

WACYPAA Bid Committee Packet
(Revised December 2010)

TABLE OF CONTENTS

INTRODUCTION LETTER.....	3
ADVISORY COUNCIL MEMBERS.....	4
WACYPAA FACTS, AIMS AND PURPOSES.....	5
WACYPAA BID REQUIREMENTS.....	6
SUGGESTED ELECTION FORMAT.....	7
SUGGESTED COMMITTEE POSITIONS AND DESCRIPTIONS.....	8
SUGGESTED BUSINESS MEETING FORMAT.....	10
SUGGESTED GUIDELINES AND PROCEDURES FOR TREASURY.....	11
HOTEL CONTRACT GUIDE.....	13
WACYPAA HOTEL HISTORY.....	16
APPENDIX A: SAMPLE HOTEL CONTRACTS.....	17

Bid Committees:

Each year at the annual Western Area Conference of Young People in Alcoholics Anonymous bid committees attend from all over the western area in hopes of being granted the opportunity to host a WACYPAA in their area. In order to be considered a potential site for next year's conference:

- 1) Some members of the committee must attend the conference.
- 2) A bid package which demonstrates the completion of all 10 bid requirements must be turned in to Advisory Council by midnight on Friday the night before the bid session.
- 3) The committee must attend the bid session (usually Saturday) and present their committee to the Advisory Council and the rest of the conference in whatever manner they see fit. After which the Council will have the opportunity to ask them questions about their committee and the 10 requirements.

During Friday afternoon of the conference there is an open Q & A session with the Advisory Council; all bid cities are encouraged to attend. After all of the bids have been presented on Saturday morning, the Advisory Council (a rotating body made up of past WACYPAA host committee members and National liaisons) convenes to choose, by third legacy procedure, the site for next years conference. The announcement of the new host city takes place that night at the Saturday night main meeting.

This packet is intended to help Bid Committees prepare a bid for WACYPAA. The information is based on the cumulative experience of Advisory Council.

It is strongly suggested that bid committees uphold the spirit of the Twelve Traditions and Twelve Concepts for World Service. There are many useful resources available for assisting in this process, such as The Twelve Steps and Twelve Traditions and the AA Service Manual. The Advisory Council is also available as a resource. Included in this packet is a list of current Advisory Council members, their current position on Advisory Council, and the positions they held on their respective host committees. For contact information, please go to www.wacypaa.org. If you prefer snail mail, please contact us at:

WACYPAA
PO Box 8162
Reno, NV 89507

In Love & Service,

WACYPAA Advisory Council

WACYPAAs Advisory Council Contacts

Name	Advisory Position	WAC/ position served
Sarah G.	Chair	8/ Outreach Chair
Anna F.	Co-Chair	9/ Outreach Co-Chair
Robbie P.	Secretary	11/ Outreach Chair
Erica W.	Treasurer	12/ Chair
Sarah B.	Co-Treasurer	10/ Registration
Louise D.	Mailing Chair	8/
Alonzo	Hispanic Liaison	8/
Erika C.	Mexican Nat. Liaison	n/a
Jamey N.	Outreach Chair	11/ Prayer Chair
Josh S.	Member	10/ Outreach
Kevin D.	Member	10/ Outreach
Jared T.	Member	12/ Prayer Chair
Junior F.	Member	12/ Co-Chair
Kate B.	Member	13/ Chair
Dylan A.	Member	13/ Events Co-Chair
Mark C.	Member	13/ Program Chair
Lindsay L.	Member	14/Program Chair
Jon G.	Member	14/ Outreach
Tom D.	Member	14/ Chair
Rhonda Z.	Archives	7/

For email contacts please visit www.wacypaa.org

Facts, Aims, and Purposes of WACYPAA

WACYPAA was conceived at the 1996 ASCYPAA (Arizona State Conference of Young People in AA), and was later founded in Anaheim, California on September 8th, 1996 at the 39th ICYPAA (International Conference of Young People in Alcoholics Anonymous) in a meeting of AA members from around the region to be served by WACYPAA. At that meeting the region was defined as the states of: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming; as well as Baja California Norte, Baja California Sur, Chihuahua, Durango, Sinaloa, Sonora, and the Canadian Provinces of British Columbia, Yukon Territory, and Alberta. Each year, the conference must be held within this region.

The purpose of WACYPAA is to build and strengthen unity in Young Peoples Groups in Alcoholics Anonymous in the western area of North America and Hawaii. **The focus is especially to reach those areas which historically had little exposure to such conferences. The WACYPAA Advisory Council and the members of the Conference will encourage the participation from all states, provinces, and countries within the scope of the Conference. All bids will be given equal consideration regardless of size, population, or location.** We recognize that not all AA members will find our conference necessary to their recovery from alcoholism; we seek only to provide it for those who find it desirable.

At the Anaheim meeting, the state of Arizona was tentatively chosen as the site for the first WACYPAA. The Arizona group was to present their bid in February 1997 at the All California Conference of Young People in Alcoholics Anonymous in San Francisco. Seven AA members volunteered to attend and serve as a temporary Advisory Council for the purpose of approving Arizona's bid, or to solicit further bids at a later date if the Arizona bid was not deemed to serve the best interests of the region. Once an initial site is chosen, a bid session will be held annually at each subsequent WACYPAA where a site will be chosen for the next year's conference. Any group of three or more AA members from within the region is welcome and encouraged to bid for a chance to host a WACYPAA in their local area.

Each year, AA conferences provide overwhelming evidence that large numbers of alcoholics are achieving a lasting and comfortable sobriety in Alcoholics Anonymous. These conferences offer an environment for celebration of our sobriety, as well as an opportunity to meet and share experience, strength, and hope with AA members who reside in areas other than their own.

If you have any questions, or comments, write to:

WACYPAA
PO Box 8162
Reno NV 89507

If you would like to host a WACYPAA in your area, the following are a list of bid requirements for committees to present to the WACYPAA Advisory Council, at the next WACYPAA.

- 1) Each bidding committee must have at least three AA members who have been continuously sober for a minimum of one year.
- 2) Bidders must have commitments from at least two appropriate facilities (Hotels, Universities, Convention Centers, Gymnasiums, etc.) so sized as to accommodate the entire conference. Please include proposed dates for the conference and a showing of available meeting space. The cost of the facility must be included. Bidders must provide information regarding housing for attendees, including cost and accessibility to the proposed conference site. If awarded the conference, the host committee agrees to have a signed contract within 45 days.
- 3) Bidders must provide a permanent mailing address for their committee, and if available provide an email address also.
- 4) A letter of assurance from a local AA service body (district, intergroup, etc.) and state YPAA conference Advisory Council, if applicable, that no large scale AA activity will be held in the proposed general service area within a period of 30 days before, and 30 days after the proposed conference dates, is required.
- 5) Please demonstrate how the bid committee has been involved with General Service (some have chosen to get a letter of support or to show how their group was active in area or district service).
- 6) Bid committees should be able to demonstrate financial autonomy and responsibility, within the spirit of the 12 Traditions of AA.
- 7) Bidders must show the WACYPAA Advisory Council that they have compiled the necessary research to determine the effects that Federal, State, Provincial, and/or local taxes would have on the proposed conference.
- 8) If awarded the conference, the new host committee must agree that all proceeds, after conference and "core" advisory expenses and donations of up to 50% of the remaining proceeds to AA service bodies in their area, will be turned over to the WACYPAA Advisory Council for their disposition following the conference.
- 9) Bids can take no longer than 20 minutes to present.
- 10) Please draft a statement illustrating the reasons why you wish to host a WACYPAA in your area.

The WACYPAA Advisory Council suggests that you meet with the Advisory Council member assigned to your area to study the annual AA calendar in Western North America to find a time that will offer the least potential for conflict with other AA functions. Bidders should do the research necessary to determine the months with the least amount of conflict with other AA conferences in their region. All potential bidding cities are encouraged to consider the entire region for the purpose of making realistic preparation for any non-prevalent languages at the conference. We suggest that hotel information is omitted on the proposed registration form, and that only the projected month and year be stated. This is to address the issue of potential host cities not having signed hotel contracts. (Revised 8/20/05)

Suggested Election Format

Moment of Silence.

Go-Around the room and have everyone introduce themselves.

Ask for a motion to adopt third legacy procedure. Discussion.

Ask for a motion to accept proposed position time requirements as decided by committee

Begin elections using third legacy, if above motion passes. (see below)

Elect, in order, these positions: Chair, Secretary, Treasurer, Co-Chair, Hotel/ Facilities, Outreach, Prayer (if you choose to have one), Intergroup, General Service Liaison, and any additional positions your group decides to have voted in using third legacy.

Third Legacy Procedure (taken from AA service manual)

People who wish not to vote should say so before the voting process and will not be counted with the total vote. Abstentions for elections are not included with the entire vote.

- 1) Have everyone in the room say either available or unavailable for the position.
- 2) Ask everyone who said they were available for the position to give a brief service history, including sobriety date, and reason for wanting the position.
- 3) The voting is done by secret ballot, every member can vote for only one candidate.
- 4) The first candidate to receive 2/3 vote is elected.
- 5) After the second ballot (assuming no candidate receives 2/3 vote in the first ballot) any candidate having less than one-fifth of the total vote will be withdrawn automatically, except that the top two candidates must remain. (In case there are ties for second place the top candidate and the tied second place candidates remain.)
- 6) After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the top two candidates must remain. (In case there are ties for second place then the top candidate and the ties for second place remain.)
- 7) A fourth ballot is conducted.
- 8) After the fourth ballot if no candidate has two-thirds of the total vote the chairperson asks for a motion, second, and majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and we go immediately to the hat. (In case there are ties for second place the top candidate and the ties for second place remain.
- 9) If the motion carries, a fifth and final ballot is conducted. If no 2/3 majority occurs at this time, the candidate names will be placed in a hat and the first name drawn is the winner.
- 10) Additions to elections that are not a part of third legacy.

WACYPAA Bid Committee Positions

A TRUSTED SERVANT IS?

The group elects a Trusted Servant. The person acts with the good of group in mind. They are in that position because the group trusts that they will act in the interest of the group. This is not a chore or unwanted duty. If anyone is elected to a position and does not want it please, for the good of the group, decline and give someone who wants the opportunity to be of service to their group.

Chairperson

Maintains order and runs the regular business meetings, delegates responsibility, keeps overall responsibility to group in mind, resolves committee problems as they arise, upholds group conscience and traditions.

Co-Chair

Takes on the duties of the chairperson when the chair is not available. The co-chair helps the overall group by assisting all position holders and committee members.

Secretary

Responsible for taking minutes during business meetings (recording discussion and documenting motions, etc...), furnishing committee phone list, collecting archives and all other assigned duties.

Treasurer

Responsible for the financial aspect of the committee, taking money, making deposits, accurately recording transactions, creating a budget and keeping the group informed of financial status.

Co-Treasurer

The co-treasurer shall, in the absence of the treasurer, accept the full duties of the treasurer; carry out the various duties assigned by the Operating Committee; and be one of the three signatures on all bank accounts.

Hotel / Facilities Chair

Investigates all possible event locations for the conference, entails hotel/venue negotiations, and main meeting sight negotiations (if different from conference site).

General Service Liaison

Keeps activities visible to intergroup/central office, district and area. Attends local assemblies and establishes contacts throughout the area, responsible for obtaining letters of support.

Events Chairperson

Plans and coordinates events throughout the year with the purpose of carrying the message of AA, outreaching WACYPAA and having fun. Some such events are speaker meetings and dances, workshops, campouts, etc... We strongly suggest always including a free of charge speaker meeting with all events to carry the message of AA.

Outreach Chair*

Everybody is a member of the outreach committee. The outreach chair is responsible for informing local and regional AA's about WACYPAA primarily through attending conferences, assemblies, round-ups, other AA meetings and passing out fliers and making announcements.

Prayer Person

Leads group in closing prayer, may find it necessary to pray before a vote or interrupt heated discussion during business meetings for prayer. Is responsible for the overall spiritual welfare of the committee.

Arts & Graphics Chair

Responsible for supplying committee with fliers, provides artwork for logo and merchandise (if the committee chooses to have merchandise).

*Outreach is integral to the success of WACYPAA so it may be beneficial to form a subcommittee to take on this enormous responsibility. It is also suggested that as a part of the bid committee you elect or appoint liaisons to specific communities in your area which are often otherwise overlooked, specifically; **Native American Liaison, Hispanic Liaison, Mexican National Liaison, GLBTQ Liaison and Al-Anon Liaison.**

Suggested Business Meeting Format

- 1) Open meeting with prayer.
- 2) Have someone read WACYPAA Facts, Aims and Purposes.
- 3) Have someone read Twelve Traditions.
- 4) Secretary read minutes from last meeting.
- 5) Vote to accept minutes as read (or make appropriate changes).
- 6) Chair Reports:
 - a. Chair.
 - b. Co-Chair.
 - c. Secretary.
 - d. Treasurer.
 - e. Facilities/Hotel Chair.
 - f. Outreach.
 - g. Events.
 - h. General Service Liaison.
 - i. Arts and Graphics.
 - j. Other Positions
 - k. Old business.
 - l. New business.
 - m. Seventh tradition.
 - n. Announcements.
 - o. Close with prayer.
- 7) Old Business
- 8) New Business
- 9) Announcements
- 10) Close meeting with prayer

Suggested Guidelines and Procedures for Bid Committee Treasurer

These guidelines put forth by WACYCAA Advisory Council are based on the experiences we have had serving on a WACYCAA host/bid committee. Every group is autonomous, so please do not regard these as rules. Bid committees can use these guidelines as a basis for how their treasury operates within their respective bid committee. Please feel free to contact Advisory Council with any questions or concerns you may have regarding these guidelines.

General Guidelines for Treasurer

- 1) Treasurer and Co-Treasurer have minimum of 2 years of sobriety, currently employed, have their own bank account, not on chexsystems or similar reporting agencies, and that they are proficient in excel.
- 2) Have more than one signer on the account, for example include the Chair, Treasurer and Co-treasurer as signers
- 3) Require dual signatures on checks, regardless of the amount.
- 4) Have statement's mailed to someone other than the treasurer, i.e. the Chair
- 5) Allow others to view online statements and provide a treasurer's report at every business meeting.
- 6) Debit cards are becoming increasingly more common and they can be useful when having to purchase things for events. However, debit cards make it easier to misuse (either accidental or fraudulent) the account. If the bid committee chooses to utilize debit cards, please take extra cautionary steps when setting up accounts. For example, the debit card can have a \$0 cash withdrawal limit and a smaller purchase limit.
- 7) Keep track of all receipts and reimbursements. Keep all physical copies of receipts.
- 8) When receiving cash keep some sort of note as to how much was received and what it was for. Committees receive money from numerous sources throughout the year and it is helpful to know where the money was from. Here are some situations where you may receive cash:
 - a. Events
 - b. Concessions
 - c. 7th Tradition

Budgeting

- 1) Budgeting is a helpful tool for a bid committee to make sure that not too much money is spent in any one particular area and can be used as a preplanning tool to include in your bid packet
- 2) Budget low and aim high. i.e with events. Expect a lower attendance and high expenses. We are not in the business of making money but events should be self-supporting.
- 3) Provide a budget vs. actual expenses report every couple of months to the bid committee meeting so everyone is aware of the financial status of the bid committee
- 4) Treasurer should request that each sub-committee come up with a proposed budget expense for the year, and it is up to the treasurer to verify that they are within the budget. It is helpful to update the budget often to see where the committee is at financially.
- 5) A budget template follows on page 12. This is just a template; each bid committee's expenses are going to be different depending on the event and expected attendance.

	Budget	Actual
Income:		
Door		
7th Tradition		
Concessions		
Total Income		
Expenses:		
Rent		
Drinks		
Decorations		
Insurance		
Entertainment		
Food		
Equipment		
Literature		
Misc.		
Total Expenses		
Net Profit (Loss)		

WACYPAA Hotel Contract Guide

Key Points When Approaching Hotels:

- Our hope is to have an event that is diverse, attractive and affordable.
- One of our primary considerations is that our attendees will be coming from around the U.S., Northern Mexico and Canada so the need for a *cost conscious* event is required.

Dates of conference:

Premium dates are usually more expensive. High room blocks are easier to meet on holiday weekends.

Meeting Space

Determine if the hotel has enough meeting space to accommodate all of the conference attendees.

Sliding Scale

A sliding scale is the cost of meeting space dependent on the percentage of room nights filled, i.e. if 100% of room block is met, then meeting space is free; if 90% of room block is met, then meeting space is \$1,000, etc.

Food and Beverage Minimum (F&B)

The lower the food and beverage minimum, the better. Most conferences do a WACYMART, where you can sell coffee, baked goods and other things to meet this minimum. Other hotels allow food sold in the hotel restaurant to count toward the food and beverage minimum.

24 hour pool

Since WACYPAA is in the winter typically a 24-hour pool is not necessary. However, this could be an added bonus if the conference is hosted in a warmer client.

Coffee (12 cups in a gallon)

Coffee is very expensive. Many YPAA conferences cannot afford this expense. If the cost is low it is a great option, but not a deal breaker. Set up a 'WACYmart' and people can buy their own, then it goes toward F &B.

Attrition Clause

This is the penalty for not meeting the room block. It usually allows for some attrition before the hotel starts charging for meeting space. However, the closer the cut-off date for making room reservations is to the conference the more likely the room block will be met.

Room Block

There is usually a square diagram in the contract that shows the room requirements for each night. Determine if the room block is cumulative or non-cumulative.

	Thursday	Friday	Saturday	Sunday
Guest Rooms	20	150	150	50

The above example shows that the biggest commitments are Friday and Saturday. The number you see is for number of rooms. 150 rooms will mean (150 x about 4 people in each room = 600 attendees).

Another example,

	Thursday	Friday	Saturday	Sunday
Guest Rooms	150	300	300	75

This one is a little different: $300 \times 4 = 1200$. That means each night, there has to be AT LEAST 1200 attendees.

Another thing you want to look for is high numbers on random nights that we may not have a lot of attendees.

Room Nights

Synonymous with room block except you add up all of the nights so Thursday + Friday + Saturday + Sunday will give you the total. This is the total number that has to be met, or a percentage thereof, to work with any attrition clause, free meeting space, etc.

AV Costs

Determine the AV costs of the hotel and if you need to hire an outside company. Determine your needs: usually microphones, speakers, amps, projectors, recordings etc.

Set-up and clean-up fees

Often put in after the contract is 'officially' being worked on. Determine if the hotel charges separately for changing rooms around.

Tables and chairs

Sometimes these cost money – something to ask about/look out for.

Master Account

Many times a contract gives a credit for every room night booked. This money goes in the master account, as well as any deposits made by the host. Master accounts are used to pay damages at the end.

Deposits

Many hotels require advanced deposits. Determine the schedule and amounts to budget appropriately.

Room Rate Extension:

Ideally, the discounted rate should be available for conference attendees at least three days before and three days after the conference for people who want to arrive early or stay late. In addition, these extended room nights should count toward the total room block.

Merchandise:

Determine if the hotel allows the sale of merchandise on hotel property or if there is an additional cost to sell merchandise.

Security:

Determine if the hotel requires professional security services. This could be an added cost to the conference.

Extras:

- Complimentary room per 40-50 rooms sold
- Free Coffee
- Free meeting space
- Designated smoking lounge area
- Water stations in all meeting rooms
- See previous hotel contracts posted on www.wacypaa.org

Tentative Schedule/Space Needed:**General - Weekend:**

- 24hr. Marathon Meetings starting @ 2PM Friday until Sunday morning 8:00AM
- Bilingual forum: English/Spanish Alternating

Friday:

- Friday night opening meeting (ballroom): 8:00-10:00PM
- Dance or dances (ballroom): 10:30 - 1:00 or 2:00AM
- Secure a room for Advisory Council meetings

Saturday:

- Specialized meeting rooms for panels and workshop: 10:00am until 5:30pm
- As many rooms as you think are needed - Seating 30-50 people
 - (Shoot high; you may negotiate down later if required)
- 1 large meeting room for bidding session 8:00am - 2:00pm
- Possible off site activity
- Main Meeting Starting @ 7:00pm
- Possible Banquet Dinner - **DO NOT OFFER THIS IN INITIAL NEGOTIATION** - Use it as leverage if required (cost depending on current economy)
- Opening Meeting ceremonies @ 8:00pm (countdown, role call) AA meeting 7:30pm-10/10:30pm (depends on announcements) Dance or dances to follow 10:30pm-1:00 or 2:00am

Sunday:

- Closing meeting 10:00am-12:00pm

WACYPAA Hotel and Registration History

	City	Dates Held	Room Block	Room Pick-up	Room rate	Peak Flow	Food & Bev	Approx. Total Reg	Approx. Total Pre-Reg	AV
WACYPAA I	Scottsdale, AZ	12/31/97-1/02/98	160	270	\$79/ night	1500	?	500-700	143	?
WACYPAA II	Portland, AZ	12/31/98-1/02/99	180	450	\$79/ night	1700-2000	\$13,800*	1100	?	?
WACYPAA III	Salt Lake City, UT	11/26/99-11/28/99	150	214	\$89/ night	1000	?	974	351	?
WACYPAA IV	San Francisco, CA	12/29/00-1/01/01	300	952	?	?	\$17,766.05**	?	313	?
WACYPAA V	Denver, CO	12/28/01-1/01/02	200	?	\$69/ night	1400	?	1050	300	?
WACYPAA VI	Billings, MT	8/29/02-9/1/02	250	?	\$69/ night	700	?	500	?	?
WACYPAA VII	San Diego, CA	11/21/03-11/23/03	426	496	?	?	?	?	451	?
WACYPAA VIII	San Carlos, Mexico	12/30/04-1/02/05	?	?	\$101.40-186.53/ wk	500	?	500	500	?
WACYPAA IX	Vancouver BC	12/29/05-1/01/06	?	?	\$109 (canadian)	1100	?	?	240	?
WACYPAA X	Seattle, WA	12/29/06-1/01/07	?	689	\$99/ night	1200	?	?	200	?
WACYPAA XI	Boise, ID	1/18/08-1/20/08	?	?	\$89/ night	?	?	620	400	?
WACYPAA XII	Reno, NV	12/31/08-1/02/09	310	560	\$99/ night	1800	\$14,000***	1540	500	\$4,500
WACYPAA XIII	Eugene, OR	12/31/09-1/03/10	350	?	\$89/ night	?	\$4,500	1400	300	\$4,255
WACYPAA IV	Yosemite, CA	12/09/10-12/12/10								
* WACYMart Revenue: \$6,800; Vending Machine Revenue: \$3,000; Coffee/ Sunday Breakfast: \$4,000										
** WACYMart Revenue: \$5,324.05; 24-hour Deli Revenue: \$12,442										
***New Year's Eve Banquet Revenue: \$14,000										

Appendix A: Sample Hotel Contracts

WAC XII

WAC XIII



August 17, 2009

[Redacted]
[Redacted]
Western Area Conference WACYPAA12 2009
[Redacted]
[Redacted]

Dear [Redacted]

Thank you for your interest in the Grand Sierra Resort and Casino for the Western Area Conference WACYPAA12 2009. Following are the terms we are offering for your consideration:

Room Arrival and Departure Pattern

We are currently holding the following guest block for the dates of December 31 - 5, 2009:

Run of House	
Wed 12/31/08	25
Thu 01/01/09	25
Fri 01/02/09	125
Sat 01/03/09	125
Sun 01/04/09	10

Guest Room Rates

We are pleased to offer a special net group rate below, single, doubles, triples and quads occupancy, plus Washoe County room tax (currently 12%).

RATE: \$139-Summit Units-Rate

Accommodations within The Summit at Grand Sierra, our "luxury hotel within the hotel", span the top 11 floors of the hotel. Upscale, luxury amenities include an exclusive Summit check-in area, dedicated Summit reservationists and Bell staff, private elevator to the Summit floors, Summit level concierge lounge, stylish accommodations with elegant furnishings, spa-inspired bathrooms with floor-to-ceiling marble and rain forest showers. The Summit accommodations also include a butler pantry with state-of-the-art Kenmore Elite Microwaves and refrigerators.

-OR-

RATE: \$99- The Grand Sierra Resort

Hotel accommodations at The Grand Sierra Resort feature our spacious run-of-house guestrooms located on floors 1-16. Newly-renovated in contemporary décor complete with oversized bathrooms. Our Grand Sierra guestrooms are the largest in Northern Nevada.

The Grand Sierra Resort does NOT impose any resort fees, energy fees or additional taxes

Complimentary Rooms and Upgrades

The Grand Sierra Resort and Casino will provide **one complimentary guest room per fifty** (1 per 50) actually utilized. The total complimentary room nights of your actual audited pick-up will then

be multiplied by the convention room rate noted above, and this amount will be credited to your master account.

(2) Two complimentary summit units GK for preplanning base on availability

(2) Two summit units GK at \$49.00 for preplanning base on availability

Reservations and Cut-Off Date

PLEASE CIRCLE ONE OF THE FOLLOWING:

1. It is our understanding reservations will be made by rooming list. Please return your rooming list to our Meetings and Conventions department ***before December 7, 2008.***

-OR-

2. We understand reservations will be made directly with the hotel by calling **800-648-5080** or by writing the hotel room reservation department. So that we may assign individuals to specific rooms, we ask that all reservations be received ***before December 7, 2008.***

Your attendees can qualify for your guest rate by identifying Western Area Conference WACYCAA12 2009.

Reservations received on or after December 10, 2008, will be accepted based on availability at the prevailing guest room rate. In order to confirm a room reservation, we require a first night's guarantee. Checks and major credit cards are acceptable to establish this guarantee. Changes and/or cancellations of guest rooms can be made up to 48 hours prior to arrival.

Early Departure Fee

In the event a guest who has reserved a room within your block checks out prior to the guest's reserved check-out date, the Grand Sierra Resort and Casino will add an early check-out fee of \$50.00 to that guest's individual account. Guests wishing to avoid an early checkout fee should advise the hotel at or before check-in of any change in planned length of stay. The Grand Sierra Resort and Casino will inform members of your group of this potential charge upon check-in and request that you also inform your attendees of this obligation. The Grand Sierra Resort and Casino will deduct any collected early departure fees from the amount you may owe as performance damages.

Check-In/Out Time

Our check-in time is 3:00 pm; checkout time is 11:00 am. Guests arriving before 3:00 pm will be accommodated as rooms become available. Our bell captain can arrange to check baggage for those who would like to use this service.

Master Accounts and Credit

At your request, and subject to prior credit approval, we will be pleased to establish a Master Account to which we will post all charges for your set functions, per your program. It is our understanding, unless notified otherwise, that all individuals will be responsible for payment of their own charges for guest rooms, tax and incidentals. All charges posted to your Master Account should be approved in writing by you or your authorized designee. It is agreed that \$7,500 of the

estimated Master Account will be paid 14 days prior to arrival, with the remaining balance to be billed and fully paid within thirty (30) days after receipt of the bill. Application for direct billing must be completed at least 60 days prior to your arrival date. If prior credit approval is not obtained, group will be responsible for full pre-payment of estimated master account balance. For credit card payment of your meeting related expenses, please supply credit card type, number and expiration date on the line indicated.

Function Space

The following meeting space has been reserved pending your approval:

Date	Start Time	End Time	Room	Description	Setup
Thu, 1/1/09	4:30 AM	11:30 PM	Crystal Ballroom	HOLD	TBA
	4:30 AM	11:30 PM	Grand Ballroom	Hold	TBA
Fri, 1/2/09	4:30 AM	11:30 PM	Crystal Ballroom	HOLD	TBA
	4:30 AM	11:30 PM	Grand Ballroom	Hold	TBA
	4:30AM	11:30PM	BORD ROOM	HOLD	TBA
Sat, 1/3/09	4:30 AM	11:30 PM	Grand Ballroom	Hold	TBA
	4:00 PM	11:30 PM	Crystal Ballroom	Hold	TBA
	4:30AM	11:30PM	BORD ROOM	HOLD	TBA
Sun, 1/04/09	4:30 AM	2:00PM	BORD ROOM	HOLD	TBA
	4:30 AM	2:00 PM	Grand Ballroom	HOLD	TBA
	4:30 AM	2:00 PM	Crystal Ballroom	HOLD	TBA

Meeting room rental is Complimentary. Your Meetings and Conventions manager will confirm your meeting room assignments after we receive this signed contract. *The Grand Sierra Resort is pleased to offer 5%off discount for food and beverage, water is complimentary*

- C.O.D. Snack Bar waived Revenue Guarantee

Shipping Policy

The Grand Sierra Resort and Casino cannot accept incoming freight or packages for hotel guests or groups. However, the Executive Business Center (EBC), located in the Hotel, will gladly assist in receiving/handling/storing all incoming packages and freight at a charge. You may schedule delivery of your boxes or pick-up your items at the EBC. Charges for these services may be posted to your Hotel Room, Master Account, Credit Card or may be paid by cash or check.

Guest Services

The general hotel phone number is **775-789-2000**, for those guests needing to be reached. Guest faxes are handled by the Executive Business Center at **775-789-2418**.

Confirmation of Agreement

This will be a binding contract once it is signed and returned. A Meetings and Conventions Manager will then contact you directly to begin the planning. Thank you for considering the Grand Sierra Resort and Casino!

Sincerely,

ACCEPTED AND AGREED:
Western Area Conference WACYPAA12 2009

[REDACTED]
National Sales Manager

[REDACTED]
WACYPAA Advisory Council Chairperson

Date

Date

[REDACTED]
WACYPAA Bid Committee Chair

Date

Credit Card (type and number)

Expiration Date

FAH:alm

GROUP SALES AGREEMENT

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Hilton Eugene & Conference Center, 66 East 6th Avenue, Eugene, Oregon and Western Area Conference of Young People In AA.

ORGANIZATION: Western Area Conference of Young People In AA
CONTACT: Contact Name: [REDACTED]
Phon e #: [REDACTED]
E-mail Address: [REDACTED]

NAME OF EVENT: Western Area Conference of Young People In AA
OFFICIAL PROGRAM DATES: Thursday, December 31, 2009 through Sunday, January 3, 2010.

Please sign and return to our office no later than Friday, March 6th, 2009.

GUEST ROOM COMMITMENT

Hotel acknowledges 350 as aggregate room block and any room utilization associated with WACYPAA will apply toward said aggregate room block, this includes guests arriving prior to or after the conference dates. This update also supersedes sections of this agreement that are tied to room block utilization. The Hotel agrees that it will provide, and Western Area Conference of Young People In AA agrees that it will be responsible for utilizing, 350 room nights in the pattern set forth below:

	Thu ¹ 2/31	Fri ⁰¹ /01	Sat ⁰¹ /02
Run of House	100	125	125

GROUP ROOM RATES

Hotel confirms the following group rates (plus applicable taxes, currently 10.5 %) in effect at the time of check in: Group rates will be extended 3 days prior and 3 days following your group room block, based on availability. Your participants will need to call the hotel directly in order to ask for this extended rate.

Room	Quad Rate
Run of House	89.00

COMPLIMENTARY ROOMS

Group will receive one (1) complimentary guestroom for every (50) occupied, revenue-producing guestrooms on a cumulative basis (total room nights utilized divided by 50).

FEES FOR ADDITIONAL SERVICES

The hotel provides a variety of facilities and services not specifically described in this contract, which are available to groups and individuals at additional charge. A list of the hotel's pricing for these facilities and services is attached to this contract, or is available to individual guests upon request.

SPECIAL CONCESSIONS

In consideration of the Room Night Commitment and the functions identified on the Function Information Agenda/Event Agenda, Hotel will provide Western Area Conference of Young People In AA the following special concessions:

1. Coffee will be provided at \$12.20 per gallon inclusive of service charge.
2. Should group decide to have dinner, it will be provided for \$12.20 per person inclusive of service charge. Dinner will consist of spaghetti, salad, and garlic bread. Cookies and brownies are available for an additional \$2.45 per person + service charge.
3. WACYmart sales will count towards food and beverage minimum. All service charges will be included in the pricing of the product.
4. WACYPAA will receive a \$10 rebate per actualized, revenue producing room night.
5. WACYPAA agrees to pay meeting room rental based on the following actualized guest room scale:
 - a. 85 – 100 % - \$0.00 for meeting space
 - b. 65 – 84.9% - \$1,500
 - c. 45 – 64.9% - \$3,000
 - d. 0 – 44.9% - 6,000
6. Pool Hours – Hours will be extended to 24 hours provided there are no guest challenges. The host group agrees to close pool areas if any disturbances cannot be resolved. The committee will also make this point clear in their program announcements.
7. Hotel and host group agree to review the room block utilization 9/1/09 and again on 11/15/09 so that possible adjustments can be made if required.
8. AV rental fees (Service charge and labor included):

a. 1	Mini DV Camera	\$500
b. 1	Composite Analog Switcher	\$200
c. 1	4 speaker sound system	\$475
d. 2	4k LCD Proj. / 9 x 12 Screen pkg.	\$2,800
e. 1	12 Channel Audio Mixer	\$200
f. 2	Wireless Microphones	\$80
g.	Rental fee total	\$4,25
h.	Rental fees cover all 4 days.	5
9. The Hilton is aware that the WACYPAA host group will provide their own DJ and related equipment for events throughout the conference. At the discretion of the WACYPAA group we may or may not use the hotels AV equipment. This includes meeting presentation equipment. The hotel and or related hotel AV service understands that there may be other peripheral fees associated with required equipment various set-ups. Host group and hotel agree to review any such fees before approving and or utilizing hotel AV or related equipment. Host group also acknowledges that it may utilize to the Audio Visual section of the contract and the associated one-time \$500 fee.

RESERVATION METHOD

Reservations must be made no later than: Tuesday - December 1, 2009. Reservations made after this date are subject to space and availability. The group rate is guaranteed for all rooms booked for WACYPAA regardless of date of reservation. All room reservations for group will count towards room commitment regardless of date of reservation.

Reservations will be by: **Individual**

Individual Call In – Please contact the Hotel Direct, Toll free 1-800-937-6660 or via Fax at 541-342-6661. Once an individual reservation has been made, any changes should be made directly with our Group Reservations Department. A credit card number or 1 nights advance deposit will be required to secure a room out of this block. Cancellations must be received 48 hours prior to arrival or 1 night room and tax will be assessed.

Any reservation canceled within 24 hours of arrival will be charged one night's room and tax. It is very important to convey this reservation information to your guests.

PAYMENT INFORMATION

Your program is not considered definite until Payment Information is received.

As per our agreement, the following method of payment will be utilized with the group

Master Account: Payment in Advance

Room & Tax: Individual Guest

Banquet Charges: Master Account

Incidentals: Individual Guest

DEPOSIT SCHEDULE: WACYPAAs agrees to a good faith deposit of \$1,000 and the signing of this agreement and further acknowledges that the group will fill out the required credit application and all final bills will be settled by no later than 1/6/2010.

In the event the Hotel does not receive such prepayment, the Hotel shall have the option of releasing your space by providing you with written notice, and you will remain liable for any cancellation and other similar charges provided in this Agreement.

FUNCTION INFORMATION AGENDA/EVENT AGENDA

Based on the requirements outlined by Western Area Conference of Young People In AA, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda. All of the

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
12/31/2009	12:00 PM	24 hour hold	Setup	Playwrights	-	-	
12/31/2009	12:00 PM	24 hour hold	Setup	Composers	-	300	
12/31/2009	12:00 PM	24 hour hold	Hospitality	Vistas II	-	25	
12/31/2009	12:00 PM	24 hour hold	Hospitality	Vistas I	-	25	
12/31/2009	8:00 AM	24 hour hold	Meeting	Exec. BR	Conference	20	
12/31/2009	8:00 AM	24 hour hold		Directors	-	25	
12/31/2009	8:00 PM	24 hour hold	Dance	Composers	-	300	
1/1/2010	6:00 AM	24 hour hold	Hospitality	Vistas II	-	25	
1/1/2010	6:00 AM	24 hour hold	Hospitality	Vistas I	-	25	
1/1/2010	8:00 AM	24 hour hold	Meeting	Sousa	Theatre	125	
1/1/2010	8:00 AM	24 hour hold	Hospitality	Joplin	-	25	
1/1/2010	8:00 AM	24 hour hold	Meeting	Playwrights	Theatre	1000	
1/1/2010	8:00 AM	24 hour hold	Meeting	Exec. BR	Conference	20	
1/1/2010	8:00 AM	24 hour hold	Meeting	Bloch	Theatre	125	
1/1/2010	8:00 AM	24 hour hold	Meeting	Seeger	-	25	
1/1/2010	8:00 AM	24 hour hold		Directors	-	25	
1/2/2010	6:00 AM	24 hour hold	Hospitality	Vistas I	-	25	
1/2/2010	6:00 AM	24 hour hold	Hospitality	Vistas II	-	25	
1/2/2010	8:00 AM	24 hour hold	Hospitality	Joplin	-	25	
1/2/2010	8:00 AM	24 hour hold	Meeting	Exec. BR	Conference	20	
1/2/2010	8:00 AM	24 hour hold	Meeting	Playwrights	Theatre	1000	
1/2/2010	8:00 AM	24 hour hold	Meeting	Sousa	Theatre	125	
1/2/2010	8:00 AM	24 hour hold	Meeting	Bloch	Theatre	125	
1/2/2010	8:00 AM	24 hour hold		Directors	-	25	
1/2/2010	8:00 AM	24 hour hold	Meeting	Seeger	-	25	
1/3/2010	6:00 AM	24 hour hold	Hospitality	Vistas II	-	25	
1/3/2010	6:00 AM	24 hour hold	Hospitality	Vistas I	-	25	
1/3/2010	8:00 AM	24 hour hold	Meeting	Seeger	-	25	
1/3/2010	8:00 AM	24 hour hold	Hospitality	Joplin	-	25	
1/3/2010	8:00 AM	24 hour hold		Directors	-	25	
1/3/2010	8:00 AM	24 hour hold	Meeting	Exec. BR	Conference	20	
1/3/2010	8:00 AM	24 hour hold	Meeting	Bloch	Theatre	125	
1/3/2010	8:00 AM	24 hour hold	Meeting	Sousa	Theatre	125	
1/3/2010	8:00 AM	24 hour hold	Meeting	Playwrights	Theatre	1000	

Meal, coffee, and WACYmart pricing, as stated in the Special Concessions section, includes the service charge.

FOOD AND BEVERAGE ATTRITION

Western Area Conference of Young People In AA agrees that it will provide a minimum food and beverage revenue of \$5,000.00 as part of the Event. A sliding scale, as outlined in the Special Concessions section, will be charged for all the meeting space for the duration of the event. The room rental charge will be waived in part, or in full, based on actualized room nights as listed in the Special Concessions section of this contract. If Western Area Conference of Young People In AA provides less food and beverage revenue, it agrees to pay Hotel the difference between what was actually spent on food and beverage as part of the event and the food and beverage minimum.

FOOD AND BEVERAGE POLICIES

Due to licensing requirements and quality control issues, all food and beverage to be served on the Hotel property must be supplied and prepared by the Hotel. Due to fluctuation in food costs, menu prices are subject to change. The hotel will guarantee a menu price 3 months prior to group's arrival.

AUDIO VISUAL

The Hilton Eugene & Conference Center must provide all audio visual equipment for your function. The Hilton's on-site Audio Visual Company offers state-of-the art equipment and technical support staff for all your event needs. Should you choose to use an outside vendor for your audio visual needs, you will be charged a \$500 vendor fee.

EXHIBIT SPACE

The hotel has reserved function space to accommodate as many table top displays as we can fit in our conference center lobby.

All fire permits need for the event will be paid for and arranged by the hotel.

Exhibit space includes a table, 2 chairs, linens, skirting, and wastebasket, general cleaning of the aisles, lighting, heating, and ventilation. Rental charges do not include drayage, decoration, and security services, labor or storage of display materials and show merchandise prior to and following scheduled exhibition. Due to storage space limitations in the Hotel, we suggest that any exhibits or materials for the meeting be sent to the selected drayage company for storage. Small packages can be received at the Hotel by making prior arrangements with the Catering Manager. Standard charges for the use of electrical power lines, spot lighting, water, etc. can be secured upon request to our Catering Department.

The group acknowledges that the Hotel and its owners do not maintain insurance covering property brought into the Hotel by exhibits and that it is the full responsibility of the exhibitors to obtain insurance covering such losses. The group shall give written notice of such to any exhibitor who is permitted to use the function or exhibit space furnished by the Hotel.

PARKING

The Hilton Eugene & Conference Center has an on-site covered parking structure; your attendees will appreciate the convenience of parking on-site in our affordable, secure garage. Parking will be available on a complimentary basis. Additional parking fees will be charged per day at \$12.00 for valet parking.

FORCE MAJEURE

The performance of this Agreement by either party is subject to acts of God, government authority, disaster or other emergencies, any of which make it illegal or impossible to provide the facilities and/or services for your meeting. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

INSURANCE

The Hotel and the Group shall obtain and maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities, which may reasonably arise out of or result from the respective obligations pursuant to this contract.

INDEMNIFICATION

Each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the gross negligence or intentional misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

AFFIRMATIVE ACTION

Davidson Hotel Company is an equal opportunity employer. All federal EEO and affirmative action requirements in race, sex, religion, nation origin, handicap and Veteran status, veterans or disabled veterans status as found in 41CFR 60-1.4, 60-250.4 and 60-741.4 are herein incorporated by reference.

AMERICANS WITH DISABILITIES ACT

Both the Group and the Hotel shall be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act as defined by law. The Hotel shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by Group for use in sleeping rooms and public areas of the hotel, provided that Group gives reasonable advance written notice to the Hotel of such needs. Group shall be responsible for the cost of any auxiliary aids and series (including engagement of and payment to specialized service providers, such as sign language interpreters), necessary for use in the meeting space used by the group, other than those types and quantities typically maintained by the Hotel.

ARBITRATION/DISPUTE RESOLUTION/ATTORNEY'S FEES

Any controversy, claim or dispute arising out of or relating to this Agreement, shall be resolved through non-binding mediation and/or binding arbitration conducted in accordance with the rules of the American Arbitration Association or JAMS in the State in which the Hotel is located. The law of the State in which the hotel is located will be the governing law. The arbitration award will be enforceable in any state or federal court. In any arbitration or court proceeding, the prevailing party shall be entitled to recover reasonable attorney's fees and costs. In addition, Group shall be responsible for payment of attorneys' fees and interest associated with the Hotel's efforts to collect monies owed under the terms of this agreement.

COMPLIANCE WITH LAWS

Group agrees to comply with all applicable U.S. federal, state and local laws governing the agreement and event, including any rules, regulations or requests of the U.S. Department of Homeland Security.

NOTICE

Any notice required or permitted by the terms of this contract must be in writing. Notice may be sent via facsimile transmission and will be considered effective as of the date and time of the facsimile confirmation of transmission.

WAIVER

If either party agrees to waive its right to enforce any term of this contract, it does not waive its right to enforce any other terms of this contract.

PROMOTIONAL CONSIDERATIONS

We have the right to review and approve any advertisements or promotional materials in connection with your function that specifically references any name or logo of the Hilton Eugene & Conference Center.

SECURITY

We have no insurance for and are not responsible for any loss or damage to your property. If required, in our sole judgment, or order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our prior approval. Such security personnel may not carry weapons. For the safety of persons and property, no fireworks or incendiary devices may be used indoor at the hotel. Group agrees to comply with all applicable federal, state and local laws, including health and safety codes and federal anti-terrorism laws and regulations including all provisions of the Patriot Act and regulations of the U.S. Department of Homeland Security and the Office of Foreign Assets Control. Group agrees to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. Hotel acknowledges and agrees that the host group will provide their own volunteer security staff at the conference and this part of the conference host committee agrees to work directly with hotel security staff as needed. Host group agrees to comply with all requirements for the in-house security group.

CANCELLATION

In the unlikely event that you should decide to cancel this event at any time after execution of this Agreement, the following cancellation charges will apply, which are not a penalty and represents a reasonable effort by the Hotel to establish its loss prospectively and are liquidated damages:

Signature Date to 190 days prior to arrival	25% of estimated revenue	\$8,537.50
189 days to 120 days prior to arrival	50% of estimated revenue	\$12,806.25
119 days to 90 days prior to arrival	75% of estimated revenue	\$25,612.50
89 days prior to arrival	85% of estimated revenue	\$34,150.00

These payments may be subject to the applicable taxes. Such payment shall be made by certified check or wire transfer and shall accompany your notice of the exercise of this cancellation option. Any attempted exercise of this right without the inclusion of payment, as set forth above, shall be invalid. Proper notice of cancellation is not default rather an exercise of a right under this Agreement to cancel this Agreement without any further obligations. Force Majeure- The performance of this Agreement by either party is subject to acts of God, war, government regulations, disaster, strikes, civil disorders, or other emergencies making it illegal or impossible to substantially perform this Agreement.

SIGNATURE

This contract, with exhibits attached (if any) constitutes the entire agreement between the parties and may not be amended or changed unless done so in a writing signed by Hotel and Group.

The undersigned represent that they are authorized to sign and enter into this contract.

Please sign and return to our office no later than Friday, March 6th, 2009. Notice may be sent via facsimile transmission and will be considered effective as of the date and time of the facsimile confirmation of transmission.

SIGNATURES

Approved and authorized by Western Area Conference of Young People In AA.

Name: (Print) _____ Signature: _____
Title: (Print) _____ Date: _____

Approved and authorized by Hotel:

Name: [Redacted] Signature: _____
Title: Sales Manager Date: _____