



# USIHC Board Conference Call Meeting

June 11, 2019

8:00PM (Eastern)

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**BOARD MEMBERS PRESENT:** Will Covert, Lori Cretney, Kari Pietsch-Wangard, Sherry Hoover, Kristina Behringer, Leslie Chambers, Janet Mulder, Emily Potts and Absent Linda Templeton.

**OBSERVERS:** Carrie Brandt and Abbi Brock

**Will Covert called the meeting to order at 8:04pm EST.**

## **SECRETARY'S REPORT (Sherry Hoover)**

As of June 9, 2019 the USIHC has 729 Members in 533 Households

## **TREASURER'S REPORT (KARI PIETSCH-WANGARD)**

The monthly financial statements now include a detailed breakdown of the cash owned by the Congress. The key figures from the breakdown are:

Combined bank account balances as of 5/31/19:	\$116,504.15
Unrestricted membership funds as of 5/31/19:	\$103,802.70
Net Increase from 4/30/19:	\$1,822.10
Net Increase from 12/31/18:	\$3,177.40

## **Committee Reports:**

**Affiliated Club** - Leslie Chambers. There was discussion in the committee regarding the Canadian Foreign Friends fee and the perk of receiving the USIHC Quarterly. No action taken at this time. Future action will be dependent upon our basic fees going forward. Leslie is waiting on several clubs to return their Policy 31 completion form. Funds cannot be distributed without the completed form. See attached documents.

**Breeding Committee** - Sherry Hoover. Contacted the organizers of the two breeding evaluation shows. We are using the USIHC checklist for breeding show organizers to stay on top of the items that need to be completed. Harmony Icelandics is looking into purchasing a set of measurement tools for the Iowa breeding evaluation.

**Education Committee** - Will Covert and Kari Pietsch-Wangard. There has been some discussion on the Riding Badge Program. The Committee is concentrating on the Trainers Certification. Carrie Brandt and Caeli Cavanagh are working on the framework for the Trainers Certification Program called the Trainers Certification Creation Structure. The FEIF Education Committee meeting is Monday, June 17.

**Leisure Committee** - Janet Mulder. See attached Sea to Sea report. The BOD would like to see a report of the ranking of riders and teams with hours or miles completed.

**Promotion Committee** - Emily Potts. The committee is receiving requests for USIHC stickers with the new logo. In the near future the stickers will be available for purchase online. The website developer is currently working on the Sea to Sea and National Ranking areas of the new website. The registered horse search on the website is up and running. Emily requested board input on a board member area of the website that would have information about each of the board members.

The information would include in addition to your name, your picture, background information and how each board member serves the USIHC. Help is also needed to design the new updated USIHC brochure to go along with our new website. Kari requested an opportunity to see the data area of the new website.

**Quarterly Committee** - Nancy Marie Brown. The Quarterly committee thanked Emily for getting their index set-up for the new website. See the Quarterly report attached.

**Sport Committee** - Asta Covert. After the results from the tryout videos three riders have qualified, they are Coralie Denmeade, Isabella Gneist and Jennifer Melville. As of this meeting 2 of the 3 riders have confirmed their intention to compete. On the attached report the qualified members are indicated by the asterisk. The team member contract form will be revised to show the 2019 team member's obligation to pay the fees before they can enter the World Championship Show. See attached report.

**Youth Committee** - Linda Templeton. The committee report was presented by Kristina Behringer. The committee is working on an outline for Knapi Kids, a standardized basic informal curriculum that would be offered for kids. The FEIF 2019 Young Leader Event will be held in the Netherlands on November 22 - 24. Each country can send 2 members to the Young Leader Event. The committee will look at developing criteria for choosing the 2 members for the Young Leader Event. The committee's criteria will be presented to the board. Linda Templeton has asked to step down as chairman of the Youth Committee. Kristina Behringer is willing to take on the Youth Committee Chairman position. Sherry Hoover made the motion to accept Kristina Behringer as chairman of the USIHC Youth Committee. Kari Pietsch-Wangard seconded the motion and the motion passed unanimously. Thank you to Linda Templeton for serving as Youth Committee Chairman and welcome to Kristina Behringer as the new Youth Committee Chairman.

#### **Old Business:**

By email vote the USIHC BOD approved the Radisson Hotel Portland Airport Group Contract for the USIHC 2020 Annual Meeting January 18, 2020 in Portland, OR. The motion was made by Kari Pietsch-Wangard to have Linda Templeton sign the contract with the Radisson Hotel Portland Airport Group on behalf of the USIHC for the 2020 USIHC annual meeting. Leslie Chambers seconded the motion. The motion passed unanimously. See the attached contract.

#### **New Business:**

Emily Potts reported that the biggest member benefit is The Quarterly magazine. A significant number of our members are trail riders as seen by the Sea to Sea ride membership and the USIHC FaceBook page. Many of the Sea to Sea riders and other trail-riding members are using alternative boots. Emily has reached out to two boot companies. The company Scootboots is interested in creating a partnership with the USIHC and will provide a 10% off code to our members. Emily will continue working with Scootboots on details of the partnership and report back to the Board.

Next meeting will be Tuesday, July 9th. at 8pm EST.

Due to the fourth of July holiday agenda items for the July 9th meeting are requested by June 28th.

The meeting adjourned at 9:13pm

Respectfully submitted,

Sherry Hoover

# Balance Sheet Standard

As of May 31, 2019

	May 31, '19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Associated Checking acct.	10,543.40
Associated Money Market Acct.	95,960.75
<b>Total Checking/Savings</b>	106,504.15
<b>Other Current Assets</b>	
CD ownd by USIHC mature 10/7/19	2,000.00
CD ownd by USIHC mature 10/7/20	2,000.00
<b>CDs for Judge Scholarship Fund</b>	
CD-matures 4/13/20	3,000.00
CD-matures 10/11/21	3,000.00
<b>Total CDs for Judge Scholarship ...</b>	6,000.00
<b>Total Other Current Assets</b>	10,000.00
<b>Total Current Assets</b>	116,504.15
<b>Other Assets</b>	
Blood Profile Funding Refund	-5,000.00
<b>Total Other Assets</b>	-5,000.00
<b>TOTAL ASSETS</b>	111,504.15
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Unexpended Judge Schlsph. Fund	4,000.00
Unexpended World Champshp F...	4,207.53
Unexpended Youth Funds	4,493.92
<b>Total Other Current Liabilities</b>	12,701.45
<b>Total Current Liabilities</b>	12,701.45
<b>Total Liabilities</b>	12,701.45
<b>Equity</b>	
Opening Bal Equity	96,926.56
Retained Earnings	-1,301.26
Net Income	3,177.40
<b>Total Equity</b>	98,802.70
<b>TOTAL LIABILITIES &amp; EQUITY</b>	111,504.15

## USIHC General Membership Funds

4/30/19		5/31/19
\$ 8,708.74	Checking	\$ 10,543.40
\$ 95,949.34	Money Market	\$ 95,960.75
\$ 10,000.00	CDs	\$ 10,000.00
\$ 114,658.08	subtotal	\$ 116,504.15
\$ (4,479.06)	Youth Fund	\$ (4,493.92)
\$ (4,000.00)	Judge Scholarship Fund	\$ (4,000.00)
\$ (4,198.42)	World Champ. Team Fund	\$ (4,207.53)
\$ 101,980.60	<b>USIHC Unrestricted Membership Funds</b>	\$ 103,802.70

Net Increase from 4/30/19

**\$1,822.10**

12/31/18 Balance

\$ 100,625.30

Net Increase from 12/31/18

**\$3,177.40**

**United States Icelandic Horse Congress Inc.  
Income & Expense Report  
May 2019**

Income		Expense	
<b>Competition Inc.</b>			
Ice Test fee income	63.00		
Sanction Competition fee	225.00		
<b>WC Team Tryout Inc.</b>			
WC 2019 Tryout Inc.	405.90		
<b>Total Competition Inc.</b>	693.90		
<b>Interest Income</b>	11.41	<b>Membership Related Expenses</b>	
		<b>Administration</b>	
<b>Membership Related Income</b>		Tax. Prep. Services	402.50
Farm Listing	213.62		
<b>Membership Dues</b>		<b>Quarterly Expenses</b>	
Family Memberships	511.24	Graphics	1,000.00
Individual Memberships	1,563.65		
Youth membership	67.36	<b>Toll Free line</b>	15.05
<b>Total Membership Dues</b>	2,142.25	<b>Website</b>	16.95
<b>Total Membership Related Income</b>	2,355.87	<b>Total Membership Related Expenses</b>	1,434.50
<b>Registry Income</b>		<b>Promotional Exp.</b>	
Late Stallion Report fees	100.00	RC Co-op promo exp.	300.00
Registration fees	475.00		
Transfer fees	231.86	<b>Registry Expenses</b>	
<b>Total Registry Income</b>	806.86	Clerical for registry	318.00
<b>USIHC Non-Member fees</b>	73.56	Registry Postage	67.00
<b>Total Income</b>	3,941.60	<b>Total Registry Expenses</b>	385.00
		<b>Total Expense</b>	2,119.50

**Net Income : 1,822.10**

**United States Icelandic Horse Congress Inc.**  
**Income & Expense Report**  
**January through May 2019**  
**Page 1**

<u>Income</u>		<u>Expense</u>	
		<b>Breeding Committee Exp.</b>	
		Cantella YH Evaluation Award	34.80
		Elwell Breeding Award	34.80
		FEIF Evaluation fees	159.30
		<b>Total Breeding Committee Exp.</b>	<u>228.90</u>
<b>Competition Inc.</b>		<b>Competition Comm. Expense</b>	
Ice Test fee income	113.40	FEIF World Ranking Comp. fee	273.08
Sanction Competition fee	300.00	National Ranking Award Expense	605.05
WC Team Tryout Inc.		<b>Total Competition Comm. Expense</b>	<u>878.13</u>
WC 2019 Tryout Inc.	405.90		
<b>Total Competition Inc.</b>	<u>819.30</u>	<b>FEIF Conference exp.</b>	
		FEIF 2019 Conf. exp.	380.11
<b>Education-Riding Badge</b>		FEIF Conf. Airfare exp.	1,200.00
Riding Badge Inc.	120.00	<b>Total FEIF Conference exp.</b>	<u>1,580.11</u>
<b>Interest Income</b>	87.28	<b>Leisure Committee Expense</b>	
		S2SS 2018/19 program expenses	246.20
<b>Membership Related Income</b>		<b>Membership Related Expenses</b>	
Farm Listing	1,825.04	<b>Administration</b>	
<b>Membership Dues</b>		Mbshp. Postage	186.93
Family Memberships	4,106.74	Office/Supplies Exp.	68.83
Foreign Friend mbshp	199.86	Tax. Prep. Services	402.50
Individual Memberships	9,617.95	<b>Total Administration</b>	<u>658.26</u>
Youth membership	202.08		
<b>Total Membership Dues</b>	<u>14,126.63</u>	<b>Annual Meeting Exp.</b>	
		2019 Boston Annual Meeting exp.	1,690.62
		<b>FEIF related expenses</b>	
		FEIF Mbshp fees	2,542.12
		<b>Quarterly Expenses</b>	
Quarterly Inc.		Graphics	2,000.00
Quarterly Adv. Inc.	3,619.13	Postage for Quarterly	435.17
<b>Total Membership Related Income</b>	<u>19,570.80</u>	Quarterly Printing	2,561.53
		<b>Total Quarterly Expenses</b>	<u>4,996.70</u>

**United States Icelandic Horse Congress Inc.**  
**Income & Expense Report**  
**January through May 2019**  
**Page 2**

Income		Expense	
		Toll Free line	75.25
		Website	4,809.75
		<b>Total Membership Related Expenses</b>	<b>14,772.70</b>
		Promotional Exp.	
		Promotion Material Printing exp	134.82
		Promotional Advertising	1,245.15
		Promotional postage expenses	116.86
		RC Co-op promo exp.	450.00
		<b>Total Promotional Exp.</b>	<b>1,946.83</b>
<b>Registry Income</b>		<b>Registry Expenses</b>	
Duplicate Registration fees	97.10	Clerical for registry	1,221.00
Late Stallion Report fees	393.90	Registry Office supplies	61.71
Registration fees	1,867.76	Registry Postage	67.00
Transfer fees	1,078.18	<b>Total Registry Expenses</b>	<b>1,349.71</b>
<b>Total Registry Income</b>	<b>3,436.94</b>		
		Youth Committee Exp.	
		Spaeri Award	50.00
<b>USIHC Non-Member fees</b>	195.66	<b>Total Expense</b>	<b>21,052.58</b>
<b>Total Income</b>	<b>24,229.98</b>		

**Net Income : 3,177.40**

Affiliated Club Committee Report for June 11, 2019

Chair: Leslie Chambers

Members: N=28

### **New Type of Affiliated Club?- a preliminary question.**

Committee members were asked to respond yes or no to the following question (by committee chair): Should we add another type of Affiliated Club? The Good Neighbor Country Affiliation.

This question needed some clarification: The real question was, should we find a way to invite the Canadian Icelandic Horse Federation (CIHF) to be an "Affiliated Club"?

There were 5 people who thought this was a good idea, Leslie Chambers (NEIHC), Jyl Synder (Sirius), Lisa McKeen (Hestafolk), Eve Loftness (Flugnir) and Nicki Esdorn (Glitfaxa).

There were 3 people who don't like the idea, Curtis Pierce (FIRC), Andrea Barber (St. Skutla) and Janet Mulder (AIHA). The "no" votes were based on concerns that 1. The CIHF is a member country of FEIF, so we should not be recruiting their members to form a new USIHC club and 2. That we may insult the CIHF by making this proposal without first having discussions with their BOD. 3. Additional concerns were around how this might work with our constitution as written (would amendments be necessary?).

No final decision was made on whether or not to pursue the proposal to add another level of affiliated club. This discussion is ongoing.

The reason for trying to find a way for the CIHF to be recognized as an affiliated club, is to give them an official opportunity to have a part in the Quarterly - Affiliated Club news. This could drive additional interest in The Quarterly for our Canadian friends.

The discussion then shifted to the "Foreign Friends" membership, everyone seemed in agreement that we should explore the costs of including a hard copy option of the Quarterly to our Canadian neighbors and perhaps lowering the cost of this membership.

Initially, the CIHF, had asked about the possibility of offering the Quarterly to their members as an incentive to join. It is in the USIHC best interest to find a way



to help, but keeping in mind that it is the USIHC membership that provides the funds that make the Quarterly possible. Perhaps the solution is to establish a Foreign Friends membership specific to Canadians who also belong to the CIHF. Many ACC members felt we should consider lowering the cost of the Foreign Friends membership, currently set at \$70. Nicki Esdorn was going to look into the costs of mailing hard copies of the Quarterly to Canadians. It would be nice to come up with a membership fee that could cover the postage and perhaps be lower than \$70 and not too much more than the cost of a current US membership, \$45. More information is needed before a proposal can be written for BOD consideration.

The questions surrounding the addition of another type of affiliated club, the foreign friends cost of membership and the cost of making the Quarterly available in Canada all could potentially impact one another, the Committee will continue this discussion.

### **Requesting Funds Form**

It came up in the last BOD meeting that an official form should be made for clubs to fill out when requesting funds from the USIHC (for policies 21 and 31). Leslie submitted a form to Emily for Policy 31, Em will add the USIHC logo and send back to Leslie.

In the meantime, I have a draft of this form, some clubs have completed their Policy 31 event, but have yet to submit all information necessary to received funding. Please email me, if you need this form.

Leslie Chambers  
6/7/19  
Draft 3

## Regional Club Clinics/Schooling Shows - Policy #31, 2019

(updated 5/3/19)

Regional Club	Region	Contact-ACC	Clinic/ Schooling Show	RCC Chair/ Calendar notification funds
Alaska IHA	Alaska	Jane Wehrheim	5/31-6/2 TIH Wasilla, AK ? 7/12-14 Steinar ?	
California IA	Mid-South CA	Asta Covert		
Cascade IHC	Pacific NW Portland OR/Vancouver WA	Susan Wellington		
Flugnir IHC	WI and MN	Eve Loftness		
Frida IRC	Mid-Atlantic	Curtis Pierce		
Glitfaxa	Northeastern counties of the greater San Francisco Bay area	Gabriele Meyer	May 19 Tolt Clinic Laura Benson Navato, CA	Yes/yes
Hestafolk	NW Washington NW/Canadian Border	Lisa MeKeen		
Klettafjalla IHC	Rocky Mountains	Angie Calve	Tamangur Event Sept 19-22 Larkspur, CO	?/Yes
Kraftur	Northern CA	Carol Tolbert		
NEIHC	NE	Leslie Chambers	June 19-21 Show Prep Carrie Brandt and Terral Hill	Yes/yes

NWIHC	NW Ellensburg WA/eastern slope of the Cascades	Linda Templeton	May 25-26 Schooling Show Trout Lake, WA	Yes/Yes
Saint Skutla IHC	Central and Western NY	Andrea Barber	June 29/30 Shifting Gears... Carrie Brandt	Yes/yes
Sirius Ohio Kentucky IHC	Ohio and Kentucky	Jyl Snyder		
Toppur IHC	Iowa	Liz Appel	May 18/19 Caeli Cavanagh Truro, IA	Yes/yes

**Policy #31: Regional Club Clinic or Schooling Show Support (2019)**

Policy #31 has been budgeted \$3500 for 2019 by the USIHC to support clinics or schooling shows held by USIHC regional clubs (\$250 per club). Funds will be distributed up to \$250/club, for the calendar year 2019 subject to the eligibility requirements below.

Eligibility:

1. The event details must be submitted to both the Affiliated Club Committee Chair ([affiliated\\_clubs@icelandics.org](mailto:affiliated_clubs@icelandics.org)) and the USIHC Secretary ([calendar@icelandics.org](mailto:calendar@icelandics.org)) for inclusion in the USIHC Calendar of Events no later than 1 month (30 days) before the event.(The club hosting the event must be in good standing with the USIHC at the time of event submission for inclusion on Event calendar.)
2. Each regional club will be eligible for not more than one \$250 grant in 2019.
3. Funds will be based on the number of USIHC member participants (in good standing at the time of the event), for each USIHC member participating, the club will receive \$25.00, for up to 10 USIHC members. Total not to exceed \$250.
4. The regional club hosting the event must be in good standing with the USIHC at the time of the event.
5. New regional clubs formed after January 1, 2019, will be eligible for funding only if the budget allows and therefore are not guaranteed funding.
6. Upon completion of the event, the regional club will submit a list of all USIHC participants in good standing (names) and the total number of participants (USIHC and non USIHC) to the Affiliated Club Committee Chair.
7. Once the event has been approved as successfully completed, payment will be issued to the Regional Club by the USIHC Treasurer.

Suggested (but not required): Affiliated Club include a write up of the event in the Quarterly.

### **May 2019 S2SS Update**

Completed Fort Churchill

Anne Owen	individual			May 2019
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Completed BF Hastings

Anne Owen	individual			May 2019
Nancy Flores	individual			May 2019

### **Completed Fort Tejon**

Alys Culhane	Hestafolk			May 2019
Cathy Hinds	Hestafolk			May 2019
Judy Skogen	Hestafolk			May 2019
Lisa Hart	Hestafolk			May 2019
Lisa McKeen	Hestafolk			May 2019
RJ West	Hestafolk			May 2019

### **Completed Soldier's Farewell**

1	Cynthia Niebuhr	team	Toppur Icelandic Horse Club	
2	David Ferguson	team	Toppur Icelandic Horse Club	
3	Diana Thrift	team	Toppur Icelandic Horse Club	
4	Lisa Blumhagen	team	Toppur Icelandic Horse Club	
5	Liz Appel	team	Toppur Icelandic Horse Club	
6	Virginia Lauridsen	team	Toppur Icelandic Horse Club	

Rider of the Month

Leisure Scout May - Iris Heidberg

Rider of the Month May - Rachel Miller

Quarterly Committee report

June 7, 2019

submitted by Nancy Brown

The June e-Quarterly (Issue Two 2019) is posted on the USIHC website, and printed copies have been mailed and should have been received by all members. Extra copies are available for promotional purposes; contact [quarterly@icelandics.org](mailto:quarterly@icelandics.org).

We are now gathering content for the September 2019 issue. Deadline is July 1. Board members and committee chairs, please let us know ASAP if you want us to save space for any text, photos, or advertisements for that issue. Remember that ads for USIHC-sanctioned events are free.

Thanks to Em Potts for finding a way to recreate our Topic Index on the new USIHC website. The Index organizes all Quarterly articles printed since 2008 into these categories: Horse Keeping and Health, Training and Riding Instruction, Tack and Equipment, Breeding, Events and Competition, Pleasure or Leisure Riding, Youth, Trainer Profiles, History and Personal Stories, Riding in Iceland and Other Countries, Books and Films, and About the USIHC.

The Topic Index will be up to date when the new website goes live. The archive of Quarterly issues is online at [www.icelandics.org/quarterly/equarterly.php](http://www.icelandics.org/quarterly/equarterly.php).

Nancy Marie Brown  
USIHC Quarterly co-editor  
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# USA Tryout Scores 2019

Judge Ása William

F1

Sara Boehart Hjálp frá Ármóti 4.5

V1

*Isabella Gneist Axel frá Ármóti 6.5\**

*Jennifer Melville Feykir frá Ey I 6.3\**

*Coralie Denmeade Stefnir frá Þjóðólfshaga 6.3\**

Michelle Marcuse Smyrill fra Kni 5.9

Olivia Rasmussen Sylgja frá Ketilsstöðum 5.5 +

T2

*Jennifer Melville Feykir frá Ey I 7.1\**

*Isabella Gneist Axel frá Ármóti 6.6\**

T1

Michelle Marcuse Smyrill fra Kni 6.0

Olivia Rasmussen Sylgja frá Ketilsstöðum 4.7 +

\*National Team qualifying score

+Scores only



June 9, 2019

Ms. Linda Templeton  
United States Icelandic Horse Congress  
300 South Sawyer Road  
Oconomowoc, WI 53066

Dear Ms. Templeton,

Thank you for choosing The Radisson Hotel Portland Airport as the site of your upcoming event. We look forward to hosting you and your guests.

Please find attached your Contract covering your upcoming event. After reviewing, should everything meet with your approval, please sign and return the agreement to my attention by June 24, 2019.

If I can be of further assistance, please do not hesitate to call. We look forward to a most successful event.

Sincerely,

Jeni Hambright  
Sales Coordinator

Enclosures

June 9, 2019

**THE RADISSON HOTEL PORTLAND AIRPORT**  
**GROUP CONTRACT**

For  
United States Icelandic Horse Congress  
Ms. Linda Templeton  
300 South Sawyer Road  
Oconomowoc, WI 53066  
541.490.0975  
01-18-2020 – 01-19-2020

**TOTAL ROOMS BLOCKED**

DAY	DATE	1K-NSK	2Q-NSK	TOTAL ROOMS
Saturday	01-18-20	5 \$113.00	5 \$113.00	10

All rates are net, non-commissionable and are subject to state and local taxes currently assessed at 15.3%.

**SPECIAL AGREEMENTS:**

Your rate includes the Hot Breakfast Buffet in Lakeside Bar & Grill one per person.

**CHECK IN / CHECK OUT:**

Our check-in time begins at 3:00 p.m. and checkout time is 12:00 noon. Guests arriving before 3:00 p.m. will be accommodated as rooms become available. We can arrange to check baggage for those arriving early when rooms are not available and for guests attending functions on their day of departure.

**RESERVATIONS PROCEDURE:**

We understand that reservations are to be made by a Rooming List, which must be forwarded to our office by December 28, 2019. Enclosed is our Rooming List form. Please use this form or a similar format when submitting your Rooming List to assure accuracy in our reservations system.

**CUT-OFF DATE:**

On December 28, 2019, the unused portion of your guestroom commitment will revert back to the hotel for general sales

**GUARANTEED RESERVATIONS:**

Please note that all reservation requests must be guaranteed. Failure to cancel a guaranteed reservation by 6:00pm on day of arrival or occupy the room will result in a charge of one night's room and tax.



**SCHEDULE OF EVENTS:**

DATE	TIME	EVENT	FUNCTION SPACE	SETUP STYLE	ATT.	RENTAL REV.
Sunday / 01-19-20	08:00 AM-05:00 PM	Meeting	Concourse Meeting Room	Rounds of 6	40	\$400.00

**FUNCTION SPACE RENTAL:**

Based upon the program and guestroom commitment, the customary meeting room rental fee will be \$400.00. With the purchase of \$800.00 in Food and Beverage meeting room rental will be \$200.00

**COORDINATION OF PROGRAM:**

Our Sales Department will remain your overall contact and specifically handle VIP requests and rooming list items. Jeni Hambright our Sales Coordinator will be contacting you regarding meeting room setups, coffee break arrangements, audiovisual requirements, and menu selection.

**SHIPPING:**

Due to limited storage space, we cannot accept deliveries more than (2) days prior to your event. In order to ensure efficient handling of any materials you may be shipping to the hotel, we ask that you clearly label all packages with the following information:

- Name
- Name of Group
- Number of Boxes
- Dates of Function

Advance notice of deliveries is appreciated by our receiving department.

**BILLING AND CREDIT ARRANGEMENTS:**

Our records indicate that each individual will be responsible for his/her room, tax and incidental expenses. Group charges will go to the master account.

**CANCELLATION POLICY:**

Written cancellation is required 30 days prior to the date of arrival. There shall be no right of cancellation of this Agreement for the sole purpose of holding this GROUP (or block of rooms) in another facility. If we receive notice of cancellation within the above requirement no charges will be incurred. If cancellation occurs after this time and the RADISSON HOTEL PORTLAND AIRPORT is able to re-book the rooms without incurring a loss in revenue then a cancellation fee equivalent to 50% of room revenue will not be charged.

**DAMAGE POLICY:**

Should the guestrooms occupied by your GROUP require labor which is above and beyond the normal time and cost to clean a room, your GROUP will be billed for these costs. In addition, your GROUP will be billed for repair costs incurred for any damage to the guestroom or its contents. We are a 100% non-smoking hotel. If there is evidence of smoking in the room the individual in the room will be charged \$300.

**GENERAL CONDITIONS:**

The RADISSON HOTEL PORTLAND AIRPORT and/or the GROUP each agree to carry adequate liability and other insurance protecting itself against any claims arising from any activities conducted in the RADISSON HOTEL PORTLAND AIRPORT. The RADISSON HOTEL PORTLAND AIRPORT will not assume responsibility for damage or loss of any merchandise, equipment, printed matter or art placed in the RADISSON HOTEL PORTLAND AIRPORT. GROUP will be responsible for obtaining security, if required. Arrangements may be made through the Director of Sales or the General Manager.

The performance of the Agreement by either party is subject to acts of God, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities or any other emergency making it inadvisable, illegal, or impossible to provide the facilities or to hold the meeting.

The GROUP agrees to pay completely all Master Agreement account charges within thirty (30) days of check-out, unless alternate arrangements are made in writing with the RADISSON HOTEL PORTLAND AIRPORT.

**SIGNATURE CLAUSE:**

By signing you represent and warrant that your organization has authorized you to execute this agreement on its behalf. Our receipt of this agreement will permit us to proceed with all arrangements as set forth in this contract.

**AUTHORIZED SIGNATURE:**

\_\_\_\_\_  
Ms. Linda Templeton  
United States Icelandic Horse Congress

**DATE:**

\_\_\_\_\_

**AUTHORIZED SIGNATURE:**

\_\_\_\_\_  
Jeni Hambright, Sales Coordinator  
**DATE:** June 9, 2019