receiving Guidelines

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required.

Packages should be shipped within 3 business days of the group's first meeting day. Handling fees are hereby waived.

The hotel's receiving entrance is open from 6 a.m. to 3 p.m. Monday through Friday. Special arrangements must be made, in advance, for any deliveries not within this time frame.

Any materials being sent to the hotel must be marked as follows:

1. Hold for arrival

Attn: Guest Name and Organization / Exhibiting Organization and Convention Services Manager's Name

Arrival Date: (Month/Day/Year)

Delivery Location: ie Exhibits, Registration, Function Room

2. Complete return address

3. Number of boxes (i.e., Box 1 of 2; Box 2 of 2)

LIABILITY: The Hotel will not be liable for equipment, goods, displays which arrive or fail to arrive at the hotel. The group is responsible for insuring its property for loss or damage.

The Hotel recommends that for shipments over 100 pounds total an alternative freight handling company be contracted by the sender.

Union Requirements

The Hotel will not require the convention to use union members in any convention activity. This includes projectionists, stagehands, portage, and performers.

Promotional Materials & Banners

Arisia is free to place freestanding grids to hold signs, flyers, and posters for the convention anywhere, on any floor, to provide convention information and to assist attendees in finding their way to the correct meeting rooms. Arisia and hotel guests may hang paper, cloth, or vinyl banners from the railings in the atrium, provided they are securely attached to the railing, are less than 6 feet wide, and do not hang below the ceiling of the next floor. Arisia will not be charged a fee for any hanging or posting. The use of cellophane, duct, Scotch, or masking tape is specifically prohibited. The Hotel will allow the use of static sheets, Post-It notes, or a reasonable substitute. Distribution of promotional gummed stickers or labels is strictly prohibited. The Hotel reserves the right to restrict posting of materials which it finds objectionable.

Pre-Convention Meeting

There will be a pre-convention meeting, at which the convention committee members will meet the departments' heads who will be working during the convention. At this meeting, the committee will brief the hotel departments' heads on what to expect during the convention.

The Hotel will provide Arisia a list of personnel for each department (e.g. Engineering, Front Desk, Security, etc) including the name of the person in charge of the department at any given time. This schedule shall include the telephone extension number and beeper/pager number.

Group Planning Meeting Space

The Hotel will make available to Arisia complimentary meeting rooms at least six (6) times during the year prior to the convention to allow the committee to tour the hotel and otherwise plan the convention. These meetings will be at dates and times mutually agreeable to the Hotel and Arisia. Parking fees for these meetings will be waived.

Post-Convention Meeting

There will be a post-convention meeting, at which the convention committee and the relevant hotel staff will hold a postmortem, to discuss problems and possible solutions for subsequent conventions. This meeting should be held as soon as possible after the close of the convention at a time that is convenient to both the Hotel and Arisia.

Post-Convention Report

The Hotel will follow up the convention by providing Arisia a post-convention report. The Hotel will provide Arisia, Inc. a list of actual rooms picked up, cancellations, and "no shows", an activity list for each outlet including seating capabilities and total covers, the names of any individuals renting rooms or suites where damage had occurred, and any other reasonable information requested by Arisia, Inc. for verification of billing and record keeping purposes.

Construction and Remodeling

The Hotel agrees that no major planned construction shall occur during the group's convention/meeting dates. The Hotel reserves the right, at all times, to make any emergency repairs, which the Hotel deems necessary for the safety and welfare of its guests and employees. Construction shall be defined as follows for the purpose of applying this provision:

“The erection of walls, ceilings, partitions or other work in an area of the hotel to be frequented by the group’s attendees, which could reasonably be expected to materially disrupt the guests’ enjoyment of hotel facilities that the group requires to be utilized under this agreement.”


Arisia Program of Events

2010

Event	Date-(2009)	Event Time	Rooms
Load-in	Wed. January 13	6:00am – 11:59pm	201, 203, 204
Load-in	Thu. January 14	12:00am – 11:59pm	201, 203, 204
Load-in	Thu. January 14	6:00am – 11:59pm	Aquarium, Cambridge, Charles View, Empress, Media Room, Paul Revere, President's Ballroom
	Fri. January 15	12:00am – 11:59pm	201, 203, 204, Aquarium, Cambridge, Charles View, Empress, Media Room, Paul Revere, President's Ballroom
	Fri. January 15	6:00am – 11:59pm	BU Lounge, Courtyard Lobby, Crispus Attucks, Crows Nest, Haym Solomon, Molly Pitcher, President's Pre-Function, Thomas Paine, William Dawes, All Other Space
	Sat. January 16	12:00am – 11:59pm	All function space
	Sun. January 17	12:00am – 11:59pm	All function space
	Mon. January 18	12:00am – 11:59pm	All function space
Load-out	Tue. January 19	12:00am – 2:00pm	Aquarium, Cambridge, Charles View, President's D
Load-out	Tue. January 19	12:00am – 6:00pm	201, 203, 204