

EDMONTON
All in.

**WE MOVE
MOUNTAINS
EVEN THOUGH
WE DON'T
HAVE ANY.**

Canadian Association of Laboratory Accreditation
CALA AGM
June 2019

A CONFERENCE
IS A CONFERENCE
IS A CONFERENCE
**UNTIL YOU HOST
IT HERE.**

EDMONTON
All in.

IGNITE FESTIVAL 2015, SHAW CONFERENCE CENTRE | PHOTO BY AMPERSAND GREY

The Canadian Association for Laboratory Accreditation (CALA) is known for responsive and efficient quality assurance services. The CALA AGM 2019 is dedicated to accreditation, proficiency testing and training. As their trusted planner we know you call for efficiency, savings and return on investment on behalf of your organization. All of this while also delivering on an inspiring conference and destination experience for the delegate.

YOU

EDMONTON
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US

At Edmonton Tourism we have a history of delivering successful events. We feel that when an organization commits to a destination, the host must provide clear commitments to your organization as well.

In Edmonton, we know how to make things happen. We're more than a meeting space; we're a city of collaborators who work with planners, and make new connections to achieve mutual success.

ABOUT EDMONTON

Edmonton is the capital city of Alberta, Canada and North America's northernmost city with a population of a million plus. We are famous for our love affair with festivals, fab shopping, lively arts and music scene, sprawling picturesque river valley, and Instagram-worthy food for every taste. We have world-class venues, all the best hotels and an international airport that flies to 60 worldwide destinations non-stop. We are a modern urban centre in the heart of wilderness, but it's the warmth of our people and their welcoming spirit that truly make Edmonton different than other cities.

ALBERTA'S CAPITAL CITY

Alberta is the only province in Canada without a provincial sales tax – benefitting your core budget, and the wallets of your delegates looking to shop and explore Edmonton – so every member gets more from their time in Edmonton!

A million plus Edmontonians call Alberta's capital home. They're the entrepreneurs, experts and hosts that can help turn your opportunities into reality. Famous for our festivals, lively arts and music scene and sprawling picturesque River Valley, we offer much more than just places for your delegates to eat, sleep, and be entertained.

CANADA'S CATALYST CITY

Edmonton is a catalyst for change. And we're not talking about the type of change you find in your sofa. Our dream team will work with yours to take your vision and turn it into "unforgettable" for your delegates. How? With creative solutions, a can-do attitude and a citywide network of doers and makers eager to roll up their sleeves and get things done.

A scenic view of the Edmonton River Valley during autumn. The foreground is filled with trees displaying vibrant yellow and orange foliage. In the middle ground, a river flows through a lush green valley. The background features the city skyline of Edmonton, with several high-rise buildings under a clear, bright sky.

ACCOMMODATIONS

Dividing the city of Edmonton is our sprawling picturesque River Valley. Stay north of the river in Downtown for connections to everywhere you want to go, explore unique attractions in the Westend, or soak up historic Edmonton charm on the southside. Our accommodations offer more than just four walls; they're the hub of an unforgettable stay for your delegates.

CALA AGM 2019 Room Block Overview

Event Dates: Monday, June 10th – Tuesday, June 11th 2019

Check in Date: Sunday June 9th 2019

Check out Date: Tuesday June 11th 2019

WESTEND HOTELS	PEAK ROOMS	TOTAL ROOMS	RATE* (FROM)	CONCESSIONS
DoubleTree by Hilton	28	53	\$169.00	*1/40 comp room nights, Comp wifi, Comp king Suite, Comp parking
Edmonton Marriott at Rivercree	28	53	\$175.00	*1/40 comp room nights, Comp Wifi, Comp parking, Comp luxury suite
DOWNTOWN HOTELS	PEAK ROOMS	TOTAL ROOMS	RATE* (FROM)	CONCESSIONS
Chateau Lacombe Hotel	28	53	\$159.00	*1/40 comp room nights, Comp wifi, Comp royal parlour suite
Delta Edmonton Centre Suite Hotel	28	53	\$169.00	*Comp Wifi *Comp upgrades to 1 bedroom suites
Fairmont Hotel Macdonald	28	53	\$239.00	*1/40 comp room nights *comp wifi in guestrooms *1 comp upgrade to Executive Suite
Hyatt Place	28	53	\$199.00	*
Matrix	28	53	\$170.00	*Comp Wifi *Comp parking *Comp Deluxe breakfast buffet
Sutton Place Hotel	28	53	\$179.00	*1/40 comp room nights *Comp wifi *Comp upgrades to deluxe rooms
SOUTHSIDE HOTELS	PEAK ROOMS	TOTAL ROOMS	RATE* (FROM)	CONCESSIONS
Delta Edmonton South	28	53	\$159.00	*1/40 comp room nights, Comp Wifi, Comp parking, Comp luxury suite
Renaissance Edmonton Airport Hotel	28	53	\$179.00	*1/40 comp room nights, Comp Wifi, Comp parking, Comp luxury suite

* Rates based on an escalator
All rates are quoted as non-commissionable


Please note the rate provided here is the rate that the majority of your room block has been quoted at. Please review the hotel's individual proposal included in this document for additional room category rates.



WESTEND ACCOMMODATIONS

From a day of retail therapy at the world-famous West Edmonton Mall to exploring more than 300 exotic and native animals at the Valley Zoo, the Westend's unique attractions make it the go-to destination for memorable experiences. Featuring 17 hotels, close access to the airport and a variety of world-class sites and attractions, there's no shortage of entertainment for your delegates.

Location: North-west of Edmonton's River Valley
Driving times: 30 minutes from Edmonton International Airport,
20+ minutes from Downtown



DOWNTOWN ACCOMMODATIONS

From taking in the fine arts and iconic architecture of the Art Gallery of Alberta to walking, running or biking through the captivating nature of Downtown's river valley, Canada's largest urban park, Edmonton's Downtown has an energy that your delegates will want to be a part of.

Staying in one of Downtown's 14 hotels will help your delegates pack some pleasure into their business trip.

Location: Heart of Edmonton, north of the River Valley
Driving times: 25 minutes from Edmonton International Airport

SOUTHSIDE ACCOMMODATIONS

When your delegates stay in the Southside, they'll be surrounded by rich history, modern style and easy access to top venues.

Scenic walks through the River Valley, a breakthrough food scene, and music and cultural festivities abound year-round. Featuring 16 hotels, the Southside is known for charming hospitality unique to Edmonton.

Location: Central Edmonton, south of the River Valley
Driving times: 20 minutes from Edmonton International Airport



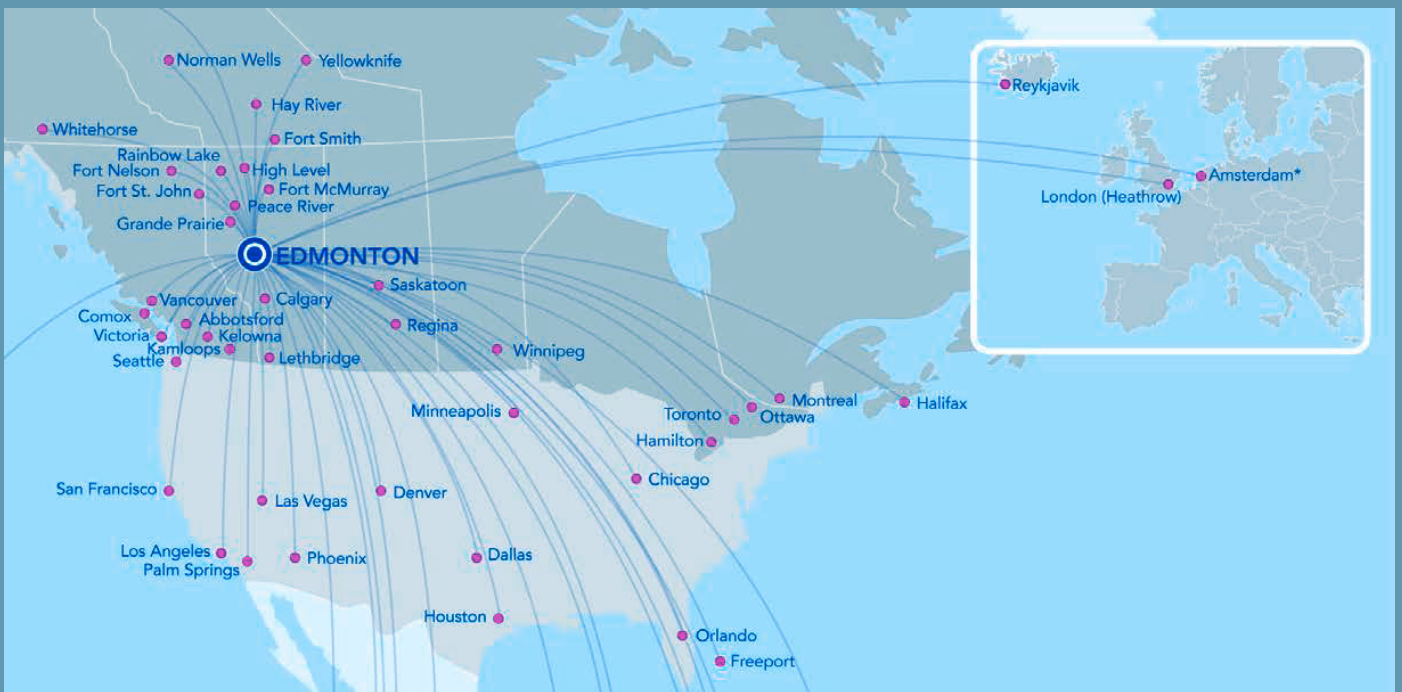
GETTING HERE

Getting to Edmonton is easier than ever with so many non-stop flights to and from the continually growing Edmonton International Airport. Keeping the title of Canada's fastest growing airport for the last 10 years, they're our ally in making sure your delegates have the air access needed to arrive smoothly.

23
commercial
airline partners

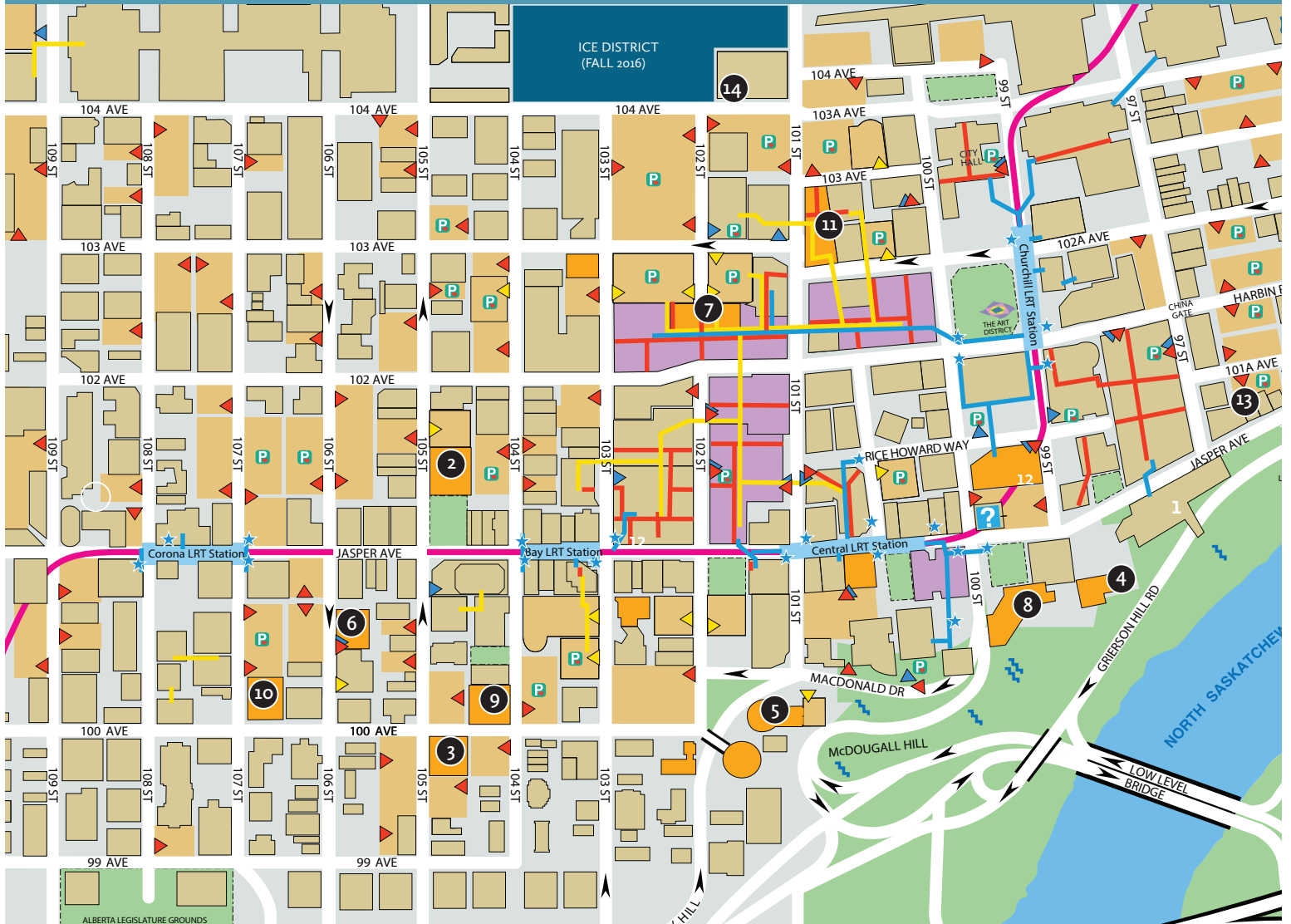
First airport
terminal in Canada
awarded LEED Gold
certification

55
direct flights



MAPS

Edmontonians are known for being helpful, which is why we've included maps to help you find your way around the city. Interested in knowing the go-to coffee shops or distance to the next offsite? Our team can help tailor resources as unique as your event.



Downtown Hotel Map

Location Key

- 1 Shaw Conference Centre
- 2 Coast Edmonton Plaza
- 3 Comfort Inn and Suites
- 4 Courtyard by Marriott
- 5 Chateau Lacombe
- 6 Days Inn Downtown
- 7 Delta Centre Suite Hotel
- 8 Fairmont Hotel Macdonald
- 9 Holiday Inn Express
- 10 Matrix Hotel
- 11 Sutton Place Hotel
- 12 Westin Hotel
- 13 Hyatt Place Hotel
- 14 Ice District & JW Marriott

Proximity to the Shaw Conference Centre

- | | |
|----------------------|---|
| 1.5 km - 14 min walk | 9797 Jasper Avenue |
| 1.7 km - 15 min walk | 10155 - 105 Street |
| 1.7 km - 14 min walk | 10425 - 100 Avenue |
| 500 m - 2 min walk | One Thornton Court, 99 Street & Jasper Avenue |
| 1.2 km - 9 min walk | 10111 Bellamy Hill |
| 1.2 km - 16 min walk | 10041 - 106 Street |
| 1.1 km - 13 min walk | 10222 - 102 Street |
| 650 m - 4 min walk | 10065 - 100 Street |
| 1.7 km - 14 min walk | 10010 - 104 Street |
| 1.8 km - 18 min walk | 10640 - 100 Avenue |
| 1.0 km - 11 min walk | 10235 - 101 Street |
| 700 m - 4 min walk | 10135 - 100 Street |
| 450 m - 5 min walk | Opening Q3 2016 |
| 1.3 km - 15 min walk | Opening Q3 2018 |

EDMONTON
All in.



RESOURCES FOR PLANNERS

Edmonton Tourism is *All In*. We're your central point of contact with a citywide network of doers and makers ready to help plan an unforgettable Edmonton experience for your delegates.

Need a supplier to get things done, ideas for an offsite that will amaze, or have that out of the ordinary request? No problem! Together, we can make anything happen.

A nighttime photograph of a city skyline with illuminated skyscrapers. In the foreground, a multi-lane highway is shown with long-exposure light trails from cars, primarily in shades of red and white. The sky is a deep twilight blue.

TRANSPORTATION

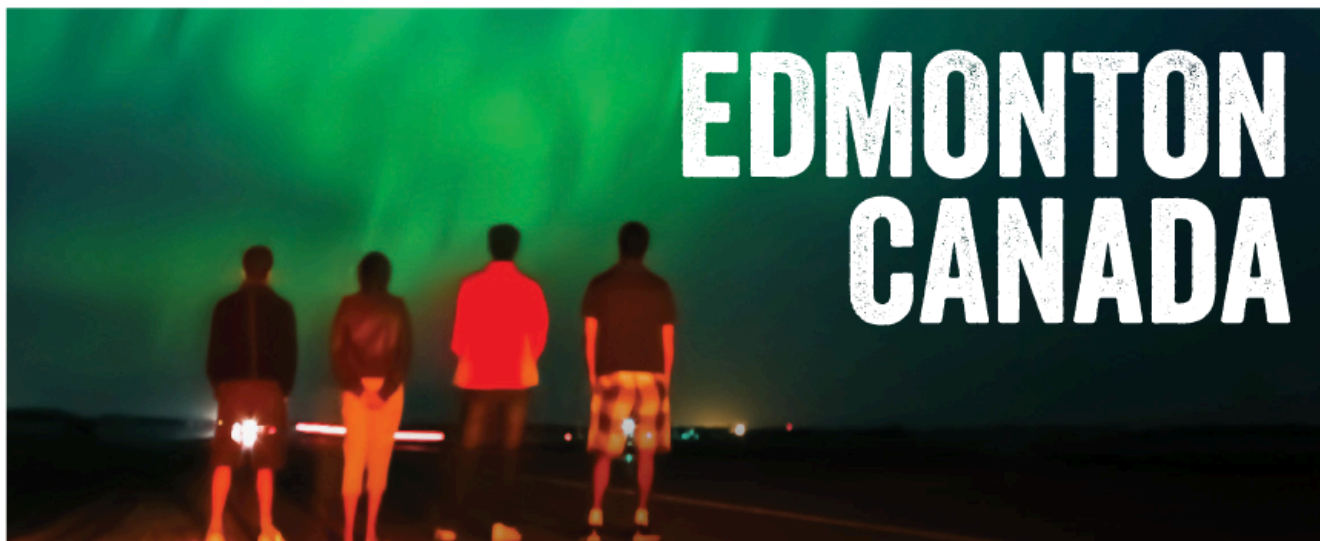
Getting around is easy when you think of all the options. Many of our hotels, venues, and world-famous markets are linked directly to Downtown's 40km indoor pedestrian network (Pedway). Plus, above and below ground Light Rail Transit (LRT), buses and taxis will take delegates throughout the city in all four seasons with ease.



EXPERIENCES

So, you're coming to Edmonton?

We're thrilled! Our team will be there every step of the way to make sure it's a success, including helping to find those Instagram-worthy experiences for your delegates to enjoy before or after the main event.



Gateway to
Canada's north
and Rocky
Mountains

0%

provincial sales tax

172
attractions

call Edmonton and area
its home

It's only 3 hours to
Jasper National Park

Alberta's capital is also
Canada's fastest growing
city, home to 1.1 million
friendly residents

Edmonton is off the
beaten track

Fort Edmonton Park



Step back 150 years to the original Edmonton. Ride the hand-carved carousel horses at the midway, catch a Klondike melodrama and spend a night in the past at the luxurious Hotel Selkirk. Who knew a time without tech could be so... invigorating?

Edmonton Arena District

Gather in the city's hub and heart, the stunning Edmonton Arena District. A vibrant public plaza, Rogers place — a state-of-the-art sports, entertainment and event venue — and a four star hotel with 362 guest rooms and suites, a 9,500-square-foot ballroom and 24,000 square feet of meeting and conference space make it a destination unlike any other in North America.

West Edmonton Mall

We call it a "mall". What it is really is North America's Mt. Everest of shopping, indoor entertainment and attractions. 800 shops and services. The world's largest indoor wave pool. Penguins. A casino. Still not interested? Chew on this: a full-sized pirate ship. As a bonus, there is no provincial sales tax, just the federal five percent Goods and Services tax.



Majestic Aurora

Let Edmonton be your gateway to the magic of the Aurora Borealis in the spectacular North. Spend memorable evenings under the mesmerizing Northern Lights in prime viewing spots where the colourful sky dance unfolds.

Convention Spaces

Marvel at one of the best convention views in town at the Shaw Conference Centre, overlooking the beautiful North Saskatchewan River Valley, and able to accommodate events of any size or scope. The Edmonton Exposition and Conference Centre is a little bit of high-tech features with a lot of flexible, indoor space, with enough room to accommodate the biggest conferences and special events west of Toronto.

River Valley Adventure Co.

What better way to explore North America's longest urban parkland than by Segway? Summer or winter, wind your way through our river valley trails, taking in the scenic landmarks and breathtaking vistas at a leisurely yet exhilarating 15 km/hr.



LET'S TALK

If you're looking for a memorable, original meeting or conference experience, you'll get it here. Because in Edmonton you'll find more than a meeting space, you'll discover the ally you need to make your next gathering succeed.

STEPHANIE GRUSON

Business Development Manager,
Edmonton Tourism

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E SGRUSON@EDMONTON.COM

APPENDIX

Hotel Property Proposals



A Warm Welcome

CALA AGM 2019

Catering & Accommodations Proposal





Where the little things mean everything.™

We put back some of what travel takes out

At DoubleTree by Hilton™ West Edmonton we put the human touch back into your travel experience. It all starts with the warm welcome of a chocolate chip cookie at check-in. Then the caring keeps coming with everything from the luxurious comfort of our premium sleep experience, to our highly-trained staff members who are dedicated to anticipating your needs so your stay is the best it can be.

What our guests can expect

As guests of our newly revitalized hotel, you will enjoy:

- A Brand New Hotel with 238 Luxuriously Furnished Guestrooms
- Dramatic new lobby with personalized check-in counters along with the signature DoubleTree cookie welcome
- Complimentary surface parking
- Complimentary use of our new pool and fitness centre
- Free local phone calls from all guest rooms
- Full business centre with the latest in computer technology
- Free wireless high speed internet in all guest rooms
- Several dining options to choose from including the Mayfield Dinner Theatre
- 100% Smoke Free Environment
- Complimentary West Edmonton Mall Shuttle



Hilton HHonors™

With Hilton HHonors™, you can earn points towards free nights every time you stay at one of our ten distinct brands and can even earn rewards for booking a meeting or event. With a hotel for every style, budget and occasion, Hilton HHonors lets you transform points into memories you can't help but share at more than 3,800 hotels and resorts worldwide.

Not a member? Join now by visiting [HHonors.com/join](https://www.hilton.com/join)



Awards & Recognition

Venue of the Year at the MPI Greater Edmonton Event Management Awards

Edmonton, AB, June 19, 2015 – DoubleTree by Hilton™ West Edmonton has won the Venue of the Year Award at the Meeting Professionals International (MPI) Greater Edmonton Event Management Gala. This annual event recognizes outstanding people and companies within the event industry.

TripAdvisor® 2015 Certificate of Excellence Award

The Certificate of Excellence award celebrates hospitality excellence and is only presented to businesses that consistently achieve outstanding traveller reviews on TripAdvisor®. To qualify for the award, businesses must maintain an overall rating of four or higher as reviewed by travellers on the travel website. Only the top performing 10 per cent of businesses listed on TripAdvisor® receive the award.



Best Hotel in Western Canada by Meetings + Incentive Travel

Vancouver, B.C., November 25, 2015 – The DoubleTree by Hilton™ West Edmonton has been voted by readers of *Meetings + Incentive Travel* magazine as the Best Hotel in Western Canada. The hotel was nominated for the award by past guests who had hosted meetings and conferences at the hotel over the past year. The DoubleTree by Hilton™ West Edmonton beat out 29 premier hotels across Manitoba, Saskatchewan, Alberta and B.C.

More than 1,500 people cast their votes for the year's best Canadian hotels, venues and meeting service suppliers in the magazine's annual Readers' Choice Awards. Competing against more than two dozen luxury hotels including Chateau Lacombe and Hotel MacDonald by Fairmont, DoubleTree by Hilton™ West Edmonton was chosen by readers as first in its class, taking home the award for Best Hotel in Western Canada.



Value Added

In recognition of the CALA AGM 2019 event you are hosting with the DoubleTree by Hilton™ West Edmonton we are able to offer you additional value added inclusions for your upcoming event:

- The Hotel agrees to provide the Client with one (1) complimentary Deluxe room per every **40** paid rooms occupied by your attendees for the official dates of your meeting listed on the first page of this Agreement. Complimentary rooms will be credited to the Client once guestrooms have been actualized.
- **1** (One) Complimentary King suite for the duration of your program
- Storage facility offered complimentary for Sunday night
- Complimentary self parking
- Complimentary internet in banquet space and guest rooms

Guestroom Information

The following room block is currently available for your group:

	06/09/2019	06/10/2019	06/11/2019
Deluxe Standard Guest Rooms	22	28	3

We are pleased to confirm the following room rates:

Room	Single Rate	Double Rate
Deluxe Standard Guest Rooms	169	169

The above room rates include complimentary parking, wireless internet access, local and 1-800 phone calls, along access to our pool, fitness and business centres. Rates are net, non commissionable and are based on single & double occupancy; a \$15.00 charge will apply for each extra adult to a maximum of 4 adults per room.

Children under 12 years of age stay free in their parent's room.

Pre and Post Dates

We will extend the above group rates, three (3) days before and three (3) days after the contracted convention dates, subject to guestroom availability.

Tax & Service Charges

Please add 4% Edmonton Tourism Levy, 3% Destination Marketing Fee and 5% GST (Goods and Services Tax) to the above rates.

All room rates are subject to applicable taxes. All tax structures and percentages are subject to change without notice. Non-residents of Canada are eligible for an exemption from the 5% Goods and Services Tax (room portion only) upon completion of an Assignment of Rights to Short Term Accommodation.

Reservation Methods

We offer a variety of reservation methods including the following:

- Individuals may reserve their guestrooms with one of our Reservation Agents. We offer two (2) reservation numbers: (780) 484-0821 or our toll free number 1-866-223-8654
- An online reservation link to allow your attendees to book their room online and allows you as the organizer to check pick up at your convenience.
- Rooming List – we are pleased to accept rooming lists with your billing instructions. Once these reservations are processed, you will receive a confirmation list.

Cutoff Date

Room blocks are typically held until 4 weeks prior to arrival after which date, any unsold rooms in your block are released for general sale.

Meeting Room Information

Schedule of Events

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
Monday, June 10, 2019	8:00 AM	4:00 PM	Meeting	SBCC #6	Classroom	18	All Inclusive
Monday, June 10, 2019	5:30 PM	6:30 PM	Reception	Maligne 1,2 Room	Reception Style	33	\$300.00
Monday, June 10, 2019	6:30 PM	9:00 PM	Dinner	Maligne 1,2 Room	Rounds of 6	33	
Tuesday, June 11, 2019	8:00 AM	11:00 AM	Meeting	SBCC #1	Classroom	10	All Inclusive
Tuesday, June 11, 2019	8:00 AM	11:00 AM	Meeting	SBCC #2	Classroom	19	
Tuesday, June 11, 2019	1:00 PM	4:00 PM	Meeting	SBCC #7	Cabaret	55	

Continental breakfast is included in the daily meeting package. Should you wish to upgrade to a hot buffet breakfast you can do so at \$6.00 per person, plus tax and gratuities

Room Rental

Based on guestroom and food requirements indicated above, the meeting room rental is **\$300.00**. This is a discount of **\$950.00**. Additional meeting rooms requested are subject to rental fees.

Catering Minimums

Because food and beverage prices fluctuate in accordance with market conditions, menu prices for planned food and beverage functions will be confirmed no earlier than three (3) months prior to the CALA AGM 2019 event. For your information and guidance, our current menu prices for 2015 are as follows:

Continental Breakfast:	from \$ 19.00
Hot Breakfast:	from \$ 23.00
Plated Lunch:	from \$ 26.00
Buffet Lunch:	from \$ 27.00
Plated Dinner:	from \$ 45.00
Buffet Dinner:	from \$ 54.00
Coffee Break	from \$ 13.00
Reception	from \$16.00

SilverBirch Conference Centre – More Than a Place to Meet

Our SilverBirch Conference Centre is a modern and distraction-free meeting experience which features fresh cuisine and the latest built-in technology. This centre features 7 private meeting rooms all joined by the all-day Connections Café. This all-inclusive meeting package is designed to make meeting planning stress-free, convenient and easy to budget.

Delegates of the SilverBirch Conference Centre will experience:

- Deluxe continental breakfast (enhance it to a Full Hot Breakfast Buffet for \$6.00 more per person), AM break, and PM break all served in our Connections Café where delegates can relax in our lounge or return to the meeting room
- Buffet lunch in our new restaurant, Stages Kitchen & Bar
- Use of audio visual equipment which features a projector, screen, built in audio, and a microphone
- Dedicated sound proof meeting room
- Wireless internet



As the meeting planner you can take advantage of:

- Key card entry
- Access to our secure safe for all valuables
- Individual climate control
- Designated conference planner
- An easy to budget per person cost that includes the service charge



Your estimated charges for this meeting package as described above are as follows:

Meeting Package	Qty	Unit Price	# of Days	Total
SilverBirch Conference Centre Half-Day Meeting Package	26	\$82.00	1	\$2,132.00
SilverBirch Conference Centre Daily Meeting Package	52	\$89.00	1	\$4,628.00
Subtotal				\$6,760.00
GST (5%)				\$338.00
Total				\$7,098.00

Meeting Space

Additional meeting rooms requested are subject to rental. Meeting room set up types and requirements must adhere to City of Edmonton fire regulations. Under no circumstances may your event exceed the maximum operational occupant load.

Room Rental prices are subject to a 17% service charge and a 5% Goods and Services Tax (subject to change without notice).

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.

Food and beverage prices are subject to a 17% service charge and 5% Goods and Services Tax (subject to change without notice). Menu prices are subject to change based on market pricing fluctuations.

AudioVisual Equipment & Lighting

Freeman Audio Visual Canada (AVW TelAV) is our in-house audio visual equipment supplier. They are available for all your audio-visual needs, providing state-of-the-art equipment.

Our on site contact is:

Michael Feehan, Technical Services Manager

Freeman Audio Visual Canada

Office: 780-930-4036

Cell Phone: 780-699-3329

Email: Michael.Feehan@freemanco.com

All Audiovisual Equipment will also be subject to a 17% service charge and a 5% Goods and Services Tax (subject to change without notice).

Confirming Your Group Arrangements

Thank you for considering our property as the location for your upcoming event, we would be delighted to assist you in planning this very important meeting. Please note that I am currently holding space for your event and will continue to do so until **Friday, August 5th, 2016**. This proposal will be valid until that time, after that date pricing and availability will be subject to availability and may change.

I will contact you shortly to review the proposal and confirm arrangements as necessary, if there is anything I can do to assist with your decision making process, please feel free to contact me anytime.

I look forward to working with you and securing your business here at the new DoubleTree by Hilton West Edmonton.

Sincerely,

Andrea Morris, Sales Manager

DoubleTree by Hilton West Edmonton

16615 109 Avenue

Edmonton AB T5P 4K8

Direct: 780-930-4044

E-mail: andrea.morris2@hilton.com



300 East Lapotac Blvd
Enoch, Alberta
www.edmontonmarriott.com

Proposal for CALA AGM 2019





July 14, 2016

Dear Valued Client,

We are excited about the opportunity to host the **CALA AGM 2019**. Our associates look forward to welcoming you to our hotel. We know that you have many choices within the market, so thank you for considering us as the potential location of your upcoming event.

ABOUT THE EDMONTON MARRIOTT AT RIVER CREE RESORT

Expand your horizons at the four-star Edmonton Marriott at River Cree Resort. Our resort boasts 49 acres of property, which encompasses facilities such as a full casino, two NHL sized hockey rinks, and 249 luxury guest rooms and suites.

We are easily accessible near West Edmonton; only 20 minutes away from the Edmonton International Airport and a quick 6 minute drive from the famous West Edmonton Mall with a complimentary shuttle bus leaving every 30 minutes from the front doors of the Hotel or the front doors of the Casino. We also have plenty of space for your group to park conveniently with over 1,900 complimentary parking stalls.

With nearly 40,000 square feet of banquet space, the resort can accommodate up to 3,500 people at one time for your conference, board meeting or social event. We also feature a property-specific “Red Coat App” that can be installed on any smart phone and allows direct and immediate communication between our clients and their on-site contacts. In addition to our banquet facilities, the resort showcases three restaurants including a steakhouse, a pub and of course our Kitchen Buffet & Bistro which seats up to 300 people and is open from 6:00 AM to 1:00 AM daily.

The Marriott standard is to always provide an “Excellent” overall experience. We strive for excellence in everything that we do, and in doing that we offer you the guest a superior experience. Come visit us at the Edmonton Marriott and we will ensure you enjoy your stay.



You and your guests can feel confident in knowing that our impeccably trained associates are committed to providing a flawless event and this commitment extends from our Associates who first greet you to our General Manager, Renjith Vengalil.

Currently we can offer the following group room availability:


ROOM BLOCK


Date	Day	Standard	Total Rooms
06/09/2019	Sun	22	22
06/10/2019	Mon	28	28
06/11/2019	Tue	3	3

OVERNIGHT ROOM RATES

The Edmonton Marriott at River Cree Resort is pleased to provide you with your 2019 guestroom rates for your upcoming event.

Start Date	End Date	Room Type	Single	Double
06/09/2019	06/12/2019	Standard Room	\$175.00	\$175.00

 Please Note: Sleeping rooms are per room, per night without applicable taxes

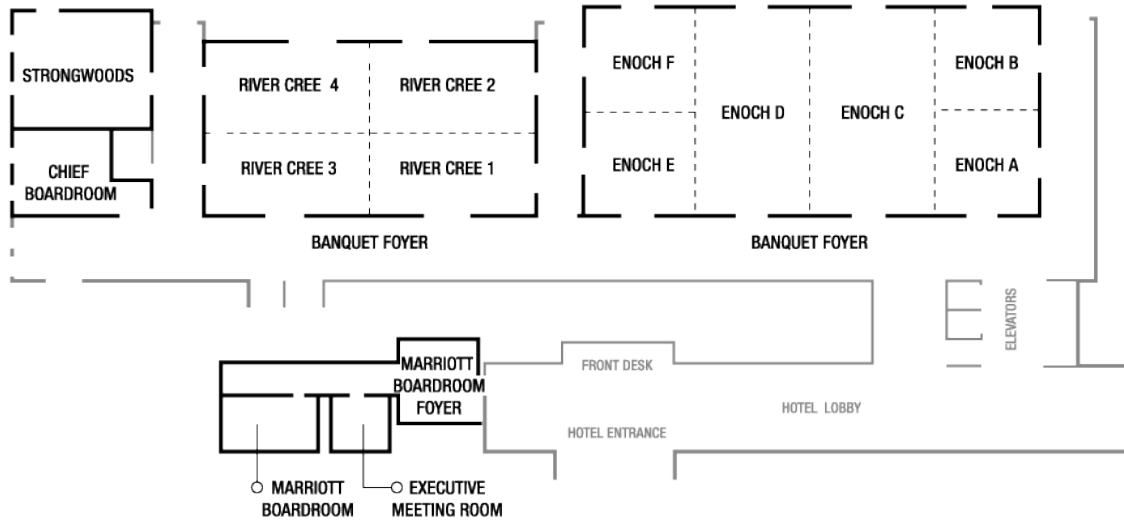
 Room rates are commissionable

Hotel Room Rates are subject to a taxable marketing fee of 3%. Hotel Room Rates are also subject to applicable government and local taxes (currently 9%). Changes in taxes and fees implemented after booking will affect the total room price.



EVENT AGENDA

Based your requirements we can offer the following dates and meeting space:

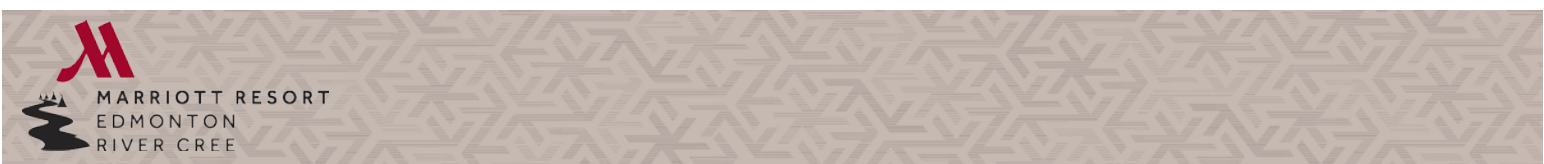


Date	Day	Start Time	End Time	Function Type	Setup	# People	Related Events
06/10/2019	Mon	7:00 AM	3:00 PM	Breakfast	Rounds of 10	23	7:00 AM - Breakfast Buffet 10:00 AM - Coffee Break 12:00 PM - Lunch 2:30 PM - Coffee Break
06/10/2019	Mon	8:00 AM	4:00 PM	Meeting	U-Shape	18	
06/10/2019	Mon	5:30 PM	6:30 PM	Reception	Lounge	33	
06/10/2019	Mon	6:30 PM	9:00 PM	Dinner	Rounds of 10	33	
06/11/2019	Tue	7:00 AM	3:00 PM	Breakfast	Rounds of 10	55	7:00 AM - Breakfast 12:00 PM - Lunch
06/11/2019	Tue	8:00 AM	11:00 AM	Meeting	U-Shape	19	8:00 AM - Continuous Break
06/11/2019	Tue	8:00 AM	11:00 AM	Meeting	Conference	10	8:00 AM - Continuous Break
06/11/2019	Tue	1:00 PM	4:00 PM	General Session	Crescent Rounds	55	

FACILITY SERVICE FEES

Based on CALA’s requirements, Hotel’s function space fees would be **\$4000.00**. Based upon the Room Night Commitment and the functions identified on the Function Information Agenda/Event Agenda outlined in this Agreement, the Hotel will waive these fees based on \$8000.00 F&B minimum.

Please note: the Facility Service Fee does not reflect a 24 hour hold on the contracted space



FOOD AND BEVERAGE

The following 2016 catering minimums can be used as a guideline when formulating your food and beverage budget:

<i>Event Description</i>	<i>Rate per person</i>
Breakfast - Continental	\$20.00
Breakfast - Hot	\$23.00
Coffee Service - Coffee & Tea Only	\$4.25
Lunch	\$29.00
Reception – Food only	\$19.00
Dinner	\$50.00
Dinner Buffet	\$53.00

*minimums do not include G.S.T. or gratuities (currently 18%)

"Minimum catering prices are subject to an annual increase of 6% which will be applied during the meeting/convention detailing stage."



SPECIAL CONCESSIONS

Based on 85% of your group room block being actualized we are pleased to offer the following special considerations:

- One complimentary luxury suite for the duration of the conference valued at \$599.00 per night.
- One (1) per forty (40) complimentary policy
- Storage facilities made available from Sunday to Tuesday.
- Complimentary internet in meeting space & guest rooms
- Complimentary meeting space with \$8000.00 F&B minimum.
- Complimentary parking
- The Howes Group clauses to be reviewed and Marriott clauses used that are similar.

EDMONTON MARRIOTT EVENT PROCESS

We take pride in ensuring all of our clients' enjoy extraordinary service. As you transition through the sales and event process with us, you will work with our team on finalizing your event. From first contact with your Sales Manager to your final billing process, our mission is to provide excellent overall service during the Sales phase, a smooth transition into the Planning phase, and for you to experience genuine & flawless service during the staging of your event.

As outlined below, the process is broken down into several phases. Please let us know at any time if there is anything we can do to ensure your event is an excellent one!

Sales Phase: Your experience and service with your Sales Manager in the initial stages of planning and confirming your event with the Edmonton Marriott at River Cree Resort

Planning Phase: Your experience with our Events team during the planning stage of your event process

Event Phase: Your experience with your Banquet Captain and the staff on the days of your event here at the hotel



Billing Phase: Your experience with our Accounting department in finalizing the payment/invoicing portion of your event

Thank you once again for considering the Edmonton Marriott at River Cree Resort, you can feel confident that our team will do everything possible to ensure you have a successful meeting and meet all of your event objectives.

MARRIOTT REWARDS

Marriott created Marriott's Rewarding Events for hardworking planners everywhere — beginners and professionals alike. Earn points for your events and use them for items from our extensive [online catalogue](#).

Remember Marriott Rewards was voted the #1 rewards program in the world (6 consecutive years by Fortune Magazine) for a reason...simply said, IT IS THE BEST!



DECISION DATE

I am currently holding the outlined function space for your group and will continue to do so until December 23, 2016. At that time, should you wish to move ahead with your event I would be happy to supply you with an agreement for your review and approval.

I will contact you to see how your plans are progressing in regards to this event. In the meantime, please call me at 780-930-2623 with any questions.

Again, thank you for considering the **Edmonton Marriott at River Cree Resort**. We look forward to working with you and our future correspondence.

Kindest Regards,

Stephanie Lynch Sales Manager
Edmonton Marriott at River Cree Resort
300 East Lapotac Blvd
Enoch, Alberta T7X 3Y3
Ph: 780-930-2623
Direct Fax: 780-930-2736
Email: stephanie.lynch@marriott.com



**CHATEAU
LACOMBE**
HOTEL

July 6, 2016

Canadian Association of Laboratory Accreditation Association
102-2934 Baseline Road
Ottawa, ON, K2H 1B2

Thank you for considering the **Chateau Lacombe Hotel** for your event. We look forward to the opportunity of hosting you and your attendees for your upcoming CALA AGM 2019.

The meeting space and guest rooms required for this event match perfectly with our availability over your preferred dates.

Room Block

ARRIVAL		DEPARTURE			
Sunday, June 9, 2019		Wednesday, June 12, 2019			
ROOM TYPE					
	Sun 06/09	Mon 06/10	Tue 06/11		
Standard King	20	26	3		
Royal Parlour	1	1	-		
Royal Suite	1	1	-		
Total Rooms	22	28	3		
2019 RATES					
	Single	Double	Triple	Quad	
Standard King	159.00	159.00	174.00	189.00	
Royal Suite	159.00	159.00	-	-	*Regular Rental for Royal Suite and adjoining Royal Parlour: \$749.00
Royal Parlour (Hospitality room)	Complimentary		-	-	

Total Room Nights: 53

These rates are net of taxes. Hotel's room rates are subject to applicable provincial and local taxes (currently 9%) in effect at the time of check-in. Room rates are also subject to the Destination Marketing Fee of 3%.

Additional Room Types Available

Room	Rate
Concierge King	199.00
Jr. Suite	219.00
Executive Suite	269.00

"UNIQUE BY NATURE"

Concierge Guest Rooms:

Enjoy our Concierge Guestrooms that offer a higher form of business travel service by including the following amenities:

- Private and exclusive concierge lounge: Open 7 days a week
- Daily deluxe continental breakfast 6:30am to 11:00am
- Daily complimentary canapés, cocktails, and beverages 5:00pm to 8:00pm
- Telus Optic TV with 15 mb dedicated internet access per room. On demand movies online with credit card. HDMI and a USB Port
- Hair dryer and robe(s)
- 42 inch LED HD TV
- Personal Keurig coffee machine
- Bedside docking station
- Mother Earth Essentials: upgraded amenities (including mouthwash, shower gel and vanity kit)



Meeting Space / Schedule of Events

Date	Time	Function Name and Room	Set-Up/#PPL	Rental (plus 18% Gratuity & 5% GST)
<u>Monday, June 10, 2019</u>	7:00 am - 8:00 am	Breakfast River Valley Room	Banquet rounds of 8, 23pp.	
<u>Monday, June 10, 2019</u>	8:00 am - 4:00 pm	Board Meeting Lacombe	U Shape, 18pp.	\$800.00
<u>Monday, June 10, 2019</u>	10:00 am - 10:30 am	AM Break River Valley Room	Banquet rounds of 8, 18pp.	
<u>Monday, June 10, 2019</u>	Noon - 1:00 pm	Lunch River Valley Room	Banquet rounds of 8, 18pp.	Complimentary (Regular Rental: \$500.00 per day)
<u>Monday, June 10, 2019</u>	2:30 pm - 3:00 pm	PM Break River Valley Room	Banquet rounds of 8, 18pp.	

"UNIQUE BY NATURE"

<u>Monday, June 10, 2019</u>	5:30 pm - 9:00 pm	Reception / Dinner for Board River Valley Room	Banquet rounds of 8, 33pp.	Complimentary
<u>Tuesday, June 11, 2019</u>	7:00 am - 8:00 am	Breakfast Lacombe	Banquet rounds of 8, 33pp.	
<u>Tuesday, June 11, 2019</u>	8:00 am - 11:00 am	Board Training/ Break River Valley Room	U Shape, 19pp.	\$ 400.00
<u>Tuesday, June 11, 2019</u>	8:00 am - 11:00 am	Accreditation Council Meeting/ Break McDougall	Boardroom, 10pp.	\$ 400.00
<u>Tuesday, June 11, 2019</u>	Noon - 1:00 pm	Lunch Lacombe	Banquet rounds of 8, 55pp.	Complimentary (Regular Rental: \$800.00 per day)
<u>Tuesday, June 11, 2019</u>	1:00 pm - 4:00 pm	AGM Salon B	Crescent Rounds, 55pp.	\$ 800.00

Meeting Room Rental Total = \$2,400.00 (plus 18% Gratuity & 5% GST)

MEETING ROOM RENTAL (Sliding Scale)

The total meeting room rental for (2) days of the Conference will be based on the following sliding scale:

Meeting Room Rental	Food & Beverage Minimum (excluding gratuity & GST)
Complimentary	\$ 6,001 or more
\$ 1,800	\$ 3,001 - \$6,000
\$ 2,400	\$ 3,000 or less

*A Minimum of \$3000.00 in food & beverage (before gratuity & tax) is required. Should you not be able to meet this total the remainder will be applied to you Master Account as rental.

FUTURE CATERING MINIMUM RATES (exclusive of 18% gratuity & 5% GST)

The following catering prices can be used as a guideline when formulating your food & beverage budget.

Continental Breakfast:	\$17.00 per person
Breakfast:	\$20.00 - \$22.00 per person
Lunch:	\$26.00 - \$35.00 per person
Dinner:	\$50.00 - \$72.00 per person
Reception (beverage only):	\$6.50 per person

Special Concessions (based on 85% guestroom pickup)

- Complimentary Royal Parlour (Hospitality room) and adjoining Royal Suite at the standard rate of \$159.00. VALUE: \$1,180.00
- 1 VIP Amenity Gifts upon arrival. VALUE: \$25.00

Other Information

- Room Rates are 10% Commissionable
- 1 in 40 Complimentary Rooms Ratio – Cumulative
- Complimentary WiFi in all Guestrooms, Meeting Space and Public Areas.
- Extended Rates: 3 days pre and post
- Underground Parking Garage with over 600 stalls
- Storage facilities required on Sunday night.
- Parking for One Vehicle is included in the guestroom rate.
- This proposal is currently on first option basis until **September 30, 2016.**

We appreciated your interest in the Chateau Lacombe Hotel. If there is anything we can do to influence the decision in our favour we would welcome the opportunity to discuss further.

Have a Memorable Day,
Sherri Schurer

Sherri Schurer | Sales Manager
Chateau Lacombe Hotel | 10111 Bellamy Hill, Edmonton, AB T5J 1N7
Direct Line: **780-420-8363**
Direct Fax: (780) 420-8379
sschurer@chateaulacombe.com

About our Hotel

Located in the heart of downtown Edmonton, the **Chateau Lacombe Hotel** is an iconic landmark, offering spectacular panoramic views of the North Saskatchewan River valley.

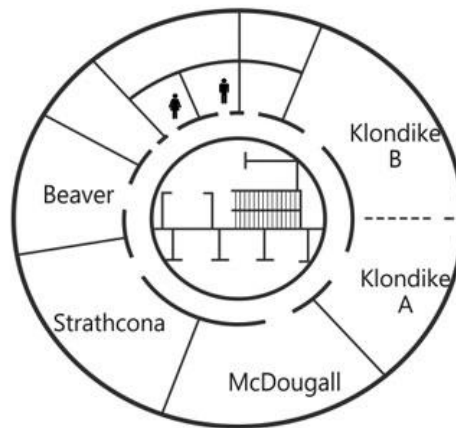
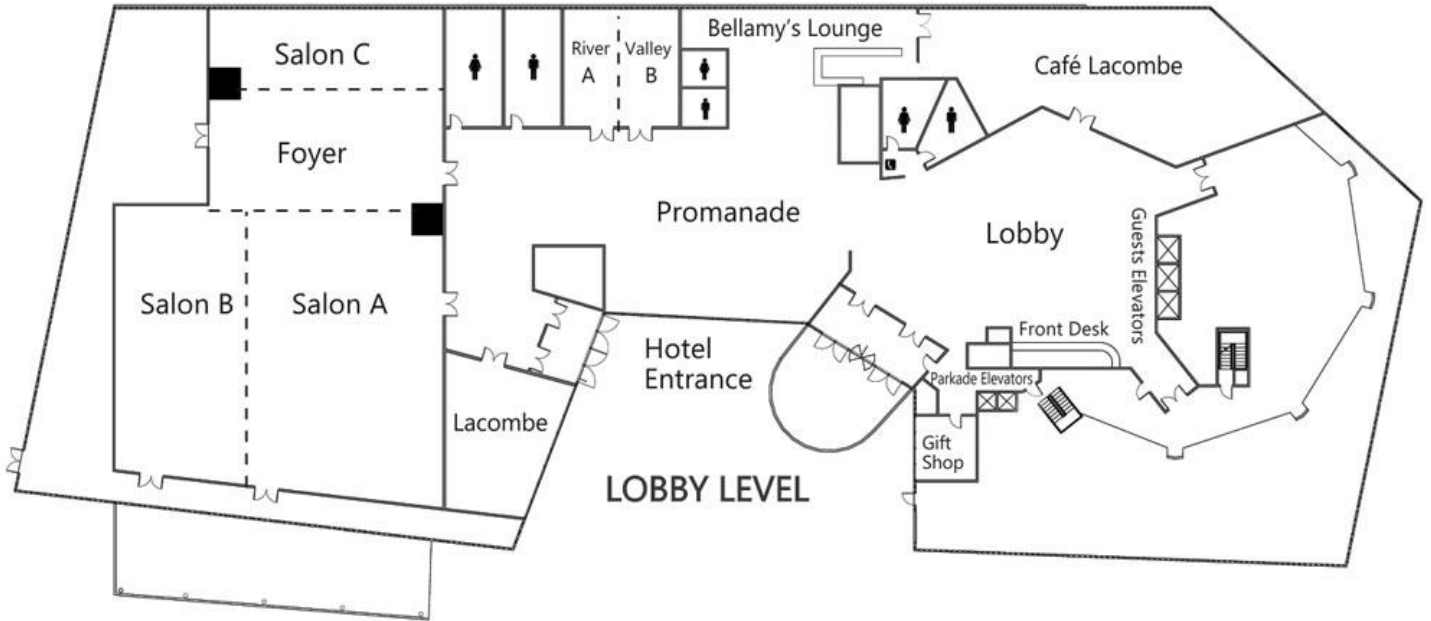
The hotel is located by the Edmonton Arts District, City Centre, and numerous avenues of entertainment. A quick convenient walk to the Shaw Conference Centre, makes us your ideal choice.

Hotel Highlights

- Stunning River Valley views
- 307 guest rooms, including 15 Jr. Suites, 66 Concierge Level rooms and Executive Suites, with River Valley views and private balconies.
- Complimentary Town Car Service.
- Legendary roof-top revolving restaurant, LaRonde, offering exceptional cuisine for dinner and Sunday Brunch.
- Complimentary Business and Fitness Centre(s)
- 14,000 square feet of flexible meeting space

"UNIQUE BY NATURE"

Hotel Meeting Space Map



THIRD FLOOR

MEETINGS & SPECIAL EVENTS

Offering 14,000 square feet of meeting and banquet space and home to the second largest ballroom in downtown Edmonton, our facilities offer options for every occasion. Whether you need a beautiful location for your special day, or a relaxed, upscale environment for your next meeting or presentation, we have the room for you. For a memorable and successful meeting or event, at the Chateau Lacombe, our main focus is you.

LOBBY LEVEL	Dimensions	Square Feet	Ceiling Ht.	Classroom	Theatre	U-Shape / Hollow Sq.	Boardroom	Reception	Banquet	Dance Floor
Alberta Ballroom Salons A, B, C & Foyer	-----	8786	14	570	1000	n/a	n/a	1000	550	33 x 42
Salons A & B	79 x 74	5846	14	340	700	n/a	n/a	760	340	33 x 42
Salon A	49 x 74	3626	14	215	500	110	80	450	250	33 x 31
Salon B	29 x 74	2146	14	135	280	100	65	270	150	n/a
Salon C	19 x 60	1140	9	60	100	45	32	120	60	n/a
Foyer	30 x 60	1800	9	100	200	45	40	200	n/a	n/a
Salon C & Foyer	60 x 44	2940	9	125	300	n/a	n/a	330	175	n/a
Lacombe	19 x 60	1140	9	50	100	45	40	120	64	n/a
River Valley A & B	30 x 30	900	9	32	60	25	24	80	40	n/a
River Valley A	15 x 30	450	9	18	30	n/a	12	45	20	n/a
River Valley B	15 x 30	450	9	18	30	n/a	12	45	20	n/a
THIRD FLOOR										
Klondike A & B	22 x 73	1560	9	70	100	48	44	180	100	12 x 16
Klondike A	22 x 36	780	9	32	50	24	22	85	40	n/a
Klondike B	22 x 36	780	9	32	50	24	22	85	40	n/a
McDougall	22 x 36	780	9	32	50	24	22	85	40	n/a
Strathcona	22 x 36	780	9	32	50	24	22	85	40	n/a
Beaver	22 x 23	520	9	n/a	n/a	n/a	10	n/a	n/a	n/a
Boardroom (4th Floor)	14 x 14	196	9	n/a	n/a	n/a	8	n/a	n/a	n/a

"UNIQUE BY NATURE"



DELTA EDMONTON CENTRE SUITE HOTEL

PROPOSAL

TO

Canadian Association of Laboratory Accreditation

We are excited about the opportunity to host the **Canadian Association of Laboratory Accreditation - Cala AGM June 2019** - meeting. Our staff looks forward to introducing you to a brand of hospitality, upon which we have built our reputation for excellence.

After reviewing all of your program requirements we are confident that we can exceed all of your expectations. Based on our discussion your major objectives are:

You and your guests will feel confident in knowing that the staff at the Delta Edmonton Centre Suite Hotel is committed to providing a flawless event for you. This commitment extends from our Guest Service Associates, who first greets your guests, to our General Manager, Sean Palmer.

Currently we can offer the following group room availability:

Attendees

Date	Day	Standard Delta Room	Total Rooms
06/09/2019	Sun	22	22
06/10/2019	Mon	28	28
06/11/2019	Tue	3	3

Delta Edmonton Centre Suite Hotel is pleased to offer the following group room rates:

Start Date	End Date	Room Type	Single
06/09/2019	06/11/2019	Standard Delta Room	\$169.00

The above rates are quoted in current year dollars. These rates are net of taxes and 10% commissionable. Hotel room rates are subject to applicable state and local taxes (currently 12%) in effect at the time of check in.

OVERNIGHT ROOM RATES

- Please note: Sleeping rooms are per room, per night and are based on single or double occupancy.
- Room rates are commissionable (10%).
- Room rates are inclusive of high-speed wireless internet access in all guestrooms (100 Mbps)
- Complimentary upgrade into One Bedroom Suite for all guests.

Event Agenda:

Date	Day	Start Time	End Time	Function Type	Setup	# People	Rental
06/10/2019	Mon	7:00 AM	3:00 PM	7:00 AM - Breakfast Buffet 10:00 AM - Coffee Break 12:00 PM - Lunch 2:30 PM - Coffee Break	Rounds of 10	23	Complimentary
06/10/2019	Mon	8:00 AM	4:00 PM	Meeting	U-Shape	18	Complimentary
06/10/2019	Mon	5:30 PM	6:30 PM	Reception	Lounge	33	Complimentary
06/10/2019	Mon	6:30 PM	9:00 PM	Dinner	Rounds of 10	33	Complimentary
06/11/2019	Tue	7:00 AM	3:00 PM	7:00 AM - Breakfast 12:00 PM - Lunch	Rounds of 10	55	Complimentary
06/11/2019	Tue	8:00 AM	11:00 AM	Meeting	U-Shape	19	Complimentary
06/11/2019	Tue	8:00 AM	11:00 AM	Meeting	Conference	10	Complimentary
06/11/2019	Tue	1:00 PM	4:00 PM	General Session	Crescent Rounds	55	\$500.00

VALUE ADS / CONCESSIONS

We are pleased to offer you the following concessions as part of this event:

- Complimentary high-speed internet access (100 Mbps) in all meeting space.
- Discounted meeting room rental or complimentary meeting room rental based on all day meeting room package

OPTIONAL MARRIOTT REWARDS POINTS

Marriott Rewards® offers exclusive membership privileges when you travel, as well as your choice of frequent flyer miles in your preferred airline program or points toward free vacations for every dollar you spend at over 2,400 hotels in the Marriott family. Sign Up Today! www.marriott.com

OUR GUESTROOMS

The Hotel's 169 Guest Rooms include oversized Delta rooms, spacious one-bedroom suites and luxurious specialty Jacuzzi suites

All rooms included the following standard amenities:

- Complimentary high-speed internet in all guestrooms
- 32" flat screen TV's in all One Bedroom Suites.
- 27" remote controlled color digital televisions with in-room movies, digital music &
- In-room coffee makers, iron/ironing boards

ONE BEDROOM SUITE

Our 104 one-bedroom suites are 500 – 625 square feet complete with living room and separate bedroom. These rooms offer one king bed, one queen bed in the bedroom and a double pillow-top pullout in the living room.

PARKING

Adjacent parking is available at Edmonton City Centre West Parkade.

- Overnight Rate: \$29.00
- Valet Parking: \$40.00

DINING

Cocoa's Restaurant & Lounge

Award winning Cocoa's appeals to all with its intimate airy location features a continental cuisine, regional specialties and famous Sunday Brunch. Open daily for lunch, dinner and evening snacks, the Lounge features a brand new 42" Flat Screen Television, a tempting menu and overlooks the dynamic Edmonton City Centre Mall.

In-Room Dining

For those who prefer the comfort of in-room dining, this service is available from 5:30am – 11:00 pm daily.

OTHER DELTA EDMONTON CENTRE SUITE HOTEL SERVICES

Fitness Centre

After a long day, our newly equipped health club, including a whirlpool, steam room, and exercise room will help put the spring back in your step. Facility is available to registered guests at no charge. Exercise equipment includes treadmills, lifecycles, weight machine and free weights.

Business Centre

- Located on the lobby level, complete with 2 workstations, laser printer, photocopier, and high speed internet. Access the facility 24 hours a day with your guestroom key.
- Services
- Valet and covered parking available seven days a week. We would be pleased to add parking

- charges to the master account for billing purposes, and passes can be given upon check-in.
- Dry Cleaning and valet service available Monday through Friday. Guaranteed same day service of items received prior to 8:00 am.
- Washing machine and clothes dryer are available to in-house guests free of charge
- Toll free reservations directed to our hotel at 1-800-661-6655

Thank you again for your consideration of our hotel and I hope we have the opportunity to work with you and on this program. Please do not hesitate to call me at 780-423-9659 or email joanne.ralph@deltahotels.com if you have any questions on the information outlined in this proposal.

Best Regards,

Joanne Ralph
Conference Services Manager
Delta Edmonton Centre Suite Hotel
10222 102 Street
Edmonton, Alberta T5J 4C5
Phone: 780-423-9659.
Fax: 780-428-1566
Email: joanne.ralph@deltahotels.com



FAIRMONT HOTEL MACDONALD

CALA AGM 2019



Fairmont Hotel Macdonald – 10065 100 Street
Edmonton, Alberta

Telephone +1 780 424 5181
fairmont.com/macdonald-edmonton



**CANADIAN ASSOCIATION OF LABORATORY ACCREDITATION
CALA AGM 2019
JUNE 09, 2019 – JUNE 12, 2019**

July 15, 2016

RE: CALA AGM 2019

Thank you for your interest in Fairmont Hotel Macdonald. I am confident that your needs will be exceeded for the CALA Annual General Meeting 2019. I am excited by the opportunity to welcome the program and look forward to working with you in making it a success.
It is my pleasure to recap the specifics of your event for your review. **Please note that space is currently not being held.**

GUESTROOMS/SUITES

We are pleased to offer the following guestroom block on a second option basis, due to another request over your preferred dates **06-09-2019 TO 06-12-2019**. Please let us know, if you would like to stay at Fairmont Hotel Macdonald and we will make every effort in accommodating your group.

Room Type	Room Rate	Sunday	Monday	Tuesday
		06-09-19	06-10-19	06-11-19
Fairmont	\$239.00	22	28	3
Total		22	28	3

Total Room Nights: 53

GUESTROOMS AND SUITE RATES

We are pleased to offer and confirm the following guestroom rates for 2019 as outlined below:

06-09-2019 TO 06-12-2019

<u>Room Category</u>	<u>Single/Double Rate</u>
Fairmont	\$239.00
Fairmont View	\$269.00
Deluxe	\$269.00
Deluxe View	\$299.00
Executive Suite	\$489.00
Fairmont Gold King	\$389.00
Fairmont Gold River View	\$439.00
Fairmont Gold Suite	\$639.00

The above rates are **10% commissionable** and are subject to hotel occupancy tax, currently 5% and an additional 4% Tourism Levy and 3% DMF.

The room rates reflect the European Plan (EP) (accommodations only, no meals).



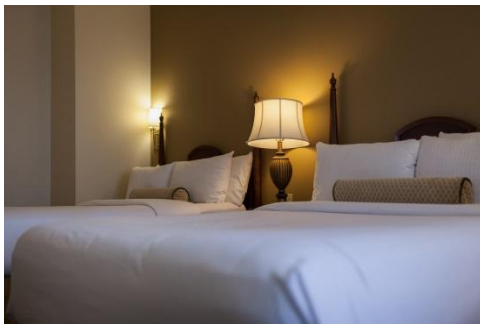


GUESTROOM DESCRIPTIONS

Fairmont Hotel Macdonald is investing \$3.5 million dollars in the renovation of our guestrooms, by adding a Fairmont Gold Floor; opened on June 10, 2016. The Guestrooms boast an upscale and exclusive feel applying modern décor, furniture and amenities that complement the hotel's classic architecture. All guestrooms are equipped with new flat televisions, coffee makers and chandeliers.

Please note that of our 198 guest rooms, we have 32 Gold Floor Rooms.

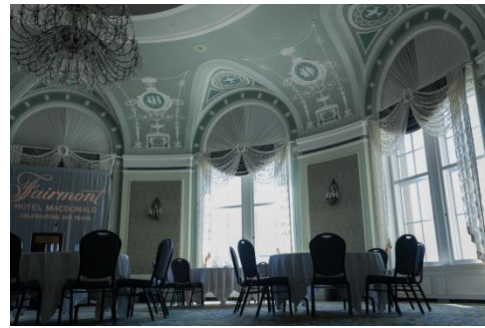
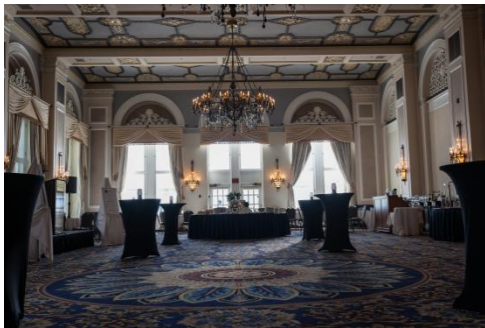
- **Fairmont Rooms:** Comfortable and elegantly furnished with traditional decor, the Fairmont Room's warm atmosphere and beautiful city skyline view is the best retreat in Edmonton.
- **Fairmont View Rooms:** Enjoy the view of the spectacular North Saskatchewan River Valley - the largest urban parkway in North America - from your luxuriously appointed Fairmont View Room. These charming, Wireless High Speed Internet Access (WIFI) rooms are furnished with traditional decor and ensure a warm atmosphere to complete your stay.
- **Deluxe Rooms:** Deluxe Rooms, located on floors 2 through 5, offer a spacious and luxurious haven of tranquility. Deluxe Rooms also feature a sitting area.
- **Deluxe View Rooms:** These charming rooms, located on floors 3 to 5, are furnished with traditional decor and offer a warm atmosphere with sitting area. Also featured - Wireless High Speed Internet Access (WIFI) (complimentary to Fairmont President's Club members).
- **Signature Rooms:** The Signature Rooms are beautifully appointed with a historical theme and spectacular views of the North Saskatchewan River Valley. These guestrooms include complimentary buffet breakfast in The Harvest Room for adult occupants of the room. The Signature room is the recommended choice for the discerning business traveler.





MEETING SPACE

Fairmont Hotel Macdonald offers convention facilities for anything from 10 to 350 delegates. Featuring 10,000 square feet of flexible function space that includes everything from stylish boardrooms to magnificent ballrooms, Fairmont Hotel Macdonald sets the standard for Edmonton hotel meeting venues. State-of-the-art facilities and on-the-spot office amenities mean your business meeting in Edmonton will be conducted in effortless style, while members of our Sales and Catering team are on hand to plan every detail, every step of the way.



We are pleased to offer the following meeting space for your program:

Date	Time	Event	Function Space	Setup Style	Rental Rev.
Meetings that Matter Package - Monday					
06-10-19	07:00-08:00	Breakfast Buffet	Drawing Room	Rounds of 8	Inclusive
	08:00-16:00	Board Meeting	Jasper Room	U-Shape	Inclusive
	10:00-10:30	Mid-Morning Coffee Break	Drawing Room	Rounds of 8	Inclusive
	12:00-13:00	Lunch Buffet	Drawing Room	Rounds of 8	Inclusive
	14:30-15:00	Mid-Afternoon Break	Drawing Room	Rounds of 8	Inclusive
	17:30-18:30	Open Bar	Wedgwood Room	Rounds of 6	Inclusive
	18:30-21:00	Dinner for Board, Accreditation Council & Staff	Wedgwood Room	Rounds of 6	Inclusive



Meetings that Matter Package - Tuesday					
06-11-19	07:00-08:00	Breakfast Buffet	Drawing Room	Rounds of 8	Inclusive
	08:00-11:00	Meeting	Jasper Room	U-Shape	Inclusive
	08:00-11:00	Accreditation Council Meeting	Cavanagh Boardroom	Boardroom	Inclusive
	12:00-13:00	Lunch Buffet	Drawing Room	Rounds of 10	Inclusive
	13:00-16:00	AGM	Wedgwood Room	Classroom Rounds	Inclusive

The "Meetings That Matter" Package includes all room rentals, complimentary Internet in all meeting rooms, Coffee Breaks, Breakfast and Lunch for \$97.00 per person/day. Please note, that the banquets revenue for the Open Bar and the Dinner on Monday is not included in the Package Revenue.

Please find our "Meetings That Matter" program information attached.

With this package your total savings for meeting space rental are: \$4,800.00

OTHER INFORMATION

LOCATION & ACTIVITIES

Standing high on the bank overlooking the North Saskatchewan River Valley, Fairmont Hotel Macdonald's charm and classic elegance have made it Edmonton's place for every occasion since 1915. Our distinctive guestrooms are well-appointed with state-of-the-art amenities, while the elegant meeting rooms offer the perfect venue for large or small groups. Fairmont Hotel Macdonald offers exquisite dining options to tempt your palate. Stroll through the splendid gardens or visit our well-equipped Macdonald Health Club for a workout.

A stay at the Chateau on the River offers easy walking access to many of the wonderful sites and experiences Edmonton has to offer.

HEALTH & BEAUTY

Fitness Centre and Spa: Located on the Lower Level, the Fitness Centre and Spa offers a luxurious, comfortable environment for exercise and spa. Newly renovated, "The Macdonald Health Club" has everything that a world class facility provides.

Featuring a saline pool, whirlpool, sauna, steam room, squash court, fully equipped gym, full amenity change rooms as well as massage services.

Use of "The Macdonald Health Club" is complimentary for registered hotel guests. Private memberships and drop-in visits are available for a fee.



A LASTING LEGACY

Fairmont Hotel Macdonald is Edmonton's landmark, 4 diamond luxury hotel and has been the setting of the city's finest events and an iconic fixture of Edmonton's skyline since July 5th, 1915. Celebrating its 100th year in 2015, Fairmont Hotel Macdonald has been setting the bar for hotel excellence in Edmonton for 100 years and poised to raise it as we enter the next 100.

MISCELLANEOUS INFORMATION

18% Service charge, 5% Sales Tax

Porterage is currently \$4.00 per bag per trip

Edmonton International Airport (YEG) is 18 miles from the hotel and takes approximately 30 – 45 minutes. A taxi transfer is approximately \$50.00 and a shuttle is \$18.00

Check-in time is 3:00PM and check-out time is 12:00PM

High speed Internet access is available in all guestrooms and meeting rooms for an additional charge of \$14.65/24 hours.

AWARDS & RECOGNITION

AAA Four-Diamond Award

Tripadvisor Traveler's Choice Award

Top Tripadvisor Ratings among Downtown Full Service Hotels.

Meetings & Conventions' Green 4 Key Award

Edmonton Journal's People Choice Award

Alberta Hotel and Lodging Association Housekeeping Award

Best in Business Social Media Award

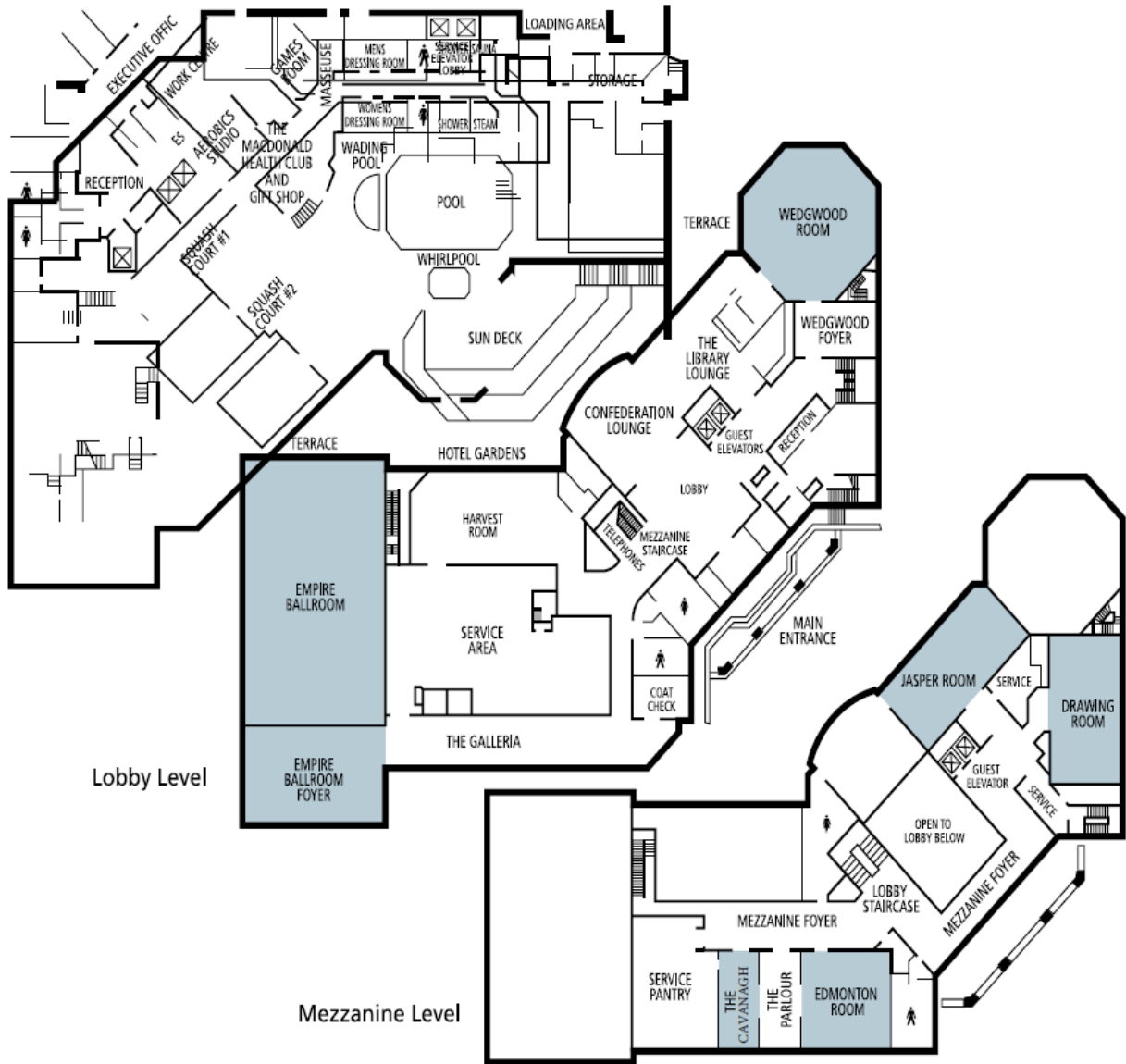
Where Magazine and EnRoute Top Patio Award

CONCESSIONS

- One (1) complimentary room per forty (40) rooms booked cumulatively, credited to the master account at the group rate
- One (1) complimentary upgrade from Fairmont room to Executive Suite at the group rate
- Group room rate available three (3) days pre and post the event dates, based on hotel availability
- Complimentary High Speed Internet in group guestrooms
- Complimentary newspaper delivery to the guestrooms for Fairmont President's Club Members.



FLOORPLAN





FUNCTION ROOM CAPACITY CHART

ROOMS	OVERALL DIMENSIONS		SQUARE		HEIGHT		BOARDROOM	CLASSROOM	THEATER	U-SHAPE	RECEPTION	ROUNDS X 10	EXHIBITS (8 X 10)
	FEET	METERS	FEET	METERS	FEET	METERS							
Empire Ballroom	46' x 79'	13.8 x 23.7	3600	334	21'	6.3	–	200	350	–	350	250	14
Empire Ballroom Foyer	28' x 50'	8.4 x 15	1400	130	13'	3.9	–	–	–	–	150	–	2
Empire Ballroom Terrace*	45' x 62'	13.6 x 18.8	2790	259	–	–	–	–	–	–	175	–	–
Wedgwood Room	45' dia.	13.5 dia.	1500	139	20'	6	40	70	160	32	150	110	7
Wedgwood Room Foyer	14' x 27'	4.2 x 8.1	380	35	10'	3	–	–	–	–	–	–	–
Jasper Room	23' x 49'	6.9 x 14.7	1120	104	10'	3	30	40	80	25	75	60	5
Drawing Room	24' x 45'	7.2 x 13.5	1080	100	10'	3	30	50	90	30	75	60	5
Edmonton Room	27' x 30'	8.1 x 9	810	75	10'	3	20	30	50	20	50	40	3
The Cavanagh Room	14' x 27'	4.2 x 8.1	380	35	10'	3	15	–	20	–	20	15	–
The Parlour	14' x 22'	4.2 x 8	308	29	10'	3	–	–	–	–	20	–	–
Gazebo*	18' dia.	5.49 dia.	254	77.5	10'	3	12	15	40	12	50	30	–

*Seasonal

WE LOOK FORWARD TO WELCOMING YOU!

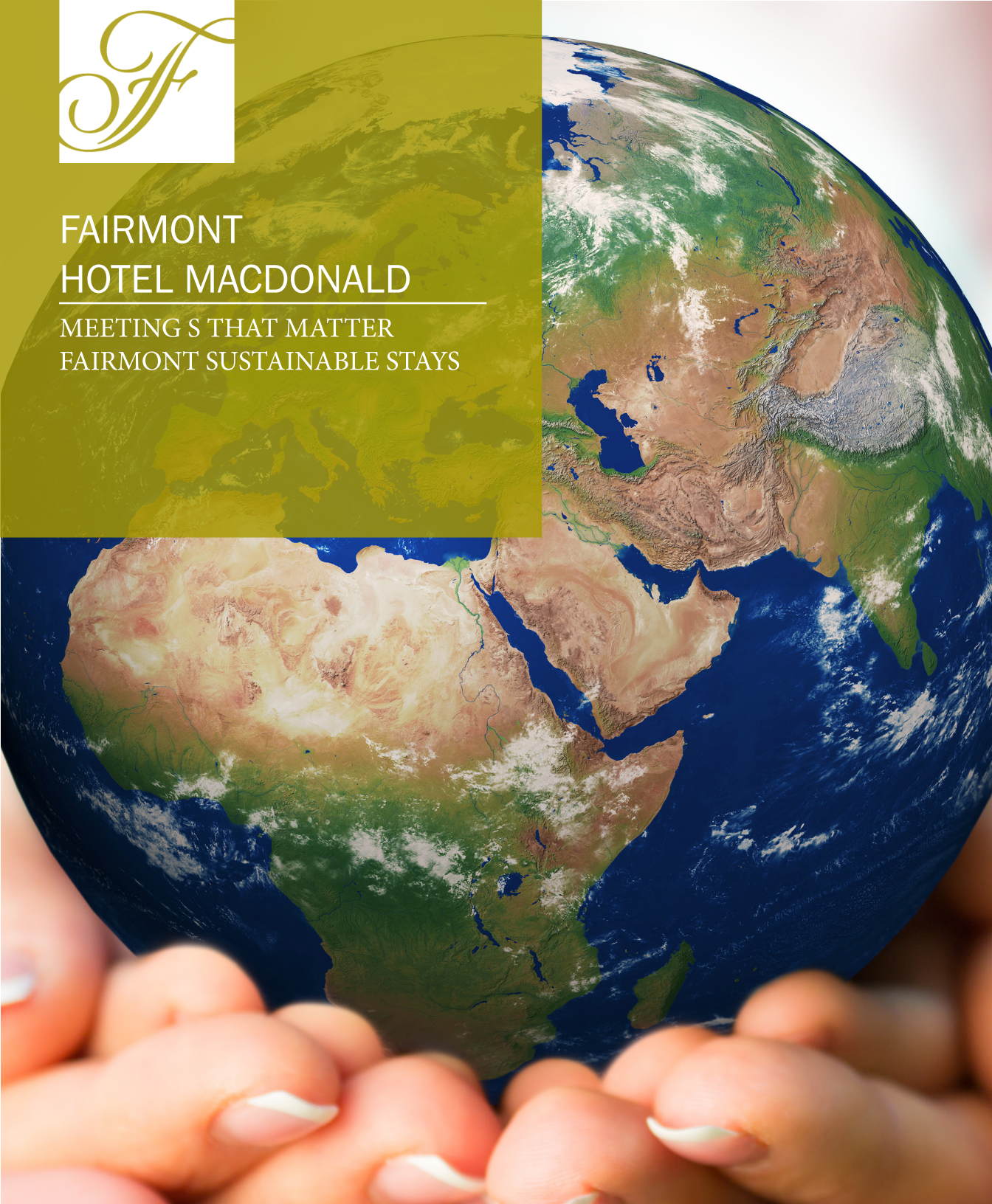
Please do not hesitate to contact me directly, if you require any further information. You may reach me at 780-429-6417 or marcel.wache@fairmont.com.

Sincerely,
Marcel Wache
Sales Manager



FAIRMONT
HOTEL MACDONALD

MEETINGS THAT MATTER
FAIRMONT SUSTAINABLE STAYS





FAIRMONT SUSTAINABILITY PARTNERSHIP

ACHIEVING POSITIVE CHANGE

Meeting planning simplified.

In our continued effort to ensure the most sustainable practices we have created this meeting package to minimize our footprint each and every day.

The package includes:

- One tree planted in your honour for every meeting attendee in our Fairmont Forest
- Complimentary parking for up to three conveners**
- Complimentary parking for Hybrid vehicles
- Complimentary WiFi
- Complimentary room rental
- A meeting planner box at your registration table
- Daily rotating menus

STARTING FROM

\$93

PER PERSON

CONTACT

MAC.CATERING@FAIRMONT.COM

FOR FULL DETAILS

**All prices subject to taxes and gratuities*

*** See final page for detailed restrictions*



Monday Menu

Empire Breakfast

Fresh Chilled Orange, Grapefruit and Apple Juice
Buttery Fresh Croissants
Fruit Danishes, Assorted Muffins, Chocolate Twist Pastries
Creamery Butter and Preserves
Organic Highwood Crossing Birchemuesli
Sliced Fresh Fruit and Seasonal Berries
Free Range Scrambled Eggs with Grated Cheddar and
Chopped Chives
Crispy Smoked Bacon and
Golden Brown Breakfast Sausages
Home Style Breakfast Potatoes
with Red Onions and Peppers
Roma Tomato, Parsley Parmesan Gratin
Freshly Brewed Regular or Decaffeinated Coffee
Specialty and Herbal Teas

AM Coffee Break

The Alberta Chuck Wagon Buffet

Basket of Freshly Baked Crusty Rolls
Campfire Chili with Lentils, Cheddar Cheese
and Cilantro Sour Cream
Three Potato Salad with Bacon Dressing
Cowboy Coleslaw with Celery Seed Dressing
Crisp Hearts of Romaine, Shaved Parmesan, Garlic Croutons,
Creamy Dressing
Fire Roasted Chicken Breasts,
Pearl Onion and Mushroom Sauce
Crispy Ukrainian Style Perogies, Chive Sour Cream
Grilled Sausages with Caramelized Onions
Seasonal Vegetables Tossed in Extra Virgin Olive Oil
Warm Chocolate Bread Pudding, Caramel Sauce
Berry Burst Cake & Caramel Pecan Bites
Freshly Brewed Regular or Decaffeinated Coffee
Specialty and Herbal Teas

PM Coffee & Cookie





Tuesday Menu

Healthy Start

Fresh Chilled Orange, Grapefruit and Apple Juice
Harvest Room Smoothie of the Day
Freshly Baked Low Fat Muffins
Whole Grain Cereal with Skim Milk
Individual Berries, Low-Fat Vanilla Yogurt
& Sun Dried Cranberry Granola
House-made Pancakes, Peach Compote
Poached Egg with Wilted Spinach, English Muffin,
Red Pepper Hollandaise
Warm House-made Steel-cut Oatmeal with Dried
Fruit & Maple Syrup
Sliced Fresh Fruit and Seasonal Berries
Freshly Brewed Regular or Decaffeinated Coffee
Specialty and Herbal Teas

AM Coffee Break

Italian Market

Assortment of Freshly Baked Bread Rolls, Focaccia and
Lavash Crackers
Minestrone Soup with Italian Sausage and White Beans
Arugula and Radicchio Salad, Shaved Fennel, Aged
Pecorino, Sweet White Balsamic Dressing
Roma Tomato and Bocconcini Platter with Fresh Basil,
Extra Virgin Olive Oil
Antipasto Platter with Olives, Grilled Artichokes,
Marinated Peppers, Prosciutto and Salami
Penne with Wilted Spinach, Olives and Sautéed
Mushrooms, Parmesan Cream Sauce
Cheese Tortellini with Scarparo Sauce
Roasted Chicken Breast Saltimbocca, Sage and Crispy
Prosciutto, White Wine Jus
Sourdough Garlic Bread
Traditional Tiramisu, Panna Cotta with Strawberry Coulis
Fresh Sliced Fruit with Seasonal Berries
Freshly Brewed Regular or Decaffeinated Coffee
Specialty and Herbal Teas

PM Coffee & Biscotti



Wednesday Menu

Executive Continental

Fresh Chilled Orange, Grapefruit and Apple Juice
Selection of Dry Cereals with 2% and Skim Milk
Organic Highwood Crossing Birchermuesli
Buttery Fresh Croissants,
Fruit Danishes,
Assorted Muffins, Chocolate Twist Pastries
Creamery Butter and Preserves
Sliced Assorted Breads and Bagels for Toasting, Cream
Cheese with Dried Cherries
Sliced Fresh Fruits and Seasonal Berries
Individual Fruit Yogurt
Orange Segments with Cottage Cheese

Freshly Brewed Regular or Decaffeinated Coffee
Specialty and Herbal Teas

AM Coffee Break

Whyte Avenue Sandwich Stall

Chef's Daily Soup Kettle Creation
Relish Tray: Banana Peppers, Stuffed Vine Leafs,
Baby Pickles, and Olives
Build Your Own Caesar Salad with Crisp Romaine,
Croutons and Parmesan Cheese
Mixed Greens with Julienne Vegetables and Honey Raspberry
Vinaigrette
Orzo Salad with Lemon, Olives, Basil Pesto and
Cherry Tomatoes
Build Your Own Sandwich:
Freshly Baked Rolls, Kaisers, Whole Wheat Bagels,
Seven-Grain Bread, and Jumbo Croissants
Sliced Roast Beef, Black Forest Ham, Hickory Smoked Turkey
Shaved Montreal Smoked Beef Brisket, Sliced Salami
Creamy Egg Salad, Albacore Tuna Salad with Celery
Sliced Havarti and Emmental Cheeses
Sliced Tomatoes, Red Onions and Green Leaf Lettuce
Grainy and Dijon Mustards, Mayonnaise, and Horseradish
Cream
Chocolate Marble Cake , Caramel Pecan Pie Bites
Seasonal Sliced Fresh Fruit
Freshly Brewed Regular or Decaffeinated Coffee
Specialty and Herbal Teas

PM Coffee & Cookies



Thursday Menu

Empire Breakfast

Fresh Chilled Orange, Grapefruit & Apple Juice
Buttery Fresh Croissants, Fruit Danishes, Assorted Muffins, Chocolate Twist Pastries
Creamery Butter & Preserves
Organic Highwood Crossing Birchemuesli
Sliced Fresh Fruit & Seasonal Berries
Free Range Scrambled Eggs with
Grated Cheddar & Chopped Chives
Crispy Smoked Bacon & Golden Brown Breakfast Sausages
Home Style Breakfast Potatoes with Red Onions and Peppers
Roma Tomato, Parsley Parmesan Gratin
Freshly Brewed Regular or Decaffeinated Coffee
Specialty & Herbal Teas

AM Coffee Break



Macdonald Working Lunch

Spinach Salad with Sliced Radish and Soy Ginger Vinaigrette
Orecchiette Pasta Salad with Ratatouille Vegetables, Tomato Vinaigrette
Tomato Cucumber Platter, Oregano Citrus Dressing
Chick Pea Salad, Tomato, Green Pepper, Cilantro Dressing

Banana Peppers, Stuffed Vine Leafs, Baby Pickles, and Olives
Basket of Kettle Chips with Herb and Cream Cheese Dip

Selection of Pre Made Sandwiches:

Grilled Vegetables, Goat Cheese and Hummus in a Tortilla Wrap
Pastrami, Sauerkraut, Grainy Mustard and Mayo on Rye
Grilled Chicken Breast, Provolone Cheese, Avocado, Lettuce on Foccacia Bread
Smoked Salmon and Dill Cream Cheese on Sesame Seed Bagel
Chorizo Sausage, Greens, Red Pepper Aioli in a Pita
Creamy Egg Salad, Arugula on Brioche Bread

Chef's Selection of Squares, Brownies and Freshly Baked Cookies
Freshly Brewed Regular or Decaffeinated Coffee
Specialty and Herbal Teas

PM Coffee & Brownies

Friday Menu

Empire Breakfast

Fresh Chilled Orange, Grapefruit and Apple Juice
Buttery Fresh Croissants
Fruit Danishes, Assorted Muffins, Chocolate Twist Pastries
Creamery Butter and Preserves
Organic Highwood Crossing Birchemuesli
Sliced Fresh Fruit and Seasonal Berries
Free Range Scrambled Eggs with Grated Cheddar and
Chopped Chives
Crispy Smoked Bacon and
Golden Brown Breakfast Sausages
Home Style Breakfast Potatoes
with Red Onions and Peppers
Roma Tomato, Parsley Parmesan Gratin
Freshly Brewed Regular or Decaffeinated Coffee
Specialty and Herbal Tea

AM Coffee Break

Italian Market

Assortment of Freshly Baked Bread Rolls, Focaccia & Lavash
Crackers
Minestrone Soup with Italian Sausage and White Beans
Arugula and Radicchio Salad, Shaved Fennel, Aged Pecorino
Sweet White Balsamic Dressing
Roma Tomato and Bocconcini Platter with Fresh Basil, Extra
Virgin Olive Oil
Antipasto Platter with Olives, Grilled Artichokes, Marinated
Peppers, Prosciutto and Salami
Penne with Wilted Spinach, Olives and Sautéed Mushrooms,
Parmesan Cream Sauce
Cheese Tortellini with Scarpato Sauce
Roasted Chicken Breast Saltimbocca, Sage and Crispy
Prosciutto, White Wine Jus
Sourdough Garlic Bread

Traditional Tiramisu, Panna Cotta with Strawberry Coulis
Fresh Sliced Fruit with Seasonal Berries
Freshly Brewed Regular or Decaffeinated Coffee
Specialty and Herbal Teas

PM Coffee & Biscotti





MEETINGS THAT MATTER

All lunches are served with beverages. (bottle/can pop and juice)

Minimum 15 guests with all meeting packages or an additional \$250 will be added to your master account.

Complimentary parking is as follows:

1- 60 guests, 1 complimentary parking pass

61- 120 guests, 2 complimentary parking passes

120+ guests, 3 complimentary parking passes

Rates per guest are as follows:

\$97/person - 1-60 guests

\$95/person - 61-120 guests

\$93/person - 121+



Share your #MacMemories with us @FairmontMac





History and Background

At Fairmont, we're committed to making a difference in the communities where our guests and colleagues live, work and play.

More than 20 years ago, we pioneered our comprehensive Green Partnership Program, through which we've worked diligently to minimize the impact our properties have on the planet. In addition to the establishment of Green Teams at each of our hotels, our Green Partnership program led to the creation of environmentally conscious initiatives such as Eco-Meet, Greening our Greens and our Eco-Innovations Signature program.

However, sustainability is about more than just the environment. Sustainability involves thinking about the way we live, how we purchase and what we consume. It means evaluating our methods of socialization, of exchange and of education. It requires us to acknowledge that by transforming our societies, we will improve equity as well as our ability to live in balance with our natural environment.

Fairmont recognizes and focuses our efforts across all three areas of priority—social, economic and environmental. For us, it's about demonstrating accountability and integrity in the way we conduct business, improving the well-being of local communities and ecosystems, addressing the environmental impacts of our operations, and engaging our stakeholders in a meaningful and collaborative manner.

Our Sustainability Teams at each of our properties represent our passionate commitment to being a responsible business and to following the principles of sustainability across our operations.

In addition to our commitment to measuring and improving sustainability performance in the long term, the Fairmont Sustainability Partnership provides the framework by which Fairmont's hotels and resorts operate around the globe.



Fairmont Hotel Macdonald
10065 - 100 Street
Edmonton, Alberta
T5J 0N6
T: 780 429 6416
E: mac.catering@fairmont.com



Share your #MacMemories with us @FairmontMac



Hyatt Place Edmonton/Downtown
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Edmonton, AB T5H 2H7
Phone : +1 780 616 7007
Fax : +1 587 523 6464
E-mail : sameh.khedr@hyatt.com
Edmontondowntown.place.hyatt.com

29 July 2016

Name:

Title:

Company: Canadian Association For Laboratory Accreditation

RE: CALA AGM 9-12th June 2019

Hello,

Further to your recent inquiry regarding the above group, we thank you for your interest in Hyatt Place Edmonton/Downtown

Our downtown Edmonton hotel

Hyatt Place Edmonton/Downtown features 11-stories with 255 roomy guest rooms and suites conveniently located in the heart of Edmonton.

Our downtown Edmonton hotel will offer over 11,000 sq. ft. of meeting and events space, ideal for small or large corporate and executive meetings, conventions, training classes, group gatherings, wedding guests, social events or reunions. Our convenient location in downtown Edmonton will provide easy access to the area's best shopping and cultural favorites such as the Art Gallery of Alberta, Citadel Theatre, Francis Winspear Centre for music and the Commonwealth Stadium. Business travelers will enjoy a short walk to the Shaw Conference Centre, Alberta Treasury Branches and the CN Tower. **All Hyatt Place hotels are smoke-free.**

During your stay, a Host will happily assist you with < from our new Gallery Menu, Fresh 24/7, featuring our signature flatbreads, a Make It 2 option and delicious new sandwiches, greens, apps & more. Or you can enjoy specialty Starbucks® coffee, cocktails, premium beer & wine over friendly conversation at the Coffee to Cocktails bar. Also enjoy Free with your stay, the a.m. Kitchen Skillet™ always has plenty to choose from with hot breakfast items, fresh fruit and more.

This proposal serves as a quotation only. Please be advised that we will not be holding any accommodation or meeting space on your behalf. All rates contained here-in are valid until **30th July 2016**. Should you wish to reserve space on a tentative basis we will request your advice as soon as possible to ensure availability

CALA AGM 9-12th June 2019



I trust our offer meets with your requirements. I will be contacting you shortly to discuss further requirements.

In the meantime, should you require any further information, details as well as pictures for Hyatt Place Edmonton/Downtown, please visit our web page on edmontondowntown.place.hyatt.com

Kind Regards,

Sameh S. Khedr
Director of Sales



ACCOMMODATION ROOM BLOCK

Date	06/9/19	06/10/19	06/11/19	06/12/19
Day of The Week	SUN	MON	TUE	WED
King Room	25	30	5	2
Two Queen Beds Room	0	0	0	0
Hyatt Place suite	0	0	0	0
Total units	25	30	5	2

ACCOMMODATION ROOM Rates

Room	Single/Double Rate Weekday	Single/Double Rate Weekend
King Room	199.00	159.00
Two Queen Beds Room	209.00	169.00
Hyatt Place suite	249.00	209.00

The above room rate is:

- per room per night
- subject to all applicable taxes and fees
- inclusive of the a.m. Kitchen Skillet™ hot buffet breakfast at the Gallery Sunroom
- inclusive of Wi-Fi all over the hotel
- **commissionable at 10% to The Howes Group**
- only applicable for above room request and within the mentioned period
- quoted in [Canadian Dollars](#)

Please note that the hotel reserves the right to adjust the rates above in the event of governmental tax and fees charge alterations.

Children Accommodation Charge

Infant 0 – 11.99 years Maximum 2 are Free of Charge sharing parents room

12 years or more a supplement of CAD 25.00 per person per night.

Guestroom Minimum

Hotel is relying on, and Group agrees to provide, a minimum of 90% of contracted guest room nights. Group will contract **62** guest room nights and will be responsible for a minimum of **56** guest room nights. Should the Group fall below this amount, the Group will be responsible for the difference between the minimum guest room night of **56** and actualized guest room nights multiplied by the single guest room rate of **\$199.00** plus



any applicable taxes. Any charges for no-shows or cancellations made within 24 hours of arrival will not apply towards guest room minimum.

Check-in and Check-out Time

Hotel rooms are available for guest check-in after 15:00 hours. Earlier arrival requests are subject to 48 hours prior notice and subject to availability. According to the hotel's occupancy, Hyatt Place Edmonton/Downtown; reserves the right to charge one extra night for any pre-booked room.

Check-out time is 12:00 hours. Late check-out charges are as follows:

Until 1800 hours: 50% of the confirmed group rate (room only)

After 1800 hours: Full group rate

Free Policy and Complimentary

1 complimentary single room for every 40 paying rooms with maximum of 2 rooms per group

2 complimentary upgrades to HP suits at the group rate

CONFERENCE AND EVENTS DINING ARRANGEMENTS

Date	Start Time	End Time	Function	Room	Setup	# of Pax	Price
Sun. Jun. 09 th 2019	18:00	19:00	Dinner	The Place 4	Rounds	18	Per Menu
Sun. Jun. 09 th 2019	19:00	21:00	Meeting	The Place 4	Rounds	18	Free
Mon Jun. 10 th 2019	07:00	08:00	Breakfast	Sunroom	Existing	23	Included in room rate
Mon Jun. 10 th 2019	08:00	16:00	Board meeting	The Place 3	U-Shaped	18	Included in DDR
Mon Jun. 10 th 2019	10:00	10:30	Break	The Place 4	Rounds	18	CA\$ 600 rentals
Mon Jun. 10 th 2019	12:00	13:00	Lunch	The Place 4	Rounds	18	Included in DDR
Mon Jun. 10 th 2019	13:00	16:00	Council Meeting	Board Room 1	Existing	10	CA\$ 600.00
Mon Jun. 10 th 2019	14:30	15:00	Break	The Place 4	Rounds	18	Included in DDR
Mon Jun. 10 th 2019	17:30	18:30	Open Bar	The Place 3	Rounds	33	Per menu
Mon Jun. 10 th 2019	18:30	21:00	Dinner	The Place 3	Rounds/Platted	33	Per menu
Tue Jun. 11 th 2019	07:00	08:00	Breakfast	Sunroom	Existing	23	Included in room rate
Tue Jun. 11 th 2019	08:00	11:00	Board Training	The Place 3	U-Shaped	19	Included in DDR
Tue Jun. 11 th 2019	08:00	16:30	PT Forum & AGM	The Place 1&2	Half rounds	55	CA\$ 2,000



Tue Jun. 11th 2019	12:00	13:00	Lunch	Sunroom	Rounds	55	Per menu
Wed Jun. 12th 2019	08:00	09:00	Training	The Place 4	Half crescent	11	CA\$ 600.00
Wed Jun. 12th 2019	10:00	10:15	Break	The Place 3	Rounds	11	Included in DDR
Wed Jun. 12th 2019	12:00	13:00	Lunch	The Place 3	Rounds	11	Included in DDR
Wed Jun. 12th 2019	14:30	15:00	Break	The Place 4	Rounds	11	Included in DDR
Thu Jun. 13th 2019	08:00	09:00	Training	The Place 4	Half crescent	11	CA\$ 600.00
Thu Jun. 13th 2019	10:00	10:15	Break	The Place 3	Rounds	11	Included in DDR
Thu Jun. 13th 2019	12:00	13:00	Lunch	The Place 3	Rounds	11	Included in DDR
Thu Jun. 13th 2019	14:30	15:00	Break	The Place 4	Rounds	11	Included in DDR

Full Day Delegate Rate (minimum of 8)

We are pleased to confirm our full day delegate rate priced @ CAD 70.00 per person per day inclusive of the following:

- a.m. Kitchen Skillet™ featuring hot breakfast items & more
- Morning and afternoon coffee breaks
- Market Menu Lunch
- Basic room setup (pads, pencils and candies)
- Standard technical equipment built-in LCD projector, screen, speakers
- High speed WiFi
- Meeting room Rental

Please note:

- Banquet rooms are subject to a minimum Food & Beverage consumption based on your group details it will be (CA\$15,000.00) in case you surpass this amount all meeting room rentals will be removed.
- All food and beverage prices quoted, unless otherwise specified are subject to all applicable taxes, fees & gratuity Food and beverage prices are based on current prices and are subject to change and Government alterations.
- Please note that the hotel reserves the right to adjust the rates above in the event of governmental tax and tax service charge alterations

Confirmation and Deposit



- Non-refundable Deposit of 25% of the total group is due for payment one week after signing the contract
- 40% of the total group payment is due 180 days prior to group arrival
- 25% of the total group payment is due 90 days prior to group arrival
- 10% of the total group payment along with the group rooming list 30 days prior to group arrival

Payment

All payments should be made by either bank draft, bank transfer, authorized credit card or cash.

Accommodation Allocation

Subject to the cancellation policy below, a review of the anticipated number of rooms required is to be advised by the Client at 180, 90 and 30 days prior to arrival. Final accommodation and the preliminary guest name list must be confirmed to the Hotel no later than 30 days prior to arrival. At 30 days any unallocated rooms will be considered cancelled and subject to the below cancellation fees. Furthermore, additional accommodation required is subject to availability.

Rooming List

At 30 days prior to arrival the final guest name list is required.

Cancellation Policy

In the event of cancellation, all deposits will be forfeited in addition to the following charges:

Accommodation –

Initial deposit

25% of estimated total cost paid within 07 days of signing the group contract is non-refundable

180 days prior to arrival:

Full cancellation fees apply for all room nights cancelled within 14 days of arrival.

No Show Policy

In Case of No Show the hotel reserves the right to charge 100% of full stay

Contract



A contract including terms, conditions and payment procedures will be sent to you, subject to your written confirmation.



in partnership with
EDMONTON TOURISM



a proposal for
Canadian Association of Laboratory Accreditation
June 09, 2019 to June 12, 2019



July 11, 2016

Thank you for considering Matrix Hotel as a potential host hotel for CALA AGM 2019

Program Information

Currently, our hotel has availability as per your requested dates and details are outlined below. All rates and information in this proposal will be valid until **09-30-2016**, until which I have the outlined space on a tentative hold. We will confirm the meeting space and the guestrooms once a signed contract and deposit has been returned to the hotel.

Name of Group: Cdn Association of Laboratory Accreditation
Dates: **June 09, 2019 to June 12, 2019**

Accommodation

(MATR) Matrix Hotel, Edmonton				
Day	Date		Deluxe Rooms	Total Rooms
Sunday	06-09-19	22	\$170.00	22
Monday	06-10-19	28	\$170.00	28
Tuesday	06-11-19	3	\$170.00	3

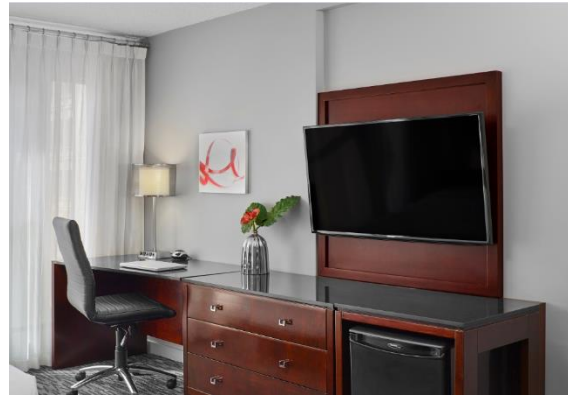
Room rates are net, 10% commissionable to The Howes Group and quoted in Canadian funds. Rates are subject to a 3-5% increase per annum. Rates are on a per room, per night basis (single or double occupancy). Additional occupants (maximum quadruple occupancy) are \$30.00 per person. Children under the age of 12 years, sharing with their parent(s), stay at no charge. Please note guestroom rates are subject to the 4% Tourism Levy, 3% Destination Marketing Fee & 5% GST.

Please refer to attached addendum of requested clauses that will be added to the contract



The following items are included in these rates at no extra charge, and reflect a value added component in excess of \$65.00:

- + Complimentary Deluxe breakfast buffet
- + Complimentary wine tasting
- + Complimentary parking
- + Complimentary Wi-Fi in guest rooms and all public areas
- + In-room Keurig coffee & tea
- + Unlimited access to the Fitness Facility
- + 24-hour access to the Business Centre
- + Refreshment centre with refrigerator



Guestrooms

We believe that comfort, luxury and great design should come standard with every room.

A stylish palette of silver, pewter and platinum hues is the backdrop for rich wood, sleek black granite, and textural art in every guest room. Comfortable pillow top mattresses are enveloped in fine, crisp white bed linens for a restful night's sleep or perhaps a rejuvenating cat nap. Sparkling, white bathrooms feature custom chrome and granite vanities, luxurious towels and spa quality bathrobes.

Deluxe Guestrooms

These beautifully appointed guest rooms feature one king size or two double beds. Each guest room is appointed with a granite working desk and club chair for unwinding.

Sterling Suites

Beautiful one bedroom suites offer spacious and soothing guest room space. A wet bar, separate living room and fireplace are also featured in these luxurious suites.

Platinum Suites

These one bedroom suites with separate living room, offer a penthouse view of the city. The Platinum Suites also feature a fireplace, wet bar, oversized bathroom with jetted tub and separate body spray showers.

Onyx Suite

Matrix Hotel's spectacular signature one bedroom suite features 857 square feet of luxury and amenities. The Onyx Suite offers a walk-out terrace with seating area for entertaining and relaxing.



(Sterling Suite Living Space)



(ONYX Suite)



A Modern, Lifestyle Hotel in the Heart of Edmonton

Matrix Hotel provides a distinctive hospitality experience to travelers who appreciate great design in the heart of the city. The hotel is centrally located downtown between the business and government districts for the convenience of the corporate traveler. After the work day or for the leisure traveler; the Edmonton river valley is a short stroll away as are the many shops, restaurants, cafés, arts and theatre venues.

Matrix Hotel is naturally inspired, and was designed to be an environment where positive experiences are developed. The modern décor blends clean minimalist lines with sleek and textural natural stone and wood for a stunning and soothing atmosphere. Interesting objet d'arts and paintings punctuate warm hues of silver, pewter and platinum throughout the hotel's public spaces.

The Matrix Team is empowered to do what it takes to ensure every guest's experience is exceptional. Sincere, unscripted and genuine service is our trademark.

Matrix Hotel offers an unparalleled downtown Edmonton hotel experience.

Hotel Amenities



Wildflower is a contemporary fine dining restaurant featuring "New Canadian Cuisine". This local favourite amongst the gourmands features wood fire grilling, creative presentation and quality wine selection with a focus on Canadian wines.

MZ Lounge is located on the MZ level of the hotel in our Hospitality Suite, where we offer our complimentary Evening Wine and Cheese Tasting, and is open from 4pm-11pm Sundays through Fridays and 12pm-11pm on Saturdays. We also invite you to visit MZ lounge for some tantalizing appetizers along with an innovative beverage - anything from your favorite beer to our interesting Matrix cocktail.



World famous for its fine coffee, refreshments, great people, first rate music and comfortable upbeat ambiance.

Business Center

Located on the 2nd Floor, Twenty-four hour, key card access for registered guests to our Business Centre featuring Mac and PC computer stations with printing capability.

Fitness Center

Located on the 3rd Floor, Key card access to the Fitness Centre featuring professional-grade aerobic equipment, free-weights, mats, exercise balls and other amenities. Open daily from 05:00 to 23:00.

Transportation

If travelling from the Edmonton International Airport, we recommend your delegates choose from renting a car, taxi service or utilizing the Airport Shuttle Service. Directions can be provided upon request. Corona LRT (Light Rail Transit) Station is just steps away from Matrix Hotel, ensuring ease of getting around the city. Many ETS (Edmonton Transit System) bus routes that stop outside the hotel are another option.



Local Area

Centrally located in the heart of downtown Edmonton, Matrix Hotel is ideally situated for accessing business and leisure attractions. Some of the city’s best shopping, restaurants and nightlife are within walking distance of the hotel. The Legislative Assembly of Alberta, government and corporate districts and Shaw Conference Centre are within minutes via walking, vehicle or light rail transit.

Meetings & Events

Matrix Hotel offers over 8,500 square feet of meeting space, offers several beautifully appointed modern rooms, well-suited to everything from conferences, meetings, luncheons, private dinners and cocktail receptions to high profile media events, festive holiday parties and chic weddings. Our approachable and experienced Catering and Banquet team deliver attentive, professional service and sensational meals. All rooms are equipped with complimentary high-speed internet and Wi-Fi, telephone and built in projection screen.



Below is an outline of your tentative event requirements. We understand this information is preliminary and an updated schedule can be provided as additional details become available. Please note that all food & beverage services are solely provided by the Hotel and all function related charges are subject to a 17% service charge and 5% GST. We are not currently protecting any space on your behalf.

(MATR) Matrix Hotel, Edmonton						
Date	Time	Event	Function Space	Setup Style	Att.	Room Rental
06-09-19	07:00 AM-10:00 PM	Access to Set Up	Amber B	Round Tables	33	\$400.00
	07:00 AM-08:00 AM	BREAKFAST	Amber B	Round Tables	23	
	08:00 AM-05:00 PM	Meeting	Prism	U-Shape	18	\$400.00
	08:00 AM-05:00 PM	Meeting	Amber A	Round Tables	55	\$500.00
	10:00 AM-10:30 AM	AM BREAK	Amber B	Round Tables	18	
	12:00 PM-01:00 PM	Lunch - Buffet	Amber B	Round Tables	18	
	02:30 PM-03:00 PM	PM BREAK	Amber B	Round Tables	18	
	05:30 PM-06:30 PM	Reception	Amber B	Round Tables	33	
	06:30 PM-09:00 PM	Dinner - Plated	Amber B	Round Tables	33	
06-11-19	07:00 AM-04:00 PM	Access to Set Up	Amber B	Round Tables	33	\$400.00
	07:00 AM-08:00 AM	BREAKFAST	Amber B	Round Tables	33	
	08:00 AM-05:00 PM	Meeting	Mercury Boardroom	Boardroom	10	
	08:00 AM-11:00 AM	Meeting	Prism	U-Shape	19	\$400.00
	12:00 PM-01:00 PM	Lunch - Buffet	Amber B	Round Tables	55	



We look forward to the opportunity to work with you on this important event.
Our goal is to exceed your expectations!

Our quality of luxury accommodation, spacious facilities and professional service will provide a seamless process for you and your delegates. Should you have any questions please contact me at 780-420-4955 or cmakowichuk@matrixedmonton.com. I look forward hearing from you in the near future.

Sincerely,

Christie Makowichuk
Sales Manager



CLAUSES TO ADD

Lowest Rate: From the date of contract signing to group's cut-off date, the hotel guarantees that no rates via published or internet will be lower than the above group rate over the peak program dates. This does not include previously negotiated corporate, wholesale and group rates.

Reservation Crosscheck

If there is a discrepancy between the Hotel's reported pickup figures and the figures believed to be accurate by Group, Group will furnish the Hotel with a list of attendees to be compared with the Hotel's list of in-house guests over Group's dates. All rooms determined to be occupied by Group's attendees shall be credited to block for pickup and commission purposes.

Sold Out In Advance

CLIENT should not be responsible for any attrition damages if the HOTEL represents itself as being sold out to anyone attempting to make a reservation prior to the cut-off date and that no additional reservations will be accepted on one or more nights of the groups' in-house dates.

Room Setup

The following will be provided as part of the meeting room rental:

- one room set up per day
- includes one podium per meeting room
- includes water stations
- includes 1 easel per meeting room
- the furniture per room is per the marketing material specifications (ie., we won't be charged if the Centre has to rent classroom tables to fill our set-up requirements) –exhibit space is not expected to be included in this

Additional Fees

It is agreed that this contract includes all additional fees and service charges. CLIENT will not pay additional fees over and above at a future date than what has been discussed and agreement in this agreement.

No Patch Fee

The Hotel will not charge the Group AV patch fees or any other penalty fees should the Group decide to use an outside AV supplier.

Contracted Vendors

The Group may use its own vendors for these services provided that the Group's proposed vendors meet minimum standards established by the Hotel, including insurance and indemnification requirements.

Force Majeure

If the Contract becomes impossible to perform by either party, but not limited to, acts of God, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities (which prohibit 25% or more of the meeting delegates from attending the CLIENT conference), or other emergencies making it illegal or impossible to provide the facilities or to



hold the program, this Contract may be terminated for any one or more of such reasons by written notice from one party to the other provided that the reason for said termination is in effect in the host city the immediate surrounding area and/or the closest airport host city airport and is in effect within 30 days prior to the arrival of the first members of the group.

In addition to the foregoing, should there be any acts of terrorism in North America within 30 days prior to the arrival of the first members of the group which affect transportation facilities and which prohibit 25% or more of CALA representatives from attending the Hotel, this Contract may be terminated by written notice from one party to the other.

All deposits will be returned to group if Force Majeure is invoked.

No Relocation: Hotel agrees to honour reservations for all attendees associated with this event and hold confirmed reservations. In the event the hotel experiences a sold out situation, the hotel agrees to notify the group's on-site manager immediately. The hotel agrees to find a way to handle the shortage of rooms without displacing any of the Group's attendees.

Quiet Enjoyment: As the Group will be the dominant presence and user of Hotel, Hotel warrants that it shall protect Group from all intrusions, conflicts and disruptions from other groups and their related activities that may be imposed on the meeting. Hotel understands that the Group will be conducting educational sessions requiring complete silence and excessive noise of any kind from other groups, their contractors or hotel staff, etc. will materially harm Group in its efforts to conduct the Meeting. Hotel will notify Group within thirty days of booking of any group that could be potentially disruptive to the Meeting and shall take every reasonable measure to avoid conflict with Group activities.

Construction and/or Remodelling: Hotel will promptly notify Group, as soon as possible and no closer than 90 days prior to event, of any construction or remodelling to be performed in Hotel over the Event Dates other than routine maintenance and Hotel will use all commercially reasonable efforts to insure that any such occurrence will not materially interfere with Group's use of Hotel. Should construction or remodelling be mutually determined by Group and Hotel to materially interfere with Group's event, Group will have the right to terminate this Agreement



Construction (con't)

without liability with written notice to Hotel as long as such notice is given within 30 days of Group's receipt of notice of such construction or remodelling. In the event of any material interference, Hotel shall assist in locating alternate Hotel and Convention accommodations at comparable or better facilities at a comparable price, wherever possible and Hotel's General Manager will assess compensation with the group. Should another facility not be available, or construction has interfered with the progress of the Group's program, Hotel's General Manager will assess compensation with the group.

Construction: Hotel will agree to not schedule any major construction or remodeling to occur in the Hotel over the Event Dates, other than routine maintenance or emergency maintenance and repair.

Cancellation of Commitment: Notwithstanding anything in the Agreement to the contrary, if a collective agreement between the Hotel and a bargaining unit of hotel employees has expired and has not been renewed at least 30 days prior to the commencement of the event, the Group may cancel this commitment by giving written notice of cancellation to the Hotel. In the event of such cancellation, neither the Group or its members shall have any future obligation under this Agreement, and any deposits or other payments made to the Hotel by the Group or its members to reserve rooms or other space for use, and/or for services to be provided, shall promptly be refunded to the Group or its members. This Section shall supersede all other provisions of this Agreement.

Notification of Labour Dispute: The Hotel agrees to notify Group immediately after it becomes aware of any strike or lockout involving the Hotel and its employees including upon the expiration of a negotiated labour contract. If in a strike position and there are demonstrations on the property or grounds, the Hotel will provide appropriate security for the group. In the event of a strike prior to Group's arrival, Group will not be held under the agreed attrition clause.

Change in Management:

Hotel shall notify Group of a change in Hotel's management company, or a change in Hotel's brand or franchise affiliation not later than fourteen (14) days after such occurrence. Should change occur, the Group shall have the right to terminate Agreement without liability upon written notice to The Hotel. If Group selects to terminate Agreement under the provisions of this section, The Hotel shall immediately refund to the Group any and all sums or deposits paid by the Group to The Hotel under this Agreement.

INDEMNIFICATION

You shall indemnify and hold us our parent companies, subsidiaries, affiliates, officers, directors, employees, agents and representatives forever harmless from, and against, any and all personal injury, property damage, loss, liability or claim of liability, expenses, fines and penalties including reasonable legal fees caused by any wrongful or negligent act, error or omission by you, your guests, invitees, agents, delegates or representatives, except to the extent and percentage attributable to the hotel's negligence.

We shall indemnify and hold you, your parent companies, subsidiaries, affiliates, officers, directors, employees, agents and representatives forever harmless from and against, any and all personal injury, property damage, loss, liability or claim of liability, expenses, fines and penalties including reasonable legal fees caused by any wrongful or negligent act, error or omission by us, our agents, employees or representatives, except to the extent and percentage attributable to the Group's or its guests', invitees', agents', delegates' or representatives negligence.

This indemnification provision shall survive the termination or expiration of this Contract.



Re-sell Clause

If Group pays the cancellation damages as provided in this Contract at the time of cancellation, Hotel will provide a refund to Group proportionate to the amount of damages paid, to the extent that hotel is able to resell all or part of the cancelled sleeping rooms and/or, food and beverage events. For purposes of this paragraph, sleeping rooms will be considered "resold" to the extent that the hotel is able to sell more sleeping rooms on any night than it could have sold if Group had fully occupied its reserved block. The resale refund will equal the average daily rate received by the hotel for the nights on which rooms are resold times the number of rooms resold, times the damage percentage paid by group. Food and beverage events will be considered "resold" to the extent that Hotel holds a food and beverage event that it could not have held if Group had not cancelled its event. The refund will be equal to the revenue actually received from the replacement event(s) times the damage percentage paid by Group

Re-booking Clause

If the cancellation damages set forth above are paid with notice of cancellation, the hotel agrees that 50% of the damages paid will be applied as a credit toward the Master Account of a replacement meeting booked, actualized and paid for by your group no later than one (1) year from the date of cancellation. This credit may be applied only to group events and is based upon date and rate availability at the hotel. Any unused credit will be retained by the hotel. If the replacement meeting is cancelled, Group will pay cancellation damages pursuant to the applicable contract and the credit provided in this paragraph will be retained by Hotel.

Secure Booking

Upon signature of this agreement, *the hotel recognizes this group as confirmed at the hotel* and will not relocate this group in order to secure another group.

Commission: A placement fee of 10 percent, based on actual room revenue consumed, is to be paid by the property to The Howes Group. The Howes Group is acting with full consent and the client is aware of the placement fee. The hotel further agrees that the placement fee for the booking of this meeting is non-cancelable and non-transferable to any other party. The hotel guarantees The Howes Group has negotiated the lowest and most competitive rate available. The guest room rate is not increased due to the involvement of The Howes Group.

Conflict Avoidance

The Hotel shall avoid booking guest room blocks, hospitality suites, and function space over the period of the Event on behalf of any organization with an interest in real estate or real estate appraisal, exhibitors/sponsors approved by the Groups, or whose simultaneous presence in the Hotel during the Event dates may embarrass the Groups. All ancillary or affiliate groups to the Groups must have the express approval of the Groups' meeting management prior to booking subgroup activities.

Additional Fees

It is agreed that this contract includes all additional fees and service charges. The client will not pay additional fees over and above at a future date than what has been discussed and agreed to in this agreement.

Proposal for:

Canadian Association for Laboratory Accreditation

Re: CALA AGM 2019 - June 9, 2019 - June 12, 2019

SUBMITTED BY: Jennifer Ramoudit, Senior Sales Manager



The Sutton Place Hotel Edmonton:

Delicate crystal chandeliers, warm colors of Italian marble and granite, soft luxury Persian carpets, and unique French Provincial styled furnishings, The Sutton Place Hotel Edmonton is ideal for business or leisure travel. An award-winning banquet team, attention to detail, and personal care provide the elegance The Sutton Place Hotel is renowned for.

Location, location, location! Connected by pedway to five major office towers and over 400 shops, restaurants, and movie theatres in the Edmonton City Centre Mall, every convenience of downtown Edmonton is at our guests' fingertips. We also have fantastic onsite amenities including a Starbucks located in our gift shop, and our in-house restaurant CHOP. We are located in the heart of the Edmonton Entertainment District, just moments from our city's most exciting venues and attractions, and only a block from the new Rogers Place arena which will open in the fall of 2016. There will never be a dull moment for your delegates in their down time!



GUESTROOM INFORMATION

Available Dates:

We presently have both meeting space and guestrooms available on your requested dates from Sunday, June 9, 2019- Wednesday, June 12, 2019. We have not protected the space at this time, but would be delighted to do so upon request.

		Deluxe King Bed	Total Rooms
Sunday	06-09-19	22	\$179.00 22
Monday	06-10-19	28	\$179.00 28
Tuesday	06-11-19	3	\$179.00 3

TOTAL NUMBER OF ROOM NIGHTS	53
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NOTE: Rates are subject to 4% provincial levy, 3% Destination Marketing Fee and 5% GST. All rates are quoted in Canadian funds and are non-commissionable.

Guestroom Considerations:

The Hotel is pleased to offer...

- 1 complimentary room for every 40 rooms occupied per night by your delegates.
- Complimentary upgrades to Deluxe Rooms.

Value Added Features:

- Swimming Pool & Fitness Area: Access to the swimming pool & Fitness Area is complimentary to all overnight guests *****Only hotel rooftop pool in Edmonton!*****
- Pre/Post: The guestroom rates will be extended 3 days pre and post, subject to availability at the time of booking
- Complimentary wireless internet access – in all guest rooms
- Completely non-smoking hotel

Accommodations breakdowns:

313 Total Guest Rooms and Suites

- 182 King Rooms
- 102 Double Rooms
- 23 Executive Rooms
- 3 Grand Suites
- 1 Royal Suite

All Guestrooms Have...

- Secured floor access
- Room service daily from 6:00am - midnight
- Daily Newspaper
- Flat screen digital TVs with in room movies
- Iron & Ironing Board
- Mini fridge, easy chair, coffee maker
- Complimentary Wi-Fi



Guestrooms:

(All hotel rooms are non-smoking)

Tradition and Elegance go hand-in-hand at The Sutton Place Hotel, Edmonton. Our 313 guestrooms and suites range in size from spacious traditional accommodations to our two-storey luxurious Royal Suite.



Sutton Room – 2 double beds or 1 king bed

- Rooms located on 3rd thru 10th & 22nd thru 26th floors
- Includes 27" flat screen digital TV with in room movies
- Sutton Place Guest Room (approximately 320 square feet)
- 27" flat screen digital TV with in-room movies
- Secured floor access
- Complimentary Wi-Fi



Deluxe Room – 1 king bed or 2 double beds

- Rooms located on the 11th thru 21st floors
- Deluxe Guest Room (approximately 320 square feet)
- Upgraded amenities include: duvet cover, slippers, bathrobe, and furnishings
- 37" or 42" LCD flat screen digital TV with in-room movies and video check out
- Complimentary bottled water
- In-room safe



Executive Suite

- Executive Guest Room (approximately 400 square feet)
- Upgraded amenities include: duvet cover, slippers, bathrobe, and furnishings
- 42" LCD flat screen TV
- Two complimentary bottles of water
- 2 phones, in-room safe, bathrobe
- Iron & ironing board
- Mini- fridge, easy chair, coffee maker & hair dryer



Grand Suite

- Suite Accommodations (approximately 900 square feet)
- Upgraded amenities: Duvet cover, slippers, bathrobe and furnishings
- Bedroom includes a 37" LCD flat screen TV
- Includes separate living room with 37" LCD Flat Screen TV
- Complimentary bottles of water Iron & ironing board
Mini- fridge, easy chair, coffee maker & hair dryer

MEETING AND BANQUET ROOMS

The Sutton Place offers over 16,000 square feet of meeting space in comfortable rooms that provide the flexibility needed to plan the perfect event. Whether it is a board meeting for 10, a training seminar for 300, or a convention for 600, our professional team is always on hand to assist you with every detail, from room layout and last minute audio visual needs, to creative coffee breaks and themed events. Our ballroom has a theater style seating capacity of 600 or can be separated into two smaller rooms, each seating 200 or 300 delegates. For smaller meetings of 20 to 150, choose one of our other nine spacious and elegantly appointed meeting rooms.



Our executive chef and his expert culinary team are renowned for their creative and award winning cuisine. Whether you are holding a convention or a wedding, you and your guests will enjoy a sensational meal. Choose from a wide selection of menus or we will be glad to customize a very special menu unique to your group.

Meeting Rooms:

For your review, we have listed what we understand to be your meeting requirements. They have been entered in our function space calendar as a hold only. When your event has been confirmed with a signed contract and the final program has been received, our Catering Department will contact you to review your specific agenda and the space we have blocked.

Date	Time	Event	Function Space	Setup Style	Att. Rental Rev.
06-10-19	07:00 AM-08:00 AM	Hot Breakfast	Northcote	Rounds	23
	07:00 AM-03:00 PM	Meal Room	Northcote	Rounds	23
	08:00 AM-04:00 PM	Board Meeting	Rowand	Ushape	18
	10:00 AM-10:30 AM	Morning Break	Northcote	Rounds	18
	12:00 PM-01:00 PM	Lunch - Buffet	Northcote	Rounds	18
	02:30 PM-03:00 PM	Afternoon Break	Northcote	Rounds	18
	05:30 PM-06:30 PM	Reception - Event	Ballroom Foyer	Reception	33
	06:30 PM-09:00 PM	Dinner	Winterlake	Rounds	33
06-11-19	07:00 AM-08:00 AM	Hot Breakfast	Winterlake	Rounds	23
	07:00 AM-03:00 PM	Meal Room	Winterlake	Rounds	23
	08:00 AM-11:00 AM	Board Training	Rowand	Ushape	19
	08:00 AM-11:00 AM	Accreditation Council Meeting	Executive Boardroom	Boardroom	10



12:00 PM-01:00 PM	Lunch - Buffet	Winterlake	Rounds	18	
01:00 PM-04:00 PM	AGM	William Tomison	Half Rounds	55	\$750.00

- The Group’s total charges are subject to a 17% service charge and 5% GST.
- Function space is reserved for the time indicated only. Additional set-up/tear-down/rehearsal time, if required, must be specified on the program. Should you anticipate any program revisions, please advise us as soon as possible so that we may reserve the appropriate space to accommodate your group. Any function space requirements subsequent to the program noted above will be subject to space availability at the time requested and additional rental fees may apply.

Minimum Food and Beverage Guidelines 2016

(we anticipate an increase of no more than 3% year over year).

Breakfast	from	\$16.00 pp	The costs outlined do not include applicable tax or service charge:
Coffee Break	from	\$ 7.75 pp	
Lunch	from	\$25.00 pp	
Reception	from	\$25.00 pp <i>(not including alcohol)</i>	
Dinner	from	\$45.00 pp <i>(not including alcohol)</i>	

- Food 17% service charge
- 5% GST

Internet Access:

ADSL high-speed internet access in function rooms: \$150 CAD per function room per day wired or wireless connection available.

Audio-Visual Equipment:

Audio-visual equipment arranged on your behalf by our in-house supplier, Freeman Audio-Visual is charged by that company and billed to you directly by The Sutton Place Hotel Edmonton. Should you wish to bring in another supplier, a minimum surcharge of \$250 will apply.

ATTRITION AND CANCELLATION POLICIES

Should your group go ahead with its event, below are our standard cancellation and attrition policies.

Attrition:

The parties agree that the group and the Hotel will share in the loss of revenues suffered by the hotel in the event of the group’s failure to utilize all of the rooms and services agreed to after the final 45-day review. The group therefore agrees to pay a percentage of lost revenue.

For Guestroom room revenue, the lost revenue will be calculated by multiplying the number of rooms not utilized out of the groups block times the average room rate of rooms actually utilized, plus tax.

Percentage of rooms	Group Pays
80% or more	0



79% or less	100% of lost revenue
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For food, beverage, meeting rooms and other services revenue, lost revenue will be calculated by subtracting the exact amount of food and beverage provided from the total anticipated food and beverage agreed to herein. The lost revenues for food, beverage, meeting rooms and other services and for sleeping rooms will be calculated separately.

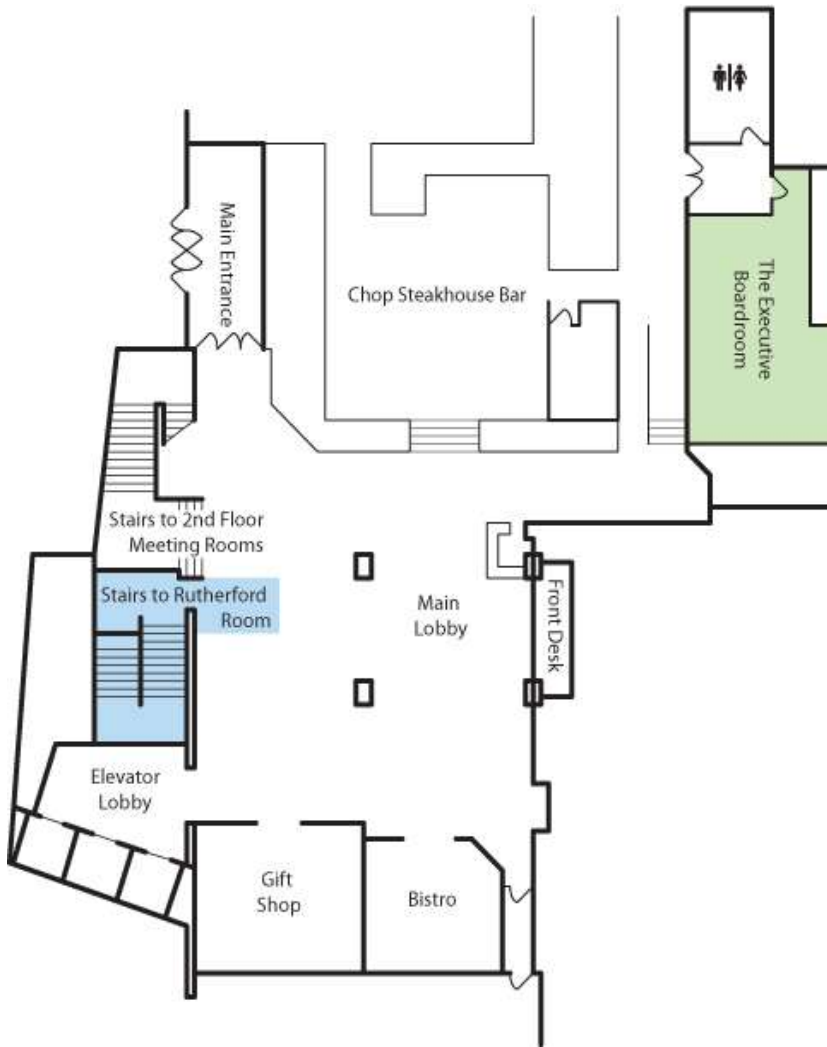
Cancellation / Modification:

If the Group fully cancels the Event, the Hotel shall have suffered damages equivalent to the profits that the Hotel would have earned from the sale of rooms, food and beverages, and use of recreation facilities, etc. in connection with the Event. The Hotel reserves the right to recover lost anticipated revenues including, but not limited to, guestrooms, function space, food and beverage according to the following schedule:

NUMBER OF DAYS PRIOR TO THE EVENT	PERCENTAGE OF LOST REVENUE
180 - 365 days	10% of anticipated revenues
136 – 179 days	25% of anticipated revenues
91 – 135 days	50% of anticipated revenues
46 – 90 days	75% of anticipated revenues
0 – 45 days	100% of anticipated revenues



LOBBY LEVEL



Lobby Level	Dimensions	Boardroom	U-Shape	Classroom	Theatre	Banquet	Reception
Boardroom	36' x 18' (648)	16	-	-	-	-	-
Rutherford	80' x 68 (4760)		40	120	160	200	300



SECOND FLOOR



Lobby Level	Dimensions	Boardroom	U-Shape	Classroom	Theatre	Banquet	Reception
Angus Shaw	50' x 43	32	60	80	200	150	200
William Tomison	56' x 51	48	60	140	300	200	350
Ballroom	56' x 94'	60	60	300	600	380	600
Ballroom Foyer							180
Winter lake Suite	38' x 37	32	36	50	120	80	100
Rowand Suite	44' x 23'	30	26	40	80	70	80
Rundle Suite	20' x 20'	20	16	16	40	30	40
Emily Murphy	26' x 14'	20	-	12	20	20	20
Northcote Suite	26.4' x 24.10	18	24	30	40	40	50

THE BALLROOM: Located on the second floor The Ballroom is ideal for larger meetings. This elegant room measures 5264 square feet with a ceiling height of 12.5 feet. This room can accommodate up to 380 in round tables or 300 in classroom style setup. The ballroom can also open up to the Winter Lake Suite, which is ideal for exhibits or a breakout room.

THE BALLROOM FOYER: Located immediately outside our main ballroom this spacious area offers an abundance of natural light. Perfect for receptions prior to dinner, buffet set up, registration area and / or exhibit space.

HOTEL FEATURES

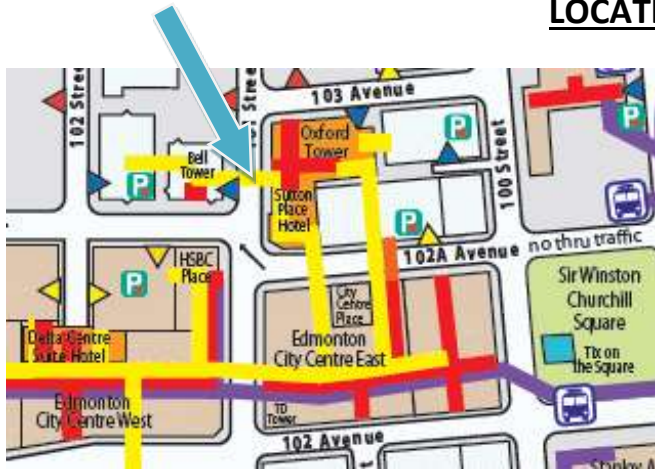
Indoor Rooftop Swimming Pool:



Accumulate points for all your meetings and redeem them for unique gifts and rewards. In addition, as a Sutton Meeting Professional Points member, you will be recognized as our top-tier Sutton Prestige Platinum status member, which comes with a host of exclusive benefits.

Quick & Easy  [Register Now](#)

LOCATION



- Located in the heart of downtown Edmonton, and the Arts and Entertainment District.
- Adjacent to the Edmonton City Centre Mall, with over 400 shops and services, and the Light Rail Transit System (LRT), connecting you to the rest of the city. Both accessible by indoor pedway.
- An easy 10-minute walk (either above or underground) from the Shaw Conference Centre.
- Minutes from Rexall Place, and across the street from the new Ice District and Rogers Place arena, opening in the fall of 2016.
- 8-minute drive to Northlands and the Edmonton EXPO Centre—The largest space of its kind in Western Canada.

AIRPORT INFORMATION: Edmonton International Airport: 35km – approximately 35 minutes.

- Shuttle bus: Sky shuttle \$18.00 one way or \$30.00 return.
- Taxi: Approximately \$55.00, pending traffic.

Parking:

Hotel parking is available at the prevailing rates of \$31.00 per day for self-parking, or \$39.00 per day for valet parking.

***Please note: Parking prices are subject to change without notice, as the hotel does not own the parking facilities.**

For more information on The Sutton Place Hotels please visit our website at www.suttonplace.com
Or contact **Jennifer Ramoudit** at 780 441 3010 or by email at jramoudit@suttonplace.com.



DELTA EDMONTON SOUTH
HOTEL & CONFERENCE CENTRE
PROPOSAL FOR

CALA AGM 2019



EDMONTON SOUTH
CONFERENCE CENTRE



July 14, 2016

RE: CALA AGM 2019

Dear Charles:

Thank you for your interest in the Delta Edmonton South Hotel for the **CALA AGM 2019**.

We are very pleased with the opportunity to present our proposal outlining all appropriate space for the conference, as well as the accommodation requirements. Should this meet with your approval, a formal agreement will be forwarded for your signature.

Delta Edmonton South Hotel offers quick and easy access to shopping complexes like Southgate Shopping Centre & the world famous West Edmonton Mall, the nightlife of Whyte Avenue, the downtown business district, and less than 20 minutes away from Edmonton International Airport. At Delta Edmonton South Hotel, attentive service and elegant surroundings await your visit.

From our executive-appointed boardroom to one of Edmonton's largest pillar-free ballrooms, (13,000 sq. ft.), meeting and convention facilities at the Delta Edmonton South Hotel are complete and convenient. With over 30,000 sq. ft. of meeting space, most featuring natural light, this facility provides spectacular views of the city and the opportunity for you to impress with a most memorable event.

Please note that all outlined space will be held for you until June 30, 2016 at which time we will contact you for an update.

We look forward to welcoming the **CALA AGM 2019** and to working with you to ensure the success of your event. If your schedule permits, it would be my pleasure to tour you through the hotel so you can explore how the event would be showcased at the Delta Edmonton South.

Sincerely,

Stephanie Lynch

Stephanie Lynch
Sales Manager
Tel: 780.431.3464
E-mail: stephanie.lynch@marriott.com

WE ARE ALL GUESTS OF THE ENVIRONMENT



We hesitate to call Delta Greens a program. It's more of a promise that we are making to this land, to the air we breathe, to ourselves and to you. A promise to reduce the waste we create, the energy we use. It's a promise with a plan that utilizes the energy and creativity of Delta employees, as you'll notice on your next visit to a Delta hotel.

On our side, we're replacing all of our lighting, plumbing and other fixtures with energy-efficient products. All of our renovations and new hotels will be completed to the highest of green standards. We've phased out plastic water bottles from our guest rooms. We're eliminating paper guest receipts. We're enforcing new green building standards. We're turning on our switch-off program. We're into equipment retrofits. We're recycling like never before.

Delta Greens is not just an environmental program or a one-time initiative. It's an integral part of who we are and the way we approach our business. We know that you always have a choice in the hotel you select. If you want to stay green, be our guest. To learn more and to track our progress along the way, we welcome you to visit www.deltahotels.com/greens

Delta is also pleased that it has been named as one of the 30 greenest organizations in Canada by AON Hewitt for the second year in a row. Delta Edmonton South has been awarded 4 Green Keys from the Hotel Association of Canada.

GET MORE DONE ON THE ROAD THAN YOU DO BACK HOME

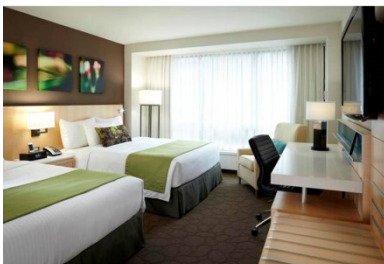
In today's wired world, perhaps nothing is more important than fast, reliable internet connectivity, both for presenters and attendees. That's why, at most of its premier meeting and conference facilities, Delta has upgraded its entire internet infrastructure to the industry-leading standards required by today's business environment. Introducing Internet XL, Delta's all new premium ultra-fast Internet service. It's up to 20 times faster than household high-speed internet service, and proven to be the fastest of any full-service hotel chain in Canada.



RECENT RENOVATIONS

The Delta Edmonton South has recently undergone some exciting renovations and enhancements. We are pleased to showcase below what has been done.

- ✓ **Hotel lobby**
- ✓ **Aurora Lounge**
- ✓ **Pool**
- ✓ **44o4 Restaurant**
- ✓ **Starbucks Barista**
- ✓ **Crystal Gallery**
- ✓ **Top of The Inn**
- ✓ **Conference Centre**
- ✓ **Public Rest Rooms**
- ✓ **Guestrooms**



GUEST ROOMS & ROOM RATES

We are pleased to confirm the following guestroom rates for your program as outlined:

Date	Day	Guest Room; 1 Queen	Total Rooms
06/09/2019	Sun	22	22
06/10/2019	Mon	28	28
06/11/2019	Tue	3	3

Start Date	End Date	Room Type	Single
06/09/2019	06/12/2019	Standard	\$159.00

Total Number of Rooms Requested: 53

Currently room rates are subject to 12% taxes.

The breakdown is as follows: GST 5%, Alberta Tourism Levy 4%, and Destination Marketing Fee 3%.

Please note that the above taxes may change without notice.

IN ADDITION

We are pleased to provide:

- One complimentary luxury suite for the duration of the conference valued at \$599.00 per night.
- One (1) per forty (40) complimentary policy
- Storage facilities made available from Sunday to Tuesday.
- Complimentary internet in meeting space & guest rooms
- Complimentary meeting space with \$8000.00 F&B minimum.
- Complimentary parking
- The Howes Group clauses to be reviewed and Marriott clauses used that are similar.

OUR GUESTROOMS

The Hotel's 237 guestrooms range from bright, welcoming bedrooms, to elegant suites, and spacious long-stay rooms equipped with a refrigerator and microwave.

All rooms include the following standard amenities:

- Delta's Sanctuary bed with crisp white linens and brightly coloured accents
- Air-conditioning & Open Air Access Windows
- Philosophy Amenities
- Coffee maker, Hairdryer, Iron/Ironing Board
- All guestrooms are 100% non-smoking.
- High-Speed XL Internet Access is complimentary in all guestrooms
- Bedside docking station for iPhone, USB and BlackBerry
- Great Shelf with Accessory Tray
- Large SmartDesk™ surface area (6 ft.) with built-in power and connectivity dock, 4 power outlets
- Large-screen HD TV; input audio, video or data from your device to the flatscreen TV

PARKING

We offer access to over 500 complimentary parking stalls on property including an underground, heated garage, a 3 level covered parkade and a large number of ground level exterior stalls

TRANSPORTATION

Sky Shuttle to/from Edmonton International Airport at \$18 each way, and \$30 for a round trip. Children 4 - 11 are \$10.00 one way, and \$17.00 round trip. www.edmontonskyshuttle.com

Sky Shuttle now offers Complimentary Service to West Edmonton Mall!

- 7 days a week
 - Picking up from our hotel at 9:45am



- Leaving West Edmonton Mall at 5:00pm
 - Advance reservations required

FUNCTION ARRANGEMENTS

Date	Day	Start Time	End Time	Function Type	Setup	# People	Rental	Related Events
06/10/2019	Mon	7:00 AM	3:00 PM	Breakfast	Rounds of 10	23		7:00 AM - Breakfast Buffet 10:00 AM - Coffee Break 12:00 PM - Lunch 2:30 PM - Coffee Break
06/10/2019	Mon	8:00 AM	4:00 PM	Meeting	U-Shape	18		
06/10/2019	Mon	5:30 PM	6:30 PM	Reception	Lounge	33		
06/10/2019	Mon	6:30 PM	9:00 PM	Dinner	Rounds of 10	33		
06/11/2019	Tue	7:00 AM	3:00 PM	Breakfast	Rounds of 10	55		7:00 AM - Breakfast 12:00 PM - Lunch
06/11/2019	Tue	8:00 AM	11:00 AM	Meeting	U-Shape	19		8:00 AM - Continuous Break
06/11/2019	Tue	8:00 AM	11:00 AM	Meeting	Conference	10		8:00 AM - Continuous Break
06/11/2019	Tue	1:00 PM	4:00 PM	General Session	Crescent Rounds	55		

Room rental applies to the above listed set up only. Meeting room rental is subject to 18% Gratuity & 5% GST.

FUNCTION SPACE CHARGES

We are pleased to outline above your function space arrangements and pricing based upon the noted food and beverage requirements and total guestroom usage requested.

Your total room rental based on the above requirements is: **Complimentary with \$8000 in F&B.**

Please note that standard, full meeting room rental would have been: \$10,500.00

BANQUET MENU PRICE RANGE

The Delta Edmonton South Hotel has a wide menu selection to suit your needs. The approximate range of our 2016 banquet /catering prices per person is:

Breakfast:	\$ 21 to \$27
Coffee/Tea Break (per cup):	\$ 4.25
Working Lunch (buffet):	\$ 28 to \$ 35
Lunch (plated):	\$ 30 to \$ 34
Dinner:	\$ 49 to \$ 77

Above prices do not reflect 18% Gratuity or 5% GST.

SIMPLE & SUSTAINABLE PACKAGES

We are pleased to offer our **customizable** Simple & Sustainable Meeting Packages that includes:

- Continental Breakfast
- Working Lunch - *Soft Drinks, Bottled Water, and Bottled Juice charged upon consumption*

- Main Meeting Room Rental
- **High-Speed XL Internet Access**
- **Freshly Brewed Starbucks® Coffee & Tazo® Teas**

The packages start at **\$78 per person, per day** prices do not reflect 18% Gratuity or 5% GST

MARRIOTT REWARDS POINTS

Marriott Rewards® offers exclusive membership privileges when you travel, as well as your choice of frequent flyer miles in your preferred airline program or points toward free vacations for every dollar you spend at over 2,400 hotels in the Marriott family. Sign Up Today! www.marriott.com

VALUE ADDS

- Meeting Hotline in all Meeting Rooms for immediate assistance
- Natural lighting in all second floor Meeting Rooms
- Complimentary Wireless InternetXL throughout the whole Hotel
- Themed Coffee Break options available
- White boards in all second floor Meeting Rooms
- Complimentary access to the Business Centre in Lobby

AUDIO VISUAL SERVICES

F R E E M A N
AUDIO VISUAL | CANADA

Freeman Audio Visual (previously known as AVW Telav) is the in-house supplier to all Delta Hotels & Resorts. Freeman Audio Visual supports the power of face-to-face marketing by providing full-service audio visual rental resources for corporate events, exhibit programs, trade shows and conventions of all sizes. But Freeman Audio Visual is much more than an AV rental company; think of us as a technologically-innovative, equipment-savvy extension of your business— better yet, an invested presentation partner because your success is our success. Freeman Audio Visual also offers you design/build solutions coupled with cutting-edge communication tools at your place of business with system design and integration for permanent audio visual and videoconferencing installations. www.freemanav-ca.com.

For a quote, please Contact Jake Kushnyrick, our in-house Technical Services Manager, at 780-271-6707 or jake.kushnyrick@freemanco.com.

MEETING SPACE

Grand Ballroom



Crystal Gallery



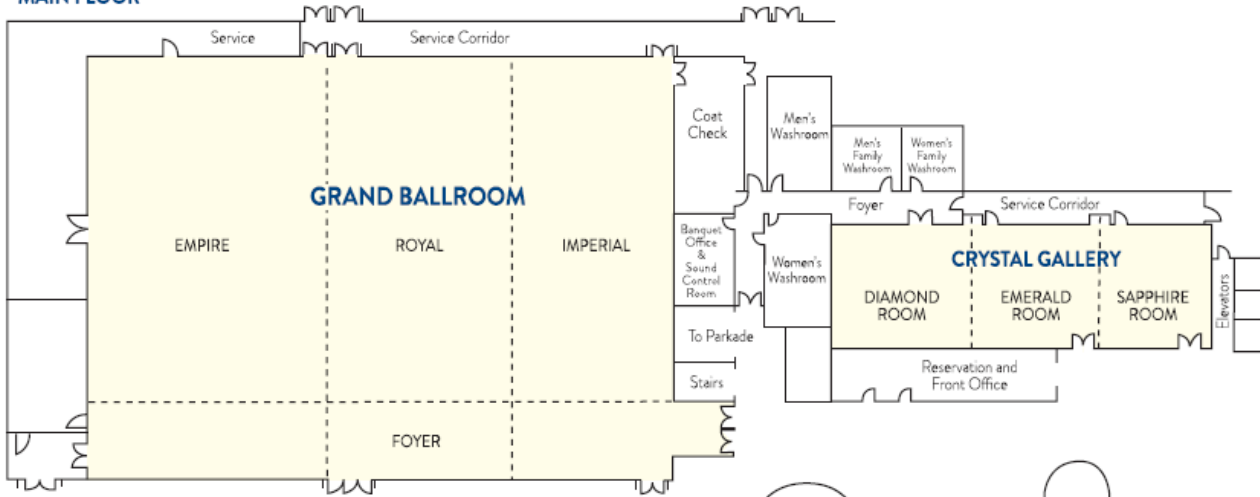
Second Floor Conference Centre



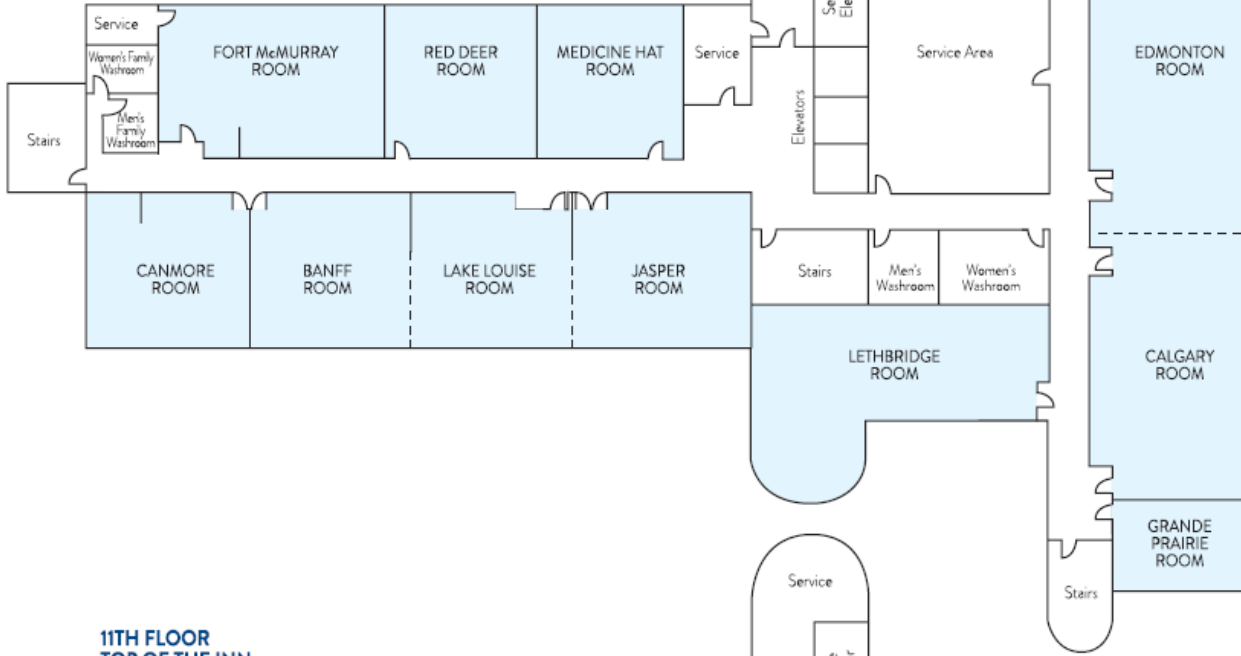
Top of The Inn



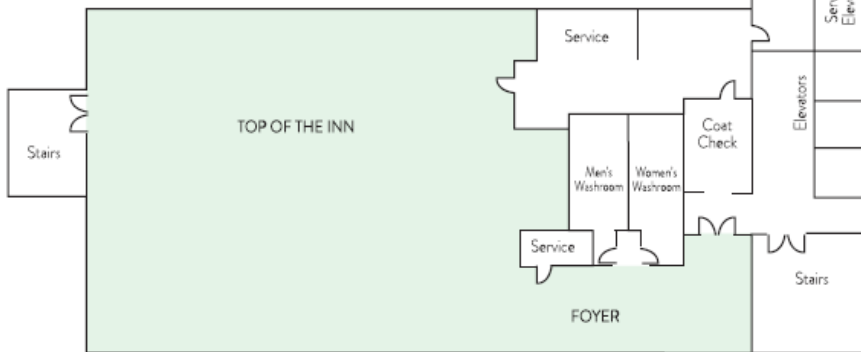
MAIN FLOOR



**2ND FLOOR
CONFERENCE CENTRE**



**11TH FLOOR
TOP OF THE INN**



OUR RESTAURANT & LOUNGES

Delta Edmonton South Hotel has a new 4404 Restaurant and Aurora Lounge to accommodate a social chat over a beverage or business meeting over a meal.

4404 Restaurant: Join us for comfortable dining in a contemporary setting that features artwork by a local photographer and glass artist. Open daily from 6 AM, featuring full breakfast, and a unique selection of lunch items to fit within your busy day. Evenings transition to a more intimate setting with several quiet and semi-private dining areas. For patrons with special dining requirements our chef has created gluten-free and vegetarian menus, and if you can't find something exactly to your taste, remember "Our Kitchen is Your Kitchen" at Delta Edmonton South so just ask your server if you would like a dish prepared especially for you. For families, children six and under eat free and ask about our senior's discount!



Aurora Lounge: Come unwind in the inviting atmosphere of our newly created Aurora Lounge. Andy and the team will welcome you to relax and enjoy the game on one of our 4 flat screen TVs or mingle with friends and colleagues at the end of the day. Indulge in a fine selection of quality scotches, beer on tap or premium spirits such as Grey Goose Vodka, Bombay Gin or Crown Royal Rye, and partake of a magnificent a la carte menu. Open Monday to Friday at 4pm, Saturday at 3pm and Sunday at 5pm, or inquire about booking Aurora for a private event!



In-Room Dining: Enjoy the convenience and taste of our In-Room Dining service 24 hours of the day where it is our pleasure to serve you the best of our cuisine in the comfort of your room. Whether it is a formal dining experience or just a snack to relax with by the television, we will deliver it at your request.

OTHER DELTA EDMONTON SOUTH HOTEL SERVICES

Health Club: After a long day, our newly renovated health club, including an indoor pool, whirlpool and exercise room will help put the spring back in your step. This facility is available to registered guests at no charge. Equipment includes: free weights, stationary bikes, treadmills, and a work-out machine.



Business Centre: Our centre has 24 hour access and is located on main floor. To ensure the utmost safety, the centre has restricted/security access. The centre offers personal computers, printer and fax machine/photocopier for guest use.

Services

Bell Staff - Full Bell Staff services are available at the hotel

Luggage storage - Complimentary to hotel guests

Concierge - Concierge services available in the Lobby

Housekeeping – Service available 24 hours, feather pillows, extra blankets or towels

Laundry Services - Same-day dry cleaning service available

Parking – Complimentary above-ground, heated underground, and multi-level parking at the hotel

Safety-Deposit Boxes - Safe-deposit boxes available at Front Desk at no extra charge (24hr access)

AWARDS AREN'T EVERYTHING. LIVING UP TO THEM IS.

We're honoured to receive these awards. But more than that, we feel an even greater responsibility to surpass these achievements. Which is why we're working extra hard to make your stay as enjoyable as possible. So please, enjoy your stay.



AROUND EDMONTON

Edmonton City Guide Information – Edmonton has a vibrant history alive with stories of the fur-trade, agriculture, and the discovery of oil. Friends and strangers have come to explore its pioneering traditions. They have come to work, to wander among the historical sights, to enjoy the many summer festivals, and to sample fine prairie cuisine. Complete information at www.edmonton.com

Fort Edmonton Park – It's living history at its best. Join the costumed historical interpreters and try your hand at living life as an early pioneer. You'll experience life as it was at the 1846 fort and on the streets of 1885, 1905 and 1920. Rides on the steam train, the street car, and the antique vehicles are all included in the admission price. More details from (780) 496-8787. www.fortedmontonpark.ca

Old Strathcona – Edmonton's Old Strathcona historic district offers many restaurants, pubs, and boutique shops. With the liveliest nightlife in the city, it pulses with hot music, smells of great food, and parties well into the night. www.oldstrathcona.ca

Rexall Place & Expo Centre – A quick 15-minute drive along 75th Street will take you to the home of the famous Edmonton Oilers, the stomping grounds of our local Exhibition, Capital Ex, as well as many concerts and premiere events year-round.

Edmonton Arts District – Located on 99th Street between Jasper Avenue and 103rd Avenue. Tel: 780-424-9001.

Muttart Conservatory – Nestled in the scenic North Saskatchewan River Valley, the pyramids of the Muttart Conservatory are a striking landmark in Edmonton. Within the four pyramids visitors can explore an exotic jungle, trek across a desert oasis, enjoy the changing seasons in a temperate forest and bask in the magnificent colours of a floral paradise. www.muttartconservatory.ca

Telus World of Science - Just a fifteen minute drive away Telus World of Science boasts Canada's largest planetarium dome theatre as well as Exhibit galleries, hands on activities and more. www.edmontonscience.com

West Edmonton Mall – A brief drive along the Whitemud Freeway brings you to the world's largest shopping centre. With over 800 shops, an indoor waterpark with wavepool, a complete amusement park, restaurants, pubs, clubs and cafés, all under a single roof, you will easily spend an entire day at this spectacular mall. www.wem.ca

Shopping

- Southgate Shopping Centre
- South Edmonton Common
- Whyte Avenue
- West Edmonton Mall
- Kingsway Garden Mall
- Edmonton City Centre

Golf Courses

- Highlands Golf Club, Tel: 780-474-4211
- Broadmoor Public Golf Course, Tel: 780-467-7373
- Lewis Estates Golf Course, Tel: 780-489-4653
- Millwoods Golf Course, Tel: 780-448-1601
- Pioneer Meadows Golf Course, Tel: 780-988-8375
- The Ranch Golf & Country Club, Tel: 780-470-4700
- Victoria Golf Course Tel: 780-496-4710

Skiing

- Rabbit Hill, Tel: 780-955-2440
- Snow Valley, Tel: 780-434-3991

R
RENAISSANCE®
EDMONTON AIRPORT HOTEL



Renaissance Edmonton Airport Hotel
4236-36 Street | Edmonton International Airport,
AB T9E 0V4

June, 13, 2016

Dear Valued Guest

Thank you for considering the *Renaissance Edmonton Airport Hotel* for your upcoming **CALA AGM 2019**. Recently granted the AAA *Four Diamond Award*, we are confident that our team of ambassadors will provide you and your guests with a unique experience during your time at our property. Explore meetings and events like never before at Renaissance Hotels with the expertise and business services that only Marriott® can offer and earn Marriott Rewards® Points every time!

In addition, *R.E.N. Meetings* enhances your experience with:

R: RENAISSANCE'S SIGNATURE SENSORY MEETING SPACES

Meeting spaces are designed to inspire creativity and interaction so your attendees feel motivated from the moment they arrive.

E: ENTERTAINING NETWORKING EVENTS WITH RENAISSANCE PRESENTS

The meeting day may be over, but the real fun is just beginning. Invite guests to mingle, network and relax at our buzzing lobby bar or create a customized RLife LIVE event for large groups.

N: NAVIGATOR LOCAL EXPERTS

Our on-site Navigators are the modern hotel concierge. They understand the pulse of the city and help with any off-site excursions— from dinner recommendations to packaging a tour of local hubs.

MEETINGS IMAGINED- PEOPLE INSPIRED. MARRIOTT DELIVERED

Your meeting is about more than just tables and chairs. That's why we start with people, understand their meeting purpose, and deliver not just a meeting but an experience. Let's imagine the possibilities.

ROOM BLOCK

Date	Day	Standard	Total Rooms
06/09/2019 to 06/11/2019	-	53	53

OVERNIGHT ROOM RATES

Start Date	End Date	Room Type	Rate
06/09/2017	06/11/2017	Standard	\$179.00

- *Sleeping rooms are per room, per night and are based on single or double occupancy.*
- *Room rates are non-commissionable.*
- *Quoted room rates are valid for 30 days from proposal date and are subject to change after this date.*

These rates are net of taxes. Hotel's room rates are subject to applicable taxes and fees in effect at the time of check-in (currently 4% Occupancy, 5% GST and 3% Destination Marketing Fee).

FUNCTION AGENDA

Date	Day	Start Time	End Time	Function Type	Setup	# People	Rental
10-Jun-2019	1	7:00AM	8:00AM	Breakfast	Buffet	23	\$300.00
10-Jun-2019	1	8:00AM	4:00PM	Board Meeting	U Shape	18	\$425.00
10-Jun-2019	1	10:00AM	10:30AM	AM Break	Rounds	18	-
10-Jun-2019	1	12:00PM	1:00PM	Lunch	Buffet	18	\$425.00
10-June-2019	1	2:30PM	3:00PM	PM Break	Rounds	18	-
10-June-2019	1	5:30PM	6:30PM	Open Bar	Reception	33	-
10-June-2019	1	6:30PM	9:00PM	Dinner for Board & Staff	Plated	33	\$425.00
11-June-2019	2	7:00AM	8:00AM	Breakfast	Buffet	33	\$930.00
11-June-2019	2	8:00AM	11:00AM	Board Training	U Shape	19	\$425.00
11-June-2019	2	8:00AM	11:00AM	Accreditation Council Meeting	Conference	10	\$400.00
11-June-2019	2	12:00PM	1:00PM	Lunch	Buffet	55	\$930.00
11-June-2019	2	1:00PM	4:00PM	AGM	Crescent Rounds	55	\$930.00

Food and beverage is subject to 5% GST and 18% Service Charge at time of billing.

Link to Full Event Menu: <http://event-menus.com/production/YEGBR/3198/hotels/travel/YEGBR-renaissance-edmonton-airport-hotel-/index.asp>

Virtual Tour: <http://www.youtube.com/watch?v=ov5xJ0OPVw&sns=em>

MEETING PACKAGES

We offer a full-day meeting package at \$95.00 per person. Please note, an additional \$5.00 per person will be charged for groups below 20 people.

Included in the full-day meeting package:

- Dedicated banquet space
- Weekly lunch buffet
- Continental breakfast
- Morning and afternoon coffee break
- Personalized conference service person

AMENITIES AT THE RENAISSANCE

- Attached Directly to the Edmonton International Airport
- Private, Secure Parking Lot [located directly in front of hotel's main entrance]
- Fitness Centre, Swimming Pool, Whirlpool and Sauna
- 24 Hour Business Centre
- In-Room Dining
- HALO Bar & Bistro
- Full-Service Starbucks
- On-Site Local Navigators
- RLife LIVE and Fitness Programs
- Customized/Themed Breaks

Thank you again for your consideration of our hotel and I hope to have the opportunity to work with you on this program. Should you wish to move forward with your event at the Renaissance, I would be happy to confirm your requirements and supply you with a Sales Agreement. Please do not hesitate to contact me at **(780) 224.9153** or **Shelby.Zukowski@marriott.com** if you have any questions on the information in this proposal.

Warmest Regards,
Shelby

SHELBY ZUKOWSKI | Sales Manager

Renaissance Edmonton Airport Hotel | 4236-36 Street | Edmonton International Airport, AB T9E 0V4
T: 780.224.9153 | F: 780.488.6372 **Renaissance Hotels**. Live Life to Discover.

EDMONTON
All in.