



Valley Forge Casino Resort  
1160 First Avenue  
King of Prussia, PA 19406  
610-768-3215

## Group Rooms & Catering Agreement

**Legal Group Name:** One Step Events  
**Event Name:** 2025 Philadelphia TASTE Festival of Food, Wine & Spirits  
**Contact Name:** Chris Myers  
**Address:** 300 Wesley Avenue  
Ocean City, NJ 08226  
**Contact Phone:** (609) 398-4450  
**E-Mail Address:** cm Myers@gourmetshows.com

The following represents an Agreement between Valley Forge Convention Center Partners, LLC d/b/a Valley Forge Casino Resort (hereinafter referred to as 'Hotel') and **One Step Events** (hereinafter referred to as 'Group') that outlines the obligation of the parties:

### I. OVERNIGHT ACCOMMODATIONS

#### A. SLEEPING ROOM COMMITMENT

**Tuesday, October 14, 2025 - Sunday, October 19, 2025**

Room Type	Thursday 10/16/25	Friday 10/17/25	Saturday 10/18/25
Run of House (Staff Block)	3	30	15
Run of House (Attendee Block)	3	30	20
TOTAL	6	60	35

Total Room Nights: 101

Room type availability is subject to change without notice.

#### B. RESERVATION METHOD

**Individual Call In / Passkey:** Reservations can be made by calling our Reservations Call Center or by utilizing the Passkey Group Reservation Link

- Reservation ID Code **TATJ25C** or Group Name **2025 Philadelphia TASTE Festival of Food, Wine & Spirits**
- Arrival and Departure dates
- First & Last Name, address, phone number and email address
- Credit card type, number, and expiration date to be used for payment

**Group** hereby recognizes **Passkey** as the housing portal for **Hotel**. **Group** hereby requests that the **Hotel** communicate directly with **Passkey** on all matters described herein relating to the **Hotel's** provision of housing. Reservations will be made in **Passkey** by any of the several **Passkey** methods – weblink or rooming list upload by the **Group**.

**Group** will upload reservations and/or rooming lists to hotel reservation system through the **Passkey** portal before the contracted cut-off date. Prior to cut-off date, all changes or cancellations are to be made through **Passkey by Group**; after cut-off date, all changes or individual cancellations are to be made direct to Hotel's Reservations Department at **610-354-8118**.

The **Hotel** reserves the right to refuse all and any name change requests within any and all stipulated cut-off date for each **Event**. Although **Hotel** will make an effort to accommodate such requests, requests may be declined at **Hotel's** sole discretion.

**Call Center Hours of Operation:**

Monday through Sunday: **8:00AM – 9:00PM EST**

Call Center Reservation Number: **610-354-8118**

\*Reservations will not be accepted until this Agreement is countersigned by the Director of Sales and confirmed by the reservations team at least 72 hours after signature.

**C. GUARANTEED RESERVATIONS**

**Rooms Billed to Individual Guest(s):** All Reservations must be guaranteed with a major credit card and accompanied by first night's room rate and occupancy tax. Deposits will be charged to the credit card provided to guarantee the room at the time the reservation is made. All Guaranteed reservations must be cancelled no later than **24 hours** prior to arrival to avoid the forfeiting of the first night's room and tax deposit.

**Staff Rooms Billed to Master:** Your Group will guarantee and pay for, and by execution hereof, your Group agrees to guarantee and pay for, all no-shows and cancellations that occur inside the Group's cut-off date for the entire extent of their stay. By your execution hereof, you agree that such charges will be billed to the Master Account. Reservations billed to the Master must be cancelled no later than **72 hours** prior to arrival to avoid the forfeiting of the first night's room and tax.

\*It will be the Group's responsibility to notify Individuals that their credit card will be charged by the Hotel to secure the first night deposit (room & tax) at the time the reservation is made. The credit card used to make the reservation must be the same credit card provided to the Hotel at check-in.

**D. RESERVATION CUT-OFF DATE**

The Room Block will be held for Group until the cut-off date of Saturday, September 20, 2025. After the Cut-Off Date, unsold rooms will be released from the Room Block and Hotel may sell the released rooms. Reservations taken after the Cut-Off Date will be taken on a space and rate availability basis. Hotel will not guarantee the availability of rooms in the Room Block after the Cut-off Date

#### **E. RESERVATION CHECK IN- CHECK OUT**

Check-In: 4:00PM - Checkout: 11:00 AM

#### **F. ROOM RATES**

Rates for the Room Block up until the Cut-Off Date are as follows:

Single / Double: \$180.00  
Triple (3 people): \$190.00  
Quad (4 people): \$200.00

All guestroom rates are subject to the current state & local occupancy tax of 6% and 4% per room plus any additional taxes or fees that may be owed at the time the rooms are occupied. Tax rates are subject to change without notice.

#### **G. GUESTROOM ATTRITION**

Hotel is relying upon Groups' use of 101 total room nights at the Group rate of **\$180.00** Group agrees that a loss will be incurred by Hotel should there be a reduction greater than twenty (**20%**) or less than **81** room nights are consumed. Group agrees to pay, as liquidated damages and not as a penalty, the difference between eighty (80%) of the total room nights reserved and actual usage of rooms, multiplied by the agreed average room rate of **\$180.00** per unused room night. Rooms booked in the Group Block over shoulder dates will count towards Groups total room nights consumed.

#### **H. BILLING INSTRUCTIONS FOR SLEEPING ROOMS**

**Staff Rooms – Rooming List:** Group is responsible for all room and tax charges, individuals will be responsible for their own incidental charges, unless otherwise specified by the Group. All charges for which the Group is responsible will be routed to the master bill.

**Individual Call In:** Individuals will be responsible for their own room, taxes, and incidental charges. Payment due upon check-in.

**Please note:** Upon checking, a \$100.00 credit card authorization will be applied to the credit card for the duration of the reservation for incidental room charges. This authorization will release at check-out pending no incidental charges have been applied and there is no room damage.

#### **I. EARLY DEPARTURE FEE**

There will be an early departure fee of \$75 per day for any Group participant wishing to check out prior to their checkout date, once they have checked into the hotel.

## II. MEETING AND FUNCTION SPACE

### A. FUNCTION AGENDA

Date	Time	Event Class	Room	Setup	AGR
Tue, 10/14/25	10:00 PM - 11:59 PM	Setup	Valley Forge Event Center	See Diagram	150
Wed, 10/15/25	8:00 AM - 6:00 PM	Exhibitor Move In	Valley Forge Event Center	Exhibit Booths	150
Thu, 10/16/25	8:00 AM - 6:00 PM	Exhibitor Move In	Valley Forge Event Center	Exhibit Booths	150
Fri, 10/17/25	6:00 PM - 10:00 PM	Exhibits	Valley Forge Event Center	Exhibit Booths	1000
Sat, 10/18/25	3:00 PM - 11:59 PM	Hospitality	Suite 1411	Existing	20
Sat, 10/18/25	11:00 AM - 8:00 PM	Exhibits	Valley Forge Event Center	Exhibit Booths	1000
Sat, 10/18/25	8:00 PM - 11:45 PM	Teardown	Valley Forge Event Center	Exhibit Booths	

It is our understanding that the function agenda outline is subject to slight variations before the actual event. Any adjustments will be based on availability at the time of the change.

24 Hour Hold of the Valley Forge Event Center begins at **8:00 AM on Wednesday, October 15, 2025** and ends at **11:45 PM on Saturday October 18, 2025**. Group agrees that the Group and all vendors will vacate the Event Center by the contracted end time above, having properly disposed of all the trash and other items not provided by the Hotel or Hotel's preferred decorator, General Exhibition Services.

Based on the function agenda above, your meeting room rental & set-up fees are **\$26,000.00** inclusive of tax and service charges. Any changes made to the above function agenda will result in a revision of your current meeting room rental charges. All room rental is subject to prevailing tax & service fee (currently 6% tax & 22% service fee). Additional meeting rooms requested will be subject to rental charges.

A tentative program which outlines all your specific meeting and banquet requirements, including set up, attendance, and any other requests is **required 45 days** in advance of the Event date. A final program including all the function space, set up, attendance, and **menu selections is required 30 days in advance** of the first Event date. Any unused banquet or meeting space shall revert to the Hotel for re-sale. Function Space is assigned based on the size and needs of the Group. The Hotel reserves the right to reassign the space, with written notice to Group, based on the best utilization of all function space. Space is reserved for you only on the times indicated. Any room set changes made on site will be assessed \$250.00 per room.

### B. FOOD & BEVERAGE MINIMUM GUARANTEE

To preserve the function space outlined in this agreement, a minimum food and beverage purchase is waived. This food and beverage minimum does not include a 22% service charge or 6% sales tax.

### C. CASH BAR MINIMUM

There is a **\$500.00** minimum per cash bar. For the best service to our guest, we require one bar/bartender per 100 guests. Should the combined cash bar minimum not be met, the difference will be charged to the

master account and the Group will be responsible for this difference. A \$175.00 bartender fee, per bartender will apply.

#### **D. MENU DETAILS**

All food & beverage items must be supplied by the Hotel. Menu selections, room requirements & all other arrangements must be **received by the Hotel 30 days prior to the function**. Menu selections should be discussed with your sales representative or conference services manager and made before printing programs, invitations, and so forth. Menu selections and pricing may be set forth in a separate Banquet Event Order(s) ("BEO"). Price confirmation will be made upon request 90 days prior to the event. Until that time, prices are subject to change. All food and beverage charges are subject to prevailing service charge and sales tax (currently 22% service charge and 6% sales tax). If there is a conflict between the specific terms of this Agreement and the BEO, the terms of this Agreement control.

#### **E. GUARANTEES**

A guaranteed number of guests are required ten (10) business days prior to the Event start date or we will bill and prepare for the estimated number of attendees outlined in this agreement. Group will be assessed for the guaranteed number, or the exact number serviced, whichever is greater. The Hotel will prepare for up to 5% over the guaranteed number for the meal function.

#### **F. BILLING INSTRUCTIONS FOR FUNCTION**

Group will be master billed for all function related charges. A credit card authorization form must be provided for all groups and submitted to [VFSalesAccounting@boydgaming.com](mailto:VFSalesAccounting@boydgaming.com).

#### **G. SPECIAL CONSIDERATIONS**

Group will prove Hotel with the following considerations:

- Hotel will be designated as the official headquarters of your Event in any materials, publications or other collateral, and all food and beverage functions outlined herein shall be held at Hotel.
- Valley Forge Casino Resort will receive up to 400 sq. ft. (10' x 40' run) on the show floor for activation and sampling by restaurant.
- Group will utilize one main VFCR Marketing contact for all inquiries and information.
- Group will facilitate access to celebrity chefs for Player Development and related opportunities for VFCR.
- Group will include VFCR in their Website listing with Marketing's approval.

In appreciation for the business that the Group is bringing to the Hotel, the following special considerations are extended:

- Complimentary Parking for all Hotel Guests & Attendees
- Complimentary standard WIFI in meeting space
- Complimentary Resort Fee
- (1) Complimentary Parlor Suite with adjoining King Bed Guestroom for Celebrity Guest hold for two nights **Valued at \$1,500.00**
- A discounted staff rate of \$170.00 in the Casino Tower is being provided for up to 25 rooms peak. **Valued at \$4,500.00**
- Hotel will provide use of the Delaware Deli for the purpose of providing exhibitors access to running water (via deli sink) in the Event Center. Hotel will provide rubber mats on the floor by the sink area. \*Deli is not to be used for trash disposal, storage, or any other purpose other than water access. Additional charges may apply should excessive trash be left in that area.

- Hotel will extend the staff rate 3 days pre and post event. **Valued at \$2,500.00**
- Complimentary WIFI in Event Center.
- (24) Complimentary 4' x 8' sections of stage to be used at the Groups discretion. **Valued at \$4,560**  
(2) Complimentary single phase, 208v, 50-amp electrical drops. Order and placement of the electrical drops must be received by September 25, 2025. **Valued at \$3,000.00**  
Any orders received after the discounted deadline will be charged the rate provided by the Electric Service Company.
- (10) Complimentary 15 AMP drops. A hook up fee of \$25.00 will be charged per drop for orders received by September 25, 2025. **Valued at \$1,900.00**  
Any orders received after the discounted deadline will be charged the standard rates listed in our Event Center price list.
- (10) Complimentary 20 AMP drops. A hook up fee of \$25.00 will be charged per drop for orders received by September 25, 2025. **Valued at \$2,500.00**  
Any orders received after the discounted deadline will be charged the standard rates listed in our Event Center price list.
- Group is authorized to provide their own security during show and non-show hours. COI must be provided 30 days prior to Event start date.
- Group is authorized to secure their own EMT during show hours. COI must be provided 30 days prior to Event start date.
- Group shall be allowed to provide their own bartenders and pour their own alcoholic beverages (in accordance with any issued permits and must allow **(PLCB)** laws in place at the time of Event.

#### **H. EVENT CENTER SPACE**

Events requiring Event Center Space must comply with additional obligations set forth on Exhibit "A".

### **III. GENERAL HOTEL INFORMATION**

#### **A. BEVERAGE POLICY**

If alcoholic beverages are to be served on the Hotel premises, the Hotel will require that all beverages purchased from the Hotel are dispensed only by the Hotel's servers and bartenders. Provisions of the Hotel's liquor license prohibit patrons from providing alcoholic beverages from outside sources. In addition, we request from any person that appears under the age of thirty (30) to provide valid proof of age when requesting alcohol service in the form of unexpired, government issued photo identification. We refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears intoxicated.

#### **B. AUDIO VISUAL EQUIPMENT**

Encore Global is the authorized provider of audio-visual equipment. Encore Global offers competitive pricing on all level of audio visual. Use of a vendor other than Encore Global will result in a usage fee paid to Hotel by Group of 20% of their listed prices to cover Hotel cost of labor, set-up, electrical requirements, and storage.

#### **C. SIGNS AND DISPLAYS**

No signs, banners and displays shall be erected or displayed in any part of the Hotel without the approval from the Director of Sales. It is further agreed that no sign, banner, or display shall be affixed to any part of the Hotel. The Hotel will be happy to provide easels for this purpose, based on availability.

#### **D. VALLEY FORGE CASINO RESORT AND HOTEL NAME AND LOGO**

The use of the Valley Forge Casino Resort or Valley Forge Event Center name and logo must be approved in advance in writing by the Valley Forge Casino Resort. Our Public Relations Department will make a representative sample of color slides, available to you, for promotional use. The name of the Hotel is exclusive property of the Hotel respectively. All advertising collateral and propaganda shall mention the location of the event as Valley Forge Casino Resort. All advertising collateral and propaganda must be approved by the Valley Forge Casino Resort prior to publication in any format.

Group is hereby advised and expressly acknowledges that any (i) reference to the Valley Forge Casino Resort (including similar variations, such as "Valley Forge Casino"), (ii) references to the casino at Valley Forge Casino Resort (including reference s to the gaming floor access), and (iii) any mark, trade name, trademark, slogan or other identifying mark of VFCR on collateral, marketing materials, promotions materials, informational materials, websites or other advertisements (collectively "Regulated Collateral") is regulated by the Pennsylvania Gaming Control Board. If Group desires to produce or distributed any such Regulated Collateral, Group shall obtain the prior written approval for the use of the name from Valley Forge Casino Resort. Group expressly acknowledges and agrees that failure to obtain prior written approval shall constitute a material breach of this contract and Group may be liable for any penalties or assessments relating thereto. Group shall indemnify Valley Forge Casino Resort for all damages, charges, losses, penalties, fines, and costs, including reasonable attorneys' fees, arising out of, caused by or relating to a violation of the terms set forth herein.

#### **E. GAMING FLOOR ACCESS**

All parties to this Agreement acknowledge and agree that any reference on collateral, marketing materials, promotions materials, informational materials, or other advertisement materials to "unlimited, unrestricted, unconditional" access the gaming floor at Valley Forge is strictly prohibited, unless prior written approval is obtained from the Vice President of Marketing or the Director of Sales. The parties to this Agreement further acknowledge and agree that any violation of this restriction shall constitute a material breach of this contract and such party may be liable for any penalties or assessments relating thereto.

#### **F. SECURITY**

You acknowledge that the Hotel cannot be responsible for the safekeeping of equipment, supplies, written material, or other valuable items left in the function rooms. Accordingly, you acknowledge that it will be your responsibility to provide security of any such aforementioned items and hereby assume the responsibility for loss thereof. Furthermore, Hotel may require Group to provide additional security for Group's event, in sufficient numbers as determined by Hotel, at Group's expense. For any event utilizing the Event center space, security is required and may be contacted through the Hotel.

#### **G. MINORS**

The Hotel policies and procedures require that all minors 14 years of age and younger must be at all times accompanied by a parent or guardian 18 years of age or older while on the Hotels property (including without limitation, food court, hotel rooms, parking lots, meeting spaces, lobbies, Valley Beach, etc.).

**Client Initials** \_\_\_\_\_

## **H. SHIPPING & RECEIVING**

When sending packages for your event, the following information must be on the package:

- Group Name, Group Arrival Date, Group Contact
- Name of Sender, Company Name, Address and Phone Number of Sender
- Total Number of Boxes (1,2,3 etc)
- Name of Convention Service Manager

The Street/Shipping address for the Hotel is:

Valley Forge Casino Resort  
1160 First Avenue,  
King of Prussia, PA 19406.

The Hotel **will not** accept any packages earlier than three (3) days prior to the program. Packages left at the Hotel for longer than one (1) day after the program will be discarded. Storage fees will apply and prices for package handling are determined by the weight of the package per the event price list. Packages received more than 72 hours prior to the event will incur a charge of \$40 per day.

If packages need to be shipped back to your Group, a pre-labeled shipping form must be completed & shipping arrangements made prior to departure. Hotel staff are not responsible for packages delivered to the Hotel that do not meet the above requirements. Hotel staff are not responsible for loading and/or unloading of packages. All packages must be pre-arranged for inside delivery through a drayage company.

**All Event Center events and tradeshow must ship through a drayage company.** Your Convention Services Manager can provide information on drayage and marshalling services.

Loading and freight tunnel access must be scheduled in advance with your Convention Service Manager. Scheduling hours are seven (7) days a week from 8am-7pm. Only scheduled deliveries will be received. Please see Event Center Manual for freight information, loading requirements, and floor loads.

## **I. ACCESSIBILITY**

The Hotel recognizes the needs of guests with disabilities, as defined by the American with Disabilities Act of 1990. The Hotel makes every effort to comply with state and federal accessibility regulations and accommodate all guests with disabilities. Group should promptly provide Hotel with any information on specific needs anticipated under the American with Disabilities Act.

## **J. CASINO ACCESS**

To gain access to the casino floor, all guests must be 21 years of age or older & not be on the PA Gaming Control Board's Exclusion List or Self Exclusion List or have been formally evicted from the property. A valid form of government issued identification with a photograph is required.

**Client Initials:** \_\_\_\_\_

## **K. GIFT BAG DELIVERY**

We are happy to deliver gifts to your guests during check-in at the registration desk at \$5 per room. To assure proper delivery, our front desk must receive the gift bags forty-eight (48) hours in advance of the first arrival. A list must be provided to the front desk staff, noting all guests to receive gifts. Any other form of delivery must be discussed in advance with your sales representative and delivery charges will apply.



#### IV. OTHER PROVISIONS

##### A. ALTERNATIVE ACCOMMODATIONS

While the Hotel strives to represent that the description of the Hotel and facilities and services to be provided is accurate, the Hotel is continually being changed, upgraded, and on occasion taken out of service. If any portion of the Hotel facility or service is essential to you in choosing the Hotel, it is advisable that you confirm your requirements at the time you sign this Agreement and include the requirements in the Event Details on the first page of the Agreement. The Hotel shall not be liable for omissions or errors or changes, whether temporary or permanent, or construction, to the Hotel, its facilities, or services. In the unlikely event of a situation whereby Hotel is unable to provide room accommodations or meeting and function space for whatever reason, Hotel will use commercially reasonable efforts to provide you with reasonable alternative accommodation within the Hotel or the King of Prussia area at no expense to the Hotel. If you are not satisfied with the alternative accommodations, your sole remedy is to cancel the Agreement and to receive a refund of the prepayments and deposits paid by you prior to the cancellation.

##### B. CONSTRUCTION CLAUSE

**Hotel** shall promptly notify **Group** of any construction or remodeling to be performed in the **Hotel** over the meeting dates and **Hotel** shall use all commercially reasonable efforts to insure that any such occurrence shall not materially interfere in any way with **Group's** use of the **Hotel** or conference space. Should construction or remodeling be mutually determined to materially interfere with **Group's** meeting, **Group** shall have the right to terminate this contract without liability with written notice to **Hotel** as long as such notice is given within thirty (30) days of **Group's** receipt of notice of such construction or remodeling.

##### C. SMOKE FREE

Smoking is prohibited in all areas of VFCR except in specifically designated outside areas, designated guest rooms and designated areas on the casino floor. Guests who violate this policy and smoke in any non-designated guest room will automatically be charged a cleaning fee of \$250.00 per room violation. "Smoking" means inhaling or exhaling smoke from, or burning or carrying, any lighted cigar, cigarette, or other tobacco product in any manner or in any form.

##### D. FORCE MAJEURE

Neither Party shall be in breach of this Agreement if there is any failure of performance under this Agreement (provided, however, that a reasonable delay in payment necessitated by a Force Majeure Event, as defined below, shall not be a breach) occasioned by any reason beyond the reasonable control of, and without the fault or negligence of, the Party affected thereby (including, without limitation, an act of God, fire, flood, act of government or state, war, civil commotion, insurrection, acts of terrorism, embargo, sabotage, prevention from or hindrance in obtaining energy or other utilities) (a "Force Majeure Event"). In the event of a Force Majeure Event, the Party experiencing such shall provide the other Party with prompt written notice and take prompt and continuing action to re-schedule the event contemplated under this Agreement within the same calendar year of the Force Majeure Event.

##### E. HOTEL'S RIGHT TO CANCEL FOR FALSE REPRESENTATION

In entering into this Agreement, Hotel is relying on the oral and written representations by you as to the nature of your Event. If, after entering into this Agreement, Hotel discovers or becomes aware that there has been a material misrepresentation of the nature of your event by you or others acting on your behalf, Hotel shall have the right to terminate this Agreement by providing written notice to you of such termination. All ticketed events must be communicated during time of Contracting your Event with Hotel. In the event of such termination, the amount of any prepayment or deposits actually paid by you to the Hotel shall be retained by the Hotel as liquidated damages and the Hotel shall have no further liability to you.

#### **F. RULES AND REGULATIONS**

Hotel reserves the right to impose reasonable rules and regulation from time to time regarding the conduct of your Event. These rules and regulations may include but not limited to limitation on hours, number of attendees, age of attendees, areas of the Hotel that are accessible, alcohol service, charges for security personnel or additional employees or staff time in overseeing your Event.

#### **G. INDEMNITY AND HOLD HARMLESS**

Both parties shall indemnify, defend and hold harmless the other party, its owners, directors, officers, members, shareholders, employees, agents, contractors, parents, partners, affiliates, successors and assigns from and against any and all actions, causes of action, claims, demands, liabilities, losses, judgments, damages, personal injury including death, damage to real or personal property, expenses and charges of any kind or nature, including interest and reasonable attorney's fees and other costs, expenses and charges which either party or any of the above may at any time incur or become subject to by reason of any claim or claims brought by either party:

- Arising out of a breach of this Agreement including but not limited to a breach of any provision, warranty, or representation by either Party (Group or Hotel) or people who attend your Event.
- Arising out of any acts of third parties who attend your event which are willful acts or omissions, negligence or other similar conduct or wrongdoing.
- Arising from any failure to comply with any law or regulation including but not limited to any rule or regulation imposed by Hotel

#### **H. INSURANCE CERTIFICATE**

It is your responsibility to obtain and maintain insurance for your event. At least 30 days in advance of your Event, you must provide Hotel with an insurance certificate evidencing broad commercial liability coverage in amounts as may be reasonably required by Hotel. Hotel reserves the right to request insurance certificates for any vendors providing services at your Event. Hotel must be named as an additional insured on all insurance certificates. Under no circumstances will you be permitted to set up for your Event or hold your Event without the insurance certificate being provided to Hotel. We may cancel your event with written notice to you for failure to provide insurance certificates in accordance with the terms hereof.

#### **I. CHANGES, ADDITIONS, MODIFICATIONS**

All changes, additions, deletions, or stipulations, including corrective lining out by either the Hotel or Group will not be considered agreed or binding to the other unless such modifications have been initialed or otherwise approved in writing by the other. The sales representative must also approve all hotel-authorized changes in writing.

## J. CANCELLATION POLICY

In the event of a cancellation by Group, the deposit is non-refundable. A cancellation fee will be charged consisting of a percentage of total anticipated revenue based upon arrangements for guestrooms, function space and food and beverage requirements reserved at the time of cancellation. The fee is determined by the time between cancellations and the earliest scheduled arrival of Event as follows:

Contract signing to arrival date	(\$26,000.00)	100% of function revenue
	(\$14,400.00)	80% of guestroom revenue

## K. BILLING DISPUTE

In the event of any billing discrepancies, you agree to pay at least seventy-five percent (75%) of the outstanding balance upon demand, until resolution is reached.

## V. PAYMENT PROVISIONS

### A. DEPOSITS

A non-refundable deposit of **\$8,500.00** is required to hold your arrangements on a confirmed basis and is due along with the signed contract on or before Friday, April 4, 2025. We accept cash, credit card, or money order.

### B. PAYMENT SCHEDULE

Payment shall be made by Group on the following schedule:

Transaction Type	Date	Amount
Initial Deposit	3/24/25	\$8,500.00
Second Deposit	6/30/25	\$8,000.00
Final Deposit	8/1/25	\$4,000.00

The Group's final estimated balance is due 14 days prior to the event start date of **Wednesday, October 1, 2025**.

Your Convention Services Manager will prepare a final estimated balance to include any charges being billed to the master account for the event, including, but not limited to; *guestrooms, catering, consumption bars, audio visual, decorator services, additional event services and any charges not covered by the deposits*.

Failure to make any payment other than the final payment within fourteen (14) calendar days of due date may cause Hotel to cancel your Event without refund to you of any pre-payments or deposits.

### C. METHOD OF PAYMENT

All deposits are due in accordance with the payment schedule outlined in **Payment Provisions V.B.** The balance of all charges based on your final guarantee will be due fourteen days (**14**) prior to the event; this will be in the form of a certified check, money order, cash or credit card payment via Sertifi. If the balance

for final guarantee is paid by check, it must be received no later than fourteen (14) business days prior to the event start date.

- If full payment is not received at least fourteen (14) days in advance of the first scheduled Event date, Event is subject to cancellation by Hotel for non-payment.
- If guaranteeing payment with a credit card, the card will be preauthorized (hold placed) 14 days prior to the event start date. If charges relating to the function are not paid in cash, company check, certified check or money order at the completion of the function, they will be posted to the credit card number on file.
- In the event that a check or credit card is declined, an alternate method of payment must be obtained in advance of the event.

Any outstanding balance of the Master Account will be due and payable upon receipt of our invoice. If payment is not received within thirty (30) days, a past due invoice will be mailed and faxed to the contract signee on file. Group will be charged 1.5% of the total invoice amount if payment is not received within 45 days. Any concerns or questions on your bill should immediately be brought to the attention of our Accounting Department (VFSalesAccounting@boydgaming.com) to avoid penalty.

#### **D. TAX EXEMPTIONS**

If a Group maintains tax exempt status, the Hotel must be provided with the appropriate tax exemption certificate to be exempt from any tax charges. Please remember that payment will need to be made in Group funds.

#### **VI. MISCELLANEOUS PROVISIONS**

- **Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to the principles of conflicts or choice of law of any jurisdiction. The Parties hereto agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the Montgomery County Court of Common Pleas located in Montgomery County, Pennsylvania.
- **Entire Agreement.** This Agreement, the Exhibits attached hereto and any applicable BEO constitute the entire understanding and agreement between the Valley Forge Casino Resort and Group regarding all matters contained herein and supersedes any prior verbal or written agreements. This Agreement may be amended, supplemented, or interpreted at any time only by written agreement executed by both parties.
- **Severability.** If any provisions of this Agreement are determined to be invalid or unenforceable by a court of competent jurisdiction, the valid provisions shall remain in full force and effect.
- **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original as against any party whose signature appears thereon but all of which shall constitute the same instrument. This Agreement may be executed and delivered by facsimile or electronic mail and such signature shall be effective for all purposes.

#### **ACCEPTANCE**

Please sign and return a copy of this Agreement and your deposit of **\$8,000.00** and the credit card authorization form by Monday, March 24, 2025. The deposit will be applied towards the Groups final bill.

This Agreement will constitute a binding contract between the parties. The individuals signing below represent that each is authorized to bind his or her party to this Agreement. If this Agreement is not received by the date above, all sleeping rooms and function or meeting space referred to herein will be released, and neither party will have any further obligation under this Agreement.

Valley Forge Casino Resort and One Step Events have agreed to and have executed this Agreement by their authorized representatives as of the date indicated below.

Group: **One Step Events**

Printed Name: [[SertifiLG\_1]]  
Title: [[SertifiTitle\_1]]

Signature: [[SertifiSignature\_1]] Date: [[SertifiDate\_1]]

Signed Agreement received and accepted by **Valley Forge Casino Resort:**

Printed Name: [[SertifiLG\_2]]  
Title: [[SertifiTitle\_2]]

Signature: [[SertifiSignature\_2]] Date: [[SertifiDate\_2]]

Printed Name: [[SertifiLG\_3]]  
Title: [[SertifiTitle\_3]]

Signature: [[SertifiSignature\_3]] Date: [[SertifiDate\_3]]

## Exhibit "A"

The following Terms and Conditions apply to any event utilizing the Event Center space. By signing the above Agreement, the Group agrees to be bound to the Terms and Conditions below for the Event referenced in the Group Agreement. Please see Exhibitor Packet for additional information.

1. Insurance Certificate. At least 30 days in advance of the Event, Group must provide Hotel with an insurance certificate evidencing a broad commercial liability policy in the minimum amount of \$2,000,000.00. Valley Forge Casino Resort ("VFCR") must be named as an additional insured. Be advised that the Group will not be permitted to set up until the insurance certificate is received. A failure to provide the insurance certificate will constitute a material breach of the Agreement by Group and Hotel reserves the right to cancel the Event. The Insurance Certificate should be mailed directly to:  
  
Sales Office  
Valley Forge Casino Resort  
1160 First Avenue  
King of Prussia, PA 19406
2. Security. Security services are required during non-show hours and may be contracted through VFCR. Please contact your Event specialist at least 30 days prior to your Event to discuss Event hours and security needs. Use of any vendor, other than VFCR preferred security vendor, must be approved by VFCR.
3. Medical. Groups of 500 people or more are required to have medical staff in attendance during show hours. For Groups of less than 500, medical is strongly recommended. All medical staffing is contracted through VFCR.
4. Food and Beverage. All concessions available at the Event must be provided by VFCR. No Third-Party Vendors are permitted. Group may contract for food and beverage through a separate Banquet Event Order to be received by VFCR at least 30 days prior to event.
5. Restroom Attendants. Any requests for restroom attendants during Event hours must be contracted through VFCR. No third-party attendants are permitted.
6. Event Move-In/Move-Out. Group is responsible for marshaling services during move-in/move-out. Group must provide a Group representative to assist with move-in/move-out and to provide instruction and guidance to Exhibitors and contracted help.
7. Removal of Trash/Excessive Clean Up. The Hotel will provide routine cleaning and maintenance of all common areas of the Event Center. The Group is responsible for disposal of all trash and removal of all items not provided by the Hotel or the Hotel's preferred decorator, General Exhibition Services. In the event excessive cleanup of the center is required, charges will be invoiced to Group. Dumpster fees of \$2500 per event may apply.
8. Services Included in Basic Fees. The Hotel will provide ordinary heating, ventilation and air conditioning, permanent overhead general lighting, rest room facilities and routine cleaning and maintenance of all common areas of the Event Center (specifically excluding the interior exhibit space of booths if applicable.)

9. Parking. Group will be provided directions for Event parking. Exhibitors are not permitted to park at loading docks, or any other areas not authorized. Violators will be towed at their own expense.
10. Coat Check Service. Group may contract for coat check service through VFCR.
11. Audio Visual Services. Subject to the terms and conditions of the Agreement, Audio Visual Services may be scheduled through a VFCR event planner or by contracting Encore Global.
12. Decorator. Subject to the terms and conditions of the Agreement, Decorator & Exhibition Services should be scheduled through a VFCR Event Services Manager or by contracting our preferred decorator, General Exhibition Services (GES).
13. Event Schedule. Group is required to submit a summary of events to VFCR at least 30 days prior to Event along with floor layout, exhibit descriptions (weight/dimensions). Group's proposed plan is subject to VFCR approval due to floor loads and other logistical restrictions.
14. Approval of Fire Marshall. All floor plans must be reviewed and approved by the Upper Merion Fire Marshall and submitted to VFCR 30 days in advance of Event.
15. Shipments to VFCR. Please provide VFCR and General Exhibition Services with advance notice of any shipments to be received prior to Event. All palates & items shipped for Event center events should be scheduled & sent to General Exhibition Services (not directly to Valley Forge Casino Resort.)
16. Americans with Disabilities Act. Please promptly provide VFCR with any information on specific needs anticipated under the American with Disabilities Act.
17. Inspection. Prior to Group's move-in and after the Event's conclusion, a Group representative and a representative of Valley Forge Casino Resort will do a walk-through of the rental space to inspect for damages. A walk through will be scheduled by your Convention Services Manager. Security Deposits (if applicable) will be refunded provided no damages are assessed during the walk-through.
18. Event Center Manual. By initialing at the bottom of this page, the Group acknowledges receipt of an electronic (or printed) copy of the Valley Forge Casino Resort Event Center Manual.

### **VFCR 30 Day Checklist**

Provide VFCR with the following: **(If applicable)**

- ☐ Insurance Certificate
- ☐ Event Schedule/Lay out
- ☐ Fire Marshal approval
- ☐ Package Handling and Shipping Details
- ☐ Specific American with Disabilities Act needs
- ☐ Final Billing and Payment Arrangements
- ☐ Signed Banquet Event Orders and Booking Checks
- ☐ Outside Vendor Insurance Certificate

Contract for the following services through VFCR: **(If applicable)**

- ☐ Security Services
- ☐ Medical Services
- ☐ Food & Beverage
- ☐ Dumpster
- ☐ Additional Restroom Attendants
- ☐ Freight Loading / Unloading Dock Access
- ☐ Move-in/Move-Out Marshaling
- ☐ Coat Check Services
- ☐ Audio Visual Services
- ☐ Decorators
- ☐ Entertainment

\*Any outside vendors for above services must be approved by your Sales or Services Representative prior to contracting their services.