



Wednesday, March 14, 2018

Ms. Allison Chase
Vice President, Youth Programs
The Able Trust
3320 Thomasville Road
Suite 200
Tallahassee, FL 32308

RE: Able Trust Meeting
September 4 - 7, 2018

Dear Allison:

Thank you very much for letting us know that we will definitely have the pleasure of hosting the meeting for Able Trust at Saddlebrook Resort September 4-7, 2018.

This Letter of Agreement will confirm the arrangements made by Saddlebrook Resort and Able Trust.

Able Trust, referred to as the "Company", and Saddlebrook Resort, referred to as the "Resort", agree that:

CONFIRMATION POLICY:

Arrangements as described herein are confirmed upon receipt of signed agreement, advance deposit and credit application as outlined below before Monday, March 26, 2018. Availability is not guaranteed after this date. Should another buyer wish to secure the same space prior to Monday, March 26, 2018 you will be notified and provided forty eight (48) hours to return the signed agreement and advance deposit or the space will be released.

DEPOSIT SCHEDULE:

An initial non-refundable advance deposit in the amount of \$1,490.00 is required by Monday, ^{April 2, 2018} ~~March 26, 2018~~.
Please fill out the shaded areas of the Payment of Meeting Deposit on the attached Deposit/Master Account Payment Authorization Form and return it along with the signed Letter of Agreement.

Prepayment of 40% of the remaining estimated master account (total staff room revenue, group food & beverage minimum minus advance deposit) is due thirty (30) days prior to Company's major arrival date. This amount is \$4,335.00 and is due on Monday, August 6, 2018.

Substitute Form W-9: Regarding Form 1099 reporting, if necessary, the Resort certifies that it is a corporation with taxpayer identification number 59-1917822. We have a copy of file from the 2017 meeting. See attached and please verify accuracy.

MASTER ACCOUNT:

We will be pleased to establish a master account for your group to receive charges approved in advance by you and/or other authorized signers. At the conclusion of your meeting, this account can be settled by company check or credit card.

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1. If paying with a company check, the payment of the master account will be due within thirty (30) days of the original invoice date or upon settlement of any questioned items within fifteen (15) days from the final revision date.

Credit has been established with the Resort. However, in the event that a credit check of the Company reveals that the Company's credit has changed and is inadequate, the Resort may condition its performance upon the Company making prepayment for some or all of the anticipated master account or otherwise posting security for future payment satisfactory to the Resort in its good faith discretion.

2. If paying with a credit card, the card number must be submitted to the Resort prior to group's arrival. The Resort will charge 80% to the card upon our submission of the master account invoice to you. The remaining balance will be charged to the card upon resolution of any questioned items but within thirty (30) days of the submission of the master account invoice. In the event that the credit card is declined, the Resort will require that funds are wired within seven (7) business days.

Please fill out the shaded areas of the Payment of Master Account on the attached Deposit/Master Account Payment Authorization Form and return it along with the signed Letter of Agreement.

It is understood that any charges not paid by the individual attendees at check-out will be charged to the master account and shall be guaranteed and paid by the client entering into this agreement.

On all past due accounts, a finance charge of 18% per annum will apply.

ACCOMMODATION BLOCK:

Upon receipt of the signed Letter of Agreement and advance deposit, the Resort will reserve accommodations on a definite status to be used on a daily basis according to the following schedule:

	Tue 9/04	Wed 9/05	Thu 9/06
Suites	3	45	45
Total	3	45	45

ACCOMMODATION RATES:

The daily unit rates in effect for this time period will be:

Room	Single/Double Rate
Suites	\$149.00

Should the guest request, two bedroom two bathroom suites are offered on availability at \$279.00 per night, Two (2) people sharing a two bedroom suite would each pay \$139.00 (per bedroom) per night plus tax.

Included in the room rate above are the following: * Wireless, standard high-speed internet access in sleeping rooms and public areas * Free Daily newspaper available at Bell Stand * Daily in-room 'self-service' Tea/Coffee * Daily admittance to the Fitness Center * Local and toll free calls.

The room rate is based on the European Plan ("EP"), which includes no meals and is subject to Florida state and local taxes currently totaling 9%.

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All other rates noted in this agreement are subject to the current Florida state tax of 7%.

The Resort will use its best effort to accommodate attendees as close as possible to conference space.

In accommodations, children up to thirteen (13) years of age may share the unit with an adult at no additional charge. Children fourteen (14) years of age and over or additional person(s) in the unit will be charged at \$20.00 plus 9% tax per person per day extra.

Deluxe Guest Rooms and One Bedroom Suites can accommodate two adults. Two Bedroom Two Bath Suites, (each bedroom has its own private bath), can accommodate 2 adults (one in each bedroom) or 2 couples (one couple in each bedroom) or four adults. Three Bedroom Three Bath Suites (combination of a two bedroom suite that connects to a deluxe guest room) can accommodate 3 couples (one couple in each of the 3 bedrooms) or 2 couples (one couple in each of the bedrooms in the two bedroom suite) and 2 individuals in the deluxe guest room or six adults.

BILLING:

Please indicate whether charges below will be billed to master or individual account?

Room & Tax	M/A	I/A	Applicable Dates	9/9 - 9/17/18
Valet Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Applicable Dates	9/14 - 9/17/18

The Able Trust rooms are to be billed to the Master Account. Able Trust will provide a list of those to be placed on the Master Account.

CONCESSIONS:

- Complimentary 1/40 cumulative
 - Entire Group upgraded to all suite program
 - Group rate honored 3 days pre/post
 - Resort fee waived, still receive benefits of, listed under room rates
 - 10% discount on AV provided Encore Event sole provider. Discount does not apply to labor.
 - Comp IT in meeting area for participants to check emails. For needs beyond such as streaming and downloading larger files please advise need for custom quote
 - Meeting space complimentary based on F&B min met: \$8,900.00++
 - Rates 3 days pre/post based on availability
- Based on your room block you qualify to select items from The Saddlebrook Seasonal Meeting Offer 2018 concessions below. Please check or highlight your 2 selections:
- Purchase one reception and dinner and receive the second one-hour wine & cheese reception complimentary
 - Purchase ten (10) fifty-minute spa treatments and receive the eleventh complimentary
 - Discounted golf: \$40 (Jun - Sep) and \$90 (Oct - Dec) per person for greens fees and cart rental for 18 holes
 - ✓ Upgrade to an all suite program: 2BR - 2Bath or 1BR - 1 bath with full kitchen, dining & living room (already selected & listed under concessions)
 - ✓ Discounted valet parking. \$12 (20% discount)

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- Sign consecutive multiple year contracts and receive same room rate and offers as year one.
- Complimentary one hour golf or tennis clinic with Saddlebrook Golf and Tennis Professionals
- Complimentary continuous round trip transfers to Wiregrass Mall (four consecutive hours)
- Complimentary Dive-in movie
- Complimentary DJ for two hours

FOOD & BEVERAGE MINIMUM:

The Resort will require a minimum banquet food and beverage spend of \$8,900.00+. Any shortfall to this amount will result in a charge of the difference between the actual amount and the minimum.

Please be advised that no food or beverage of any kind will be permitted to be brought into the Resort by or on the behalf of the guest, or any of the company's guests or invitees. Any food or beverage group functions (hospitality related) scheduled in guest rooms or suites will be handled through our Room Service Manager at prevailing Room Service prices.

HOUSING FORMAT:

The Resort requires a credit card number from the conference attendee (other than Able Trust Staff) to hold their room reservation.

Reservations can be made via call-ins or if requested, we can have a link created so that your attendees can register online. PLEASE NOTE – it will take approximately 48 hours after we receive the signed letter of agreement before our Reservations Department will be able to process call-in reservations or if an online link was requested, that it will be available to make reservations.

When making reservations online for rooms with shared reservations, please indicate both names at time of reservation. Each share with guest must check in at the front desk and provide a credit card.

A deposit of one night's room rate shall accompany each room reservation, which will be applied to the last confirmed night of reservation. In the event of early departure, the deposit is not refundable unless the Resort is notified before or at the time of check-in. Individual deposits are non-refundable if a reservation is cancelled less than seventy-two (72) hours prior to arrival.

All rooming list & call-in reservations shall be received by the Resort no later than 12 noon on August 15, 2018. In some cases the room block sells out before the reservation deadline date of August 15, 2018, so early reservations are recommended.

Check-in time is after 4 PM and check-out time is before 11:00 AM.

SERVICE CHARGES:

Guests will tip, at their own discretion, for Bellmen and Housekeeping services.

A 24% taxable staffing charge plus the current state tax of 7% will be added to all banquet food and beverage charges. Able Trust is tax exempt. See Tax Exempt Clause. Certificate must be provided.

For any complimentary suite used for hospitality purposes, a \$50 per day cleaning charge will be posted to the group's master account.

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TAX EXEMPTION:

In order for the Resort to allow a tax exemption, the State of Florida requires us to have a copy on file of your valid Certificate of Exemption issued by the Florida Department of Revenue. The Resort must have this certificate before your group arrives. Certificates from other states or entities cannot be recognized. A copy is attached from the 2017 meeting, please verify accuracy.

Tax exemption is allowed only on charges applied to the Master Account of the organization whose name appears on the certificate. Individuals who personally pay their bill must pay their own tax even if they are later reimbursed by the exempt organization. There are no exceptions.

If you have questions or do not have a certificate you can apply by contacting the Florida Department of Revenue in Tallahassee, FL at 850-488-6800.

For any complimentary suite used for hospitality purposes, a \$50 per day cleaning charge will be posted to the group's master account.

WIRELESS INFORMATION:

Saddlebrook Resort partners with Guest-Tek to provide connectivity throughout the Resort. Basic internet services are provided on a complimentary basis for all participants to check emails in the conference area. For needs beyond, such as streaming and downloading larger files advise needs for custom quote.

A 24% service fee and 7% sales tax applies to all internet and customized charges. Any requirements for services or equipment in addition to basic wireless internet connectivity via conference code will be quoted separately.

RECREATION CHARGES:

Golf: We feature two 18 hole Arnold Palmer signature championship golf courses. Current golf fees over your meeting dates are \$50.00 per person plus 7% tax per person, for 18 holes including cart. Please be advised that Saddlebrook has a soft spike policy.

Tennis: Depending on the tennis court surface, current rates range from \$14.00 to \$25.00 per court per hour for singles and from \$18.00 to \$35.00 per court per hour for doubles.

Spa: For admission and use of the steam room, whirlpool, sauna and shower facilities, there is a \$25.00 per person daily charge. Daily admittance fee is waived when confirming daily Spa treatment services.

TRANSPORTATION:

We are located 30 minutes north of Tampa International Airport (TPA). Our Transportation Concierge will make arrangements and reservations for nonstop transfers with independent transportation companies from and to Tampa International Airport as well as other airports. Charges can be placed on either master or individual room accounts.

Currently, a cost estimate for one-way transportation from TPA for a shared ride service, for a group your size, (approximately 50 people), with a travel roster, would be \$40.00 per person, to be billed to the master account.

Arrangements can be made by calling Erin Santiago at 813-907-4455 or esantiago@saddlebrook.com. The final travel roster must be received seven (7) days in advance of first arrival. Our Transportation Concierge can also assist with any other transportation needs that your attendees may have during their stay with us.

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PARKING FACILITIES:

\$12.00
Valet parking charges are currently ~~\$15.00~~ for overnight parking with in/out privileges or \$8.00 for day parking. Saddlebrook is a valet parking only resort. (SEE pg. 5)

LIQUIDATED DAMAGES:

Upon the signing of this letter, the meeting is intended to become a definite event. The Resort and the Company acknowledge, however, that it is possible that (a) the Company may not ultimately occupy all of the rooms that are blocked at the time this contract is signed or (b) that the Company may completely cancel the meeting, and that in either such event, the Resort will be damaged, and that such damages will be difficult to prove. The Company and the Resort, therefore, agree to provisions for liquidated damages as set forth below to avoid the expense of litigation on the question of valuation of damages. In the event the Company does not comply with these provisions and the Resort prevails in an action to enforce these provisions, the Resort shall be entitled to reimbursement of reasonable attorneys' fees. Liquidated damages shall be due and payable to the Resort within 15 business days after written cancellation notification.

ATTRITION:

The Company agrees to utilize 90% of the original contracted room block including pre and post use rooms. Any shortfall of the actualized room block below 90% will result in the Company paying the difference at the actualized average daily rate.

EVENT CANCELLATION:

As a destination resort, it is difficult to resell the space which the Company has reserved. Accordingly, cancellation of the meeting is subject to a liquidated damages schedule as set forth below. All deposits become part of the liquidated damages due and the allowance of attrition is waived.

0-45	days prior to major arrival date	100%	payment on all rooms contracted and food and beverage minimum. Amount due \$22,757.00
46-90	days prior to major arrival date	75%	payment on all rooms contracted. Amount due \$10,392.75
91 - 180	days prior to major arrival date	50%	payment on all rooms contracted. Amount due \$6,928.50
Day of signature to 181 days prior to major arrival date		25%	payment on all rooms contracted. Amount due \$3,464.25 N/A

It is specifically agreed this contract may not be cancelled by the Company for the sole purpose of meeting in any other facility or by the Resort for the sole purpose of accommodating another organization.

MENU SELECTION:

The Company agrees to notify the Resort of all menu selections for scheduled functions at least thirty (30) days in advance of the meeting dates. A guarantee of the number of persons attending each food and beverage function will be given to the Resort at least seventy-two (72) hours in advance of the function. The Resort agrees to be prepared to serve for five (5) percent over the guarantee. Once ordered and received by the Resort, specialty items will be charged for due to the inability to return or reuse the product.

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FUNCTION SPACE ALLOCATION:

Although the Resort customarily charges a rental fee for the use of meeting facilities, the Resort does on occasion provide all or partial meeting space on a complimentary basis. The amount of complimentary space is directly related to the number of guest rooms used and the number of food and beverage functions planned.

Based on these factors, complimentary space as outlined on the attached agenda will be provided. If there is a drop of anticipated revenue caused by program changes and/or reduction in attendance, a review of complimentary space can be expected and space will be adjusted in direct proportion with the reduction in the conference. If additional meeting space is required, charges may apply.

FUNCTION SPACE SECURITY:

Items left in function rooms or public areas of the Resort remain the responsibility of the Company and not in the care, custody and control of the Resort. The Resort does not accept any liability for loss or theft of such items except as provided under the Innkeeper's Liability Statute, Sec. 509.1, FL Statute.

If requested in advance, arrangements can be made with the Resort for function room locks or special security (charges and rates apply).

EXHIBIT SPACE:

Should exhibits become part of the program the following charges will apply:

For tabletop exhibits supplied by resort, a \$75.00 daily service fee per tabletop will be charged. The service fee includes booth table and chairs, with complete linen coverage, as well as daily trash removal service.

This rental fee does not include:

1. Drayage, placement or storage of crates or display related equipment.
2. Labor charges for carpenters, electricians, drapery men, guard services, etc.
3. Special lighting or electrical power.
4. Vacuum of aisles and booths.
5. Any other associated services and costs other than outlined above.

RESORT GUIDELINES ON EXHIBITS:

- A. Saddlebrook Resort does not have storage space for crates.
- B. Uniformed guards may be required in exhibit areas at the group's expense.
- C. Exhibitors and the group shall indemnify and hold harmless the Resort 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.

OUTSIDE CONTRACTORS:

The Resort requires advance approval of all outside contractors hired for use by a convention group. The Resort will, upon reasonable notice, cooperate with outside contractors hired for use, upon proof of Workers Comp/Liability Insurance and an indemnity agreement. Smoking by outside contractors in public areas or in the storage areas of the Resort is prohibited. The Resort reserves the right to refuse access to contractor or contractor employees for any reason, including grooming. The customer is responsible for any charges and damage an outside contractor causes while in employ of a customer. The Resort will provide customers with a recommended vendor list upon request.

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Any damage to carpet requiring replacement will be billed at \$50.00 per carpet tile.

RESORT PROPERTY:

Nothing shall be posted on, nailed to, screwed to or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. No signs or posters can be displayed in the Resort without prior inspection and approval by the Catering/Conference Services Manager. Anything in connection therewith, necessary or proper for the protection of the building, equipment or furniture, will be at the expense of the exhibitor or the Association.

Any damage to carpet requiring replacement will be billed at \$50.00 per carpet tile.

CONFERENCE SERVICES:

The Resort's Catering/Conference Services Managers will coordinate all of the details pertaining to the Company's function activities. These details will include specific food and beverage arrangements, program revisions, room set-ups, VIP rooms, room deliveries, luggage pulls and applicable pricing for any of these services along with relevant billing instructions.

Please be advised that no food or beverage of any kind will be permitted to be brought into the Resort by or on the behalf of the guest or any of the Company's guests or invitees. Any food or beverage group functions (hospitality related) scheduled in guest rooms or suites will be handled through our Room Service Manager at prevailing Room Service prices.

SHIPPING AND RECEIVING:

Shipping and Receiving services are available. Prices can be provided by your Catering/Conference Services Manager.

AUDIO VISUAL:

Extensive audio visual equipment and services are available through our onsite partner Encore Event Technologies. Rental prices can be provided by your Catering/Conference Services Manager. There is no charge for using an outside vendor other than a one-time \$750 coordination fee.

Encore Event Technologies handles all rigging requirements for the Resort.

FORCE MAJEURE:

The performance of this Agreement by either party is subject to acts of God, declared war in the Continental United States, government regulations, disasters, civil disorder within a five mile radius of Resort, curtailment of transportation facilities such that at least 40% of the registered attendees are unable to arrive for the first peak night of the event or any other emergency making it illegal or impossible to provide the facilities or services for the event. It is provided that this Agreement may be terminated for any one or more of the above reasons by written notice from one party to the other without a cancellation charge.

PERFORMANCE OF THIS AGREEMENT:

This contract and all actions taken in connection with it shall be construed under the laws of the State of Florida. Any action hereunder shall be commenced and irrevocably conducted in the Circuit Court of Pasco County Court located in Dade City, Florida, to which jurisdiction Able Trust hereby consents.

This Letter of Agreement shall be binding upon the successors, assignees and transferees of the parties hereto. The prevailing party in any action to enforce this agreement shall be entitled to reasonable attorneys' fees and court costs.

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Your signature on this letter when returned to the Sales Department establishes this program on a "definite" status and represents the Company's commitment to hold this program at Saddlebrook Resort. We will then sign and return a copy for your records to indicate acceptance of everything stated.

It is the understanding of Saddlebrook Resort that the undersigned is authorized by Able Trust to accept this agreement.

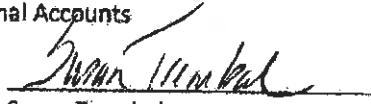
Our entire staff is looking forward to welcoming your group and providing them with a most memorable stay at Saddlebrook.

Sincerely,

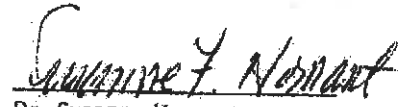


Susan Trembal
Director of National Accounts

Accepted by:


Susan Trembal
Director of National Accounts
Saddlebrook Resort

Accepted by:


Dr. Susanne Homant
President & CEO
Able Trust

Date Signed:

3/21/18

Date Signed:

3/21/18

Enclosure: Deposit/Master Account Payment Authorization

Able Trust Group
 September 4 - 7, 2018

TENTATIVE AGENDA

Date	Start Time	End Time	Function	Room	Setup	Agg
Tuesday	4:00 PM	6:00 PM	Early Arrivals	Lobby	N/A	3
9/4/2018	6:30 PM	9:00 PM	Dinner	On Own	N/A	3
Wednesday						
9/5/2018	7:00 AM	8:00 AM	Breakfast	On Own	N/A	3
	11:00 AM	1:00 PM	Major Arrivals	On Own	N/A	60
	12:00 PM	1:00 PM	Buffet Luncheon	Lagoon Pavilion	Rounds of 10	60
	12:00 PM	5:30 PM	General Session	Pegasus South	Crescent Rounds 5	60
	12:00 PM	5:30 PM	Breakout Meeting #1	Boardroom 1	U-Shape	20
	12:00 PM	5:30 PM	Breakout Meeting #2	Boardroom 2	U-Shape	20
	12:00 PM	5:30 PM	Breakout Meeting #3	Reuse Pegasus South	Existing Setup	20
	2:00 PM	2:15 PM	Break	Pegasus South Patio	Existing Setup	60
	6:30 PM	9:00 PM	Dinner	Dempsey's Steakhouse, TD's Poolside Café Reservations TBA	Flow - casual	60
Thursday						
9/6/2018	6:30 AM	8:00 AM	Breakfast	TD's Restaurant	Flow - Existing Set	60
	8:00 AM	5:30 PM	General Session	Pegasus South	Crescent Rounds 5	60
	8:00 AM	5:30 PM	Breakout Meeting #1	Boardroom 1	U-Shape	20
	8:00 AM	5:30 PM	Breakout Meeting #2	Boardroom 2	U-Shape	20
	8:00 AM	5:30 PM	Breakout Meeting #3	Boardroom 3	U-Shape	20
	8:00 AM	5:30 PM	Breakout Meeting #4	Reuse Pegasus South	Existing Setup	20
	10:00 AM	10:15 AM	Break	Pegasus South Patio	Break	60
	11:00 AM	2:00 PM	Buffet Luncheon	Lagoon Pavilion	Rounds of 7	
	2:00 PM	2:15 PM	Break	Pegasus South Patio		60
	6:00 PM	8:00 PM	Reception	Tropics Restaurant	Existing Setup	60
Friday						
9/7/2018	6:30 AM	8:00 AM	Breakfast	TD's Restaurant	Flow - Existing	60
	8:00 AM	1:00 PM	General Session	Pegasus South	Existing Setup	60
	10:00 AM	10:15 AM	Break	Pegasus South Patio	Break	60
	11:30 AM	12:30 PM	Boxed Lunches	Pegasus South Patio	Break	60

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