



Hilton

Cincinnati Netherland Plaza

CONTRACT ADDENDUM

National College Testing Association

CHANGE OF DATES to

Monday, September 11, 2017 - Sunday, September 17, 2017

The following serves as a contractual addendum between National College Testing Association and the Hilton Cincinnati Netherland Plaza in Cincinnati, Ohio. Outlined below are the changes being made to the original contract. All other provisions of the original contract remain in place.

OPTION DATE/DEADLINE: Please review and approve this addendum by April 10, 2015.

CHANGE OF DATES: This meeting is contracted for Monday, July 31, 2017 – Sunday, August 6, 2017 in August, 2014. The new dates for this program are Monday, September 11- Sunday, September 17, 2017.


GUESTROOM ACCOMMODATIONS: We are holding guestrooms according to the following pattern:

	Mon 09/11	Tue 09/12	Wed 09/13	Thu 09/14	Fri 09/15	Sat 09/16
Single	15	100	150	150	125	25
Double	15	100	150	150	125	25
Total	30	200	300	300	250	50

Total Room Nights = 1130

SUITES: Included in the block of guestrooms outlined above are now a total of six suites (St. Nicholas, Ft. Square and 4 Jr. Suites). These have been blocked for your group for arrival on September 11, 2017 and departure on September 17, 2017. All six suites will be given complimentary access to the Belvedere Club.

EXTRA CONCESSION: The 4 Junior Suites outlined under suites are additional upgrades at the group rate to the original contract.


Initial

35 West Fifth Street, Cincinnati, OH 45202-2899
Tel: 513 421 9100 Fax: 513 421 4291
Reservations: www.hilton.com or 1-800-HILTONS

GUESTROOM RATES: The Hilton Cincinnati Netherland Plaza will extend the following group rates:


Room	Single Rate	Double Rate
Standard One or Two Beds	162	162
1612 The Fountain Square Suite (RRDRP1)	Complimentary	Complimentary
2338 St. Nicholas (RRRRB1)	Complimentary	Complimentary

GUESTROOM REBATE: To help defray costs of your convention, the guaranteed rates include a rebate of \$3.00 per revenue-producing room, per night. The rebate will be applied to the master account.

RESERVATION PROCEDURE AND CUT-OFF DATE: The new cut-off date for reservations is August 25, 2017.

FUNCTION SPACE ARRANGEMENTS: We understand your function space needs to be as follows, and we are protecting space accordingly:

Date	Start Time	End Time	Function	Room	Setup	Agr
9/11/2017	8:00 AM	12:00 AM	Registration	Salons BC		
9/12/2017	8:00 AM	12:00 AM	Registration	4th Floor Registration Office		
9/12/2017	8:00 AM	12:00 AM	Meeting	Rookwood	Classroom	100
9/12/2017	8:00 AM	12:00 AM	Meeting	Salon HI	Classroom	77
9/12/2017	8:00 AM	12:00 AM	Meeting	Caprice 1234	Classroom	72
9/12/2017	8:00 AM	12:00 AM	Meeting	Rosewood	Classroom	100
9/12/2017	8:00 AM	12:00 AM	Registration	Pavillion Foyer		
9/12/2017	8:00 AM	12:00 AM	Meeting	Pavillion	Classroom	150
9/12/2017	8:00 AM	12:00 AM	Registration	Salons BC		
9/13/2017	8:00 AM	12:00 AM	Registration	Pavillion Foyer		
9/13/2017	8:00 AM	12:00 AM	Registration	Salons BC		
9/13/2017	8:00 AM	12:00 AM	Breakout	Rue Reolon	Classroom	72
9/13/2017	8:00 AM	12:00 AM	Breakout	Salon FG	Classroom	33
9/13/2017	8:00 AM	12:00 AM	Meeting	Pavillion	Classroom	150
9/13/2017	8:00 AM	12:00 AM	Meeting	Rookwood	Classroom	100
9/13/2017	8:00 AM	12:00 AM	Meeting	Salon HI	Classroom	77
9/13/2017	8:00 AM	12:00 AM	Meeting	Caprice 1234	Classroom	72
9/13/2017	8:00 AM	12:00 AM	Meeting	Rosewood	Classroom	100
9/13/2017	8:00 AM	12:00 AM	Registration	4th Floor Registration Office		
9/13/2017	6:00 PM	8:30 PM	Light Reception	Hall of Mirrors		
*9/14/2017	8:00 AM	12:00 AM	Exhibits	Hall of Mirrors	Exhibit Tabletop	
9/14/2017	8:00 AM	12:00 AM	Registration	4th Floor Registration Office		
9/14/2017	8:00 AM	12:00 AM	Breakout	Rookwood	Classroom	100
9/14/2017	8:00 AM	12:00 AM	Breakout	Salon HI	Classroom	77
9/14/2017	8:00 AM	12:00 AM	Breakout	Rosewood	Classroom	100
9/14/2017	8:00 AM	12:00 AM	Breakout	Salon FG	Classroom	33


Initial


9/14/2017	8:00 AM	12:00 AM	Registration	Pavillion Foyer		
9/14/2017	8:00 AM	12:00 AM	General Session	Pavillion/Caprice	Existing	
9/14/2017	8:00 AM	12:00 AM	Registration	Salons BC		
9/14/2017	8:00 AM	12:00 AM	Breakout	Rue Reolon	Classroom	72
9/14/2017	8:00 AM	9:00 AM	Breakfast	Pavillion/Caprice	Rounds of 8 and 10	500
9/14/2017	8:00 AM	6:00 PM	Breakout	Continental Room	Classroom	100
9/14/2017	12:00 PM	1:00 PM	Lunch	Pavillion/Caprice	Rounds of 10	
9/15/2017	8:00 AM	12:00 AM	Exhibits	Hall of Mirrors	Exhibit Tabletop	
9/15/2017	8:00 AM	12:00 AM	Registration	4th Floor Registration Office		
9/15/2017	8:00 AM	12:00 AM	Breakout	Rue Reolon	Classroom	72
9/15/2017	8:00 AM	12:00 AM	Breakout	Salon FG	Classroom	33
9/15/2017	8:00 AM	12:00 AM	Registration	Pavillion Foyer		
9/15/2017	8:00 AM	12:00 AM	Breakout	Rockwood	Classroom	100
9/15/2017	8:00 AM	12:00 AM	Breakout	Salon HI	Classroom	77
9/15/2017	8:00 AM	12:00 AM	Breakout	Rosewood	Classroom	100
9/15/2017	8:00 AM	12:00 AM	Registration	Salons BC		
9/15/2017	8:00 AM	9:00 AM	Breakfast	Pavillion/Caprice	Rounds of 10	
9/15/2017	8:00 AM	6:00 PM	Breakout	Continental Room	Classroom	100
9/15/2017	8:00 AM	6:00 PM	General Session	Pavillion/Caprice	Existing	
9/15/2017	12:00 PM	1:00 PM	Lunch	Pavillion/Caprice	Rounds of 10	
*9/16/2017	8:00 AM	1:00 PM	Breakout	Rockwood	Classroom	100
*9/16/2017	8:00 AM	1:00 PM	Breakout	Salon HI	Classroom	77
*9/16/2017	8:00 AM	1:00 PM	Breakout	Rosewood	Classroom	100
*9/16/2017	8:00 AM	1:00 PM	Breakout	Continental Room	Classroom	100
*9/16/2017	8:00 AM	1:00 PM	Breakout	Rue Reolon	Classroom	72
*9/16/2017	8:00 AM	1:00 PM	Breakout	Salon FG	Classroom	33
*9/16/2017	8:00 AM	6:00 PM	Meeting	Salons BC	Conference	16
*9/16/2017	10:00 AM	1:00 PM	Lunch	Hall of Mirrors	Rounds of 10	

*The need for this space will be reviewed as part of the possible pattern change by October 1, 2016. At that time the space will be released as appropriate to support the final meeting pattern.

FOOD AND BEVERAGE: A food and beverage menu discount of 5% will be taken of of the master account.

AUTOMOBILE PARKING: A 15% valet parking discount will be extended to the group rooms.


ATTACHMENT: Please reference the attached letter from the Cincinnati Convention and Visitors Bureau to provide room and tax for 3 nights, up to 20 board members per night for their Spring Board Meeting (date TBD, based on availability). These arrangements are incorporated into this addendum.



 Initial

ACCEPTANCE: Please indicate your acceptance and approval of the terms of this agreement by signing the enclosed copy and returning it by April 10, 2015.

APPROVAL: The undersigned parties have the authority to enter into this addendum, and hereby agree to the terms set forth above.

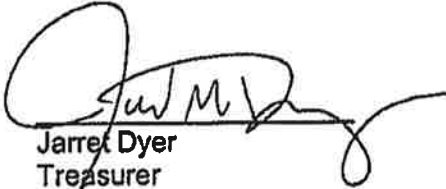

Penny Rene Kee, CHSP
Senior Account Executive

4/13/15
Date

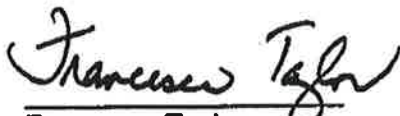
Accepted by:


Sally Frazee
Conference Chair

4/10/15
Date


Jarret Dyer
Treasurer

4/8/15
Date


Francesca Taylor
President

4/9/15
Date


Initial