



EXPRESS CONFIRMATION AGREEMENT

This **Express Confirmation Agreement** ("Agreement") is by and between **University of Minnesota Twin Cities** ("Group" or "you" or "your") and **Southeast Minneapolis Hotels, LLC** ("Owner") doing business as **Home2 Suites by Hilton Minneapolis University Area** (the "Hotel" or "we" or "our" or "us").

Especially Prepared for:		Event & Hotel Information:	
Group Contact:	Chris Hogan	Name of Event:	Symposium on Ammonia Energy
Title:	University Department Head	Date(s) of Event:	September 27, 2025 - October 02, 2025
Group Name:	University of Minnesota Twin Cities	Hotel Property:	Home2 Suites by Hilton Minneapolis University Area
Address:	Accounting Office 111 Church St SE	Hotel Contact:	Mark Madigan
City, State, Zip:	Minneapolis, MN, 55455	Title:	Director of Sales
Phone:	(612) 626-8312	Phone:	612-400-1664
Email:	hogan108@umn.edu	Email:	mark.madigan2@hilton.com

ROOM BLOCK: The Hotel is pleased to confirm the following room rates (non-commissionable, quoted exclusive of taxes and fees):

Home2 Suites Room Type	09/27/25		09/28/25		09/29/25	
	Qty	Rate	Qty	Rate	Qty	Rate
Suite 1 King	15	\$259	20	\$139	20	\$139
Suite 2 Queens	5	\$269	10	\$149	10	\$149

09/30/25		10/01/25	
Qty	Rate	Qty	Rate
20	\$139	20	\$139
10	\$149	10	\$149

TOTAL GUEST ROOM NIGHTS RESERVED: 140

Rates are for Single or Double Occupancy, add \$10 for each additional adult 18+

Method of Reservation	Individual via booking link
Cut-Off Date	Guestrooms will be held until midnight on August 27, 2025
Billing Instructions	Credit Card

RESERVATIONS: Guest room reservations will be made directly by the attendee via the Internet using a custom HiltonLink. Once the Agreement is signed, the hotel will create a custom HiltonLink for your group; your Hotel Contact will provide you with the unique URL to send out to your attendees. Or guests may also call the Hotel directly at 612-473-4662 and have attendees reference Symposium on Ammonia Energy to receive the group guest room rate.

CUT-OFF DATE: Each guest room in your block must be confirmed by 11:59 PM (hotel time) no later than August 27, 2025. This date is known as your "**Cut-off Date.**" After the Cut-off Date, any unreserved rooms in your block will be returned to hotel inventory for general sale. A guest room is confirmed when you or a guest attending your event secures the room with a valid credit card. This group rate will not be available after August 27, 2025. After the Cut-Off Date, guests who do not have a confirmed reservation may still request rooms, subject to availability, at the best available rate, by contacting the Hotel directly and identifying the group.

CHECK IN/OUT TIME: Check-in time is **3:00 PM**; check-out time is **11:00 AM** (subject to change without notice). The Hotel



can arrange to check baggage for those arriving early when rooms are unavailable. Hotel will attempt to accommodate special requests, room types, and location. However, due to the arrival and departure patterns not all requests may be able to be fulfilled.

TERMS AND CONDITIONS:

- GUEST ROOM PAYMENT ARRANGEMENTS:** All reservations must be guaranteed with a valid credit card. Room, tax, parking, and incidentals charges are the responsibility of the individual guest. These charges must be paid in full prior to the guest's departure, with individual credit being established upon reservation.
- TAX:** All rates are subject to state and local taxes. Currently, the hotel occupancy tax rate is **15.025%**, rates are subject to change without notice.
- PARKING:** A daily charge of **\$25** and tax will be added to the guest room folio for all guests' parking. For this fee, guests are permitted to leave and re-enter the parking facilities without additional charge. Parking rates are subject to change without notice.
- COURTESY ROOM BLOCK:** A group guest room rate has been established for your group. After signing the Agreement, please instruct your guests to reserve rooms as soon as possible. **There is no commitment by you to pick up these rooms, and no commitment by the hotel to hold the rooms if other customers wish to purchase the rooms.** Should other business opportunities arise such that the Hotel is in a position to sell the unused allocated rooms inventory to other customers, or should Hotel availability over the Event Dates be subject to high occupancy or a sellout condition, you will be advised by phone and/or email and then you and your guests will be given 24 hours to confirm the desired amount of rooms in the remaining room block inventory by advance payment or credit card. Each room must be secured with a valid credit card provided by you or the guest booking the reservation.
- INDIVIDUAL CANCELLATION:** After reservations are made, should an individual need to cancel their reservation, a phone call to the hotel is required. Individual reservations may be cancelled up to **48** hours prior to 3:00pm arrival without penalty. Guest rooms cancelled for any reason less than **48** hours in advance will incur an individual cancellation fee equal to one night's room rate plus applicable tax.
- IMPOSSIBILITY:** Neither party shall be responsible for failure to perform this Agreement if circumstances beyond their reasonable control make it illegal or impossible or commercially impracticable to perform as originally contracted. The affected party must provide written notice to the other party.
- COMPLIANCE WITH HOTEL POLICIES; LAW.** You agree to comply with all Hotel policies described on the Hotel's website or posted at the premises. This Agreement will be governed by and interpreted pursuant to the laws of the state in which the Hotel is located, excluding any laws regarding the choice or conflict of laws. You are responsible for communicating the terms of this Agreement to your guests.
- MISCELLANEOUS.** Any provision in this Agreement that is held to be illegal or unenforceable in any jurisdiction shall be ineffective to the extent of such illegality or unenforceability without invalidating the remaining provisions, and any such illegal or unenforceable provision shall be deemed to be restated to reflect as nearly as possible the original intentions of the parties in accordance with applicable law. Either party's failure to enforce any term or condition of this Agreement does not waive that party's right to enforce that or any other term or condition at any time. This Agreement may not be modified unless done so in writing and signed by both parties. This Agreement is binding on the respective successors and assigns of you and the Hotel.



Please sign and return this Agreement to us by **June 17, 2025**. We may release your tentatively reserved guest rooms and/or facilities if we do not receive your signed Agreement by the applicable due date. Once both Group and Hotel sign this Agreement, all provisions reserved on your behalf will be *confirmed* and therefore subject to the terms of this Agreement.

ACCEPTED AND AGREED TO:

GROUP:

University of Minnesota Twin Cities

Chris Hogan

06/16/2025

hogan108@umn.edu

Sign

Date

By: Chris Hogan

Title: Department Head

HOTEL:

Home2 Suites by Hilton Minneapolis University Area

Mark Madigan

06/17/2025

mark.madigan2@hilton.com

Sign

Date

By: Mark Madigan

Title: Director of Sales