



**NORRIS CONFERENCE CENTERS - AUSTIN  
CONFIRMATION/CONTRACT SPECIFICATIONS**

Monday, November 11, 2019

TO: Web Security-LASCON  
Tiana Chandler  
[tiana.chandler@owasp.org](mailto:tiana.chandler@owasp.org)

FROM: Norris Conference Centers, Inc.  
Carrie Schilling  
[c.schilling@norriscenters.com](mailto:c.schilling@norriscenters.com)

RE: Meeting Space / Norris Conference Centers - Austin

Thank you for choosing Norris Conference Centers – Austin to host your event. Attached is a contract for meeting space at our facility on **October 27-30, 2020**. To confirm, simply return a signed copy of the contract and the required deposit to me via fax or email. Our fax number is 512-451-1444.

In order to ensure the success of your event, we will phone you approximately two weeks prior to your event to reconfirm all the necessary details. At that time, you will be asked to re-sign a final Banquet Event Order (BEO).

Please keep in mind that if you have not already contracted for additional services, we offer a wide array of amenities including:

- Variety of meal services for Breakfast, Lunch, Afternoon Breaks & Dinners
- Overhead Projector      Flip Chart w/ Pad      Flip Chart w/Post-it Pad      Sound System
- Microphone/Mixer      LCD Projection Unit      Internet/Phone Line      Screen

If you have any questions, please call me at 512-451-5011.

Our physical address is 2525 West Anderson Lane, Austin, Texas 78757. A map and driving directions are available on our web site at <http://norriscenters.com/norris-conference-centers-austin/map> and we encourage you to forward this information to all your meeting participants.

Thanks again for choosing to host your event at our facility. We look forward to working with you.

**PREMIER FACILITIES - UNLIMITED POSSIBILITIES**

**AUSTIN    HOUSTON/WESTCHASE    SAN ANTONIO    HOUSTON/CITYCENTRE    DALLAS**

**Banquet Event Order / Contract**

**Web Security-LASCON**

Account: Web Security-LASCON  
 Planning: Tiana Chandler  
 Phone: 512-689-8837 Fax:  
 Email: tiana.chandler@owasp.org  
 Address:

Pay Method: Net 30 Days #:

Onsite: Tiana Chandler Deposit/Contract Due: \$3,000.00 / Fri, Nov 15 2019

Sales Agent: Carrie Schilling

**Day Meeting Rate 72.00 per person (minimum 70 attendees) per day for October 27th & 28th-includes service charge and all A/V for all rooms**  
**Electrical Drops/staging are not included in AV package**  
**Less than minimum will result in difference applied as venue rental**

**Whole Facility October 29-30, 2019**

**Day Meeting Rate of 72.00 per person for October 25th & 26th, with a minimum of 240 attendees per day-includes service charge and all A/V for all rooms**  
**Electrical Drops/staging are not included in AV package**  
**Less than minimum will result in difference applied as venue rental**  
**Happy Hour Food & Beverage will be charged service charge and is not included as part of the 240 Minimum**

**Deposit of 3000.00 due at signing**  
**Additional deposit of 3000.00 due March 10, 2020**  
**Additional deposit due 3000.00 July 1, 2020**

**Tuesday, October 27, 2020**

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
6:00 AM - 8:00 PM		Cypress/Training	Cypress	Classroom	30	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
6:00 AM - 8:00 PM		Magnolia A & B Training	Magnolia	Classroom	25	\$0.00

Magnolia can be split into 2 rooms, AV Included in both rooms

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
6:00 AM	70	Silver Day Meeting Package	\$71.00

Room Set to Event Specifications

Audio / Visual Includes Screen, VPU, Flip Chart and a White

Board

**Norris Continental Breakfast**

Douwe Egberts Gourmet Regular and Decaffeinated Coffees,  
Hot Herbal Teas, Assorted Fruit Juices, Assortment or Fresh  
Pastries,  
and Fresh Whole Fruit

**Choice of Our Buffet Menus - TBD**

**Norris PM Break:**

**Continues Beverage Refresh**

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
6:00 AM	- 8:00 PM	Other	BreakOut 2		65	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
6:00 AM	- 8:00 PM	Other	BreakOut 1		65	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
6:00 AM	- 8:00 PM	Pecan Training	Pecan		30	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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**Wednesday, October 28, 2020**

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	- 7:00 PM	Ballroom/Training Day #2	Red Oak Ballroom	Semi Circle	100	\$2,800.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
7:00 AM	1	Staging- 8'x18'	\$0.00
		Per Section	
	1	A/V Package	\$0.00
	15	LCD Projector, Screen, Cordless Microphones & House Sound	\$6.00
		Electrical Drops	\$6.00

**Comp Coffee for Free Training  
Lunch or Break Items available at Menu Prices**

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	- 7:00 PM	Cypress Training	Cypress	Classroom	30	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
7:00 AM	70	Silver Day Meeting Package	\$71.00
		Room Set to Event Specifications	

Audio / Visual Includes Screen, VPU, Flip Chart and a White Board

**Norris Continental Breakfast**

Douwe Egberts Gourmet Regular and Decaffeinated Coffees, Hot Herbal Teas, Assorted Fruit Juices, Assortment or Fresh Pastries, and Fresh Whole Fruit

**Choice of Our Buffet Menus - TBD**

**Norris PM Break:**

**Continues Beverage Refresh**

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	- 7:00 PM	Magnolia A & B	Magnolia	Classroom	25	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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Room can be split in 2 AV included for both rooms

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	- 7:00 PM	Pecan Training	Pecan		65	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	- 7:00 PM	Staff Lounge/Event Storage	Elm		10	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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Comp, Coffee, sodas & bottled waters

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	- 7:00 PM	Staff Room	BreakOut 1		10	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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Comp Coffee, Sodas & Bottled waters

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	- 7:00 PM	Storage if needed	BreakOut 2		65	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	- 7:00 PM	Vendor Move In Wednesday	Live Oak		0	\$2,600.00

Exhibits Move In 2pm

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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**Thursday, October 29, 2020**

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
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**6:00 AM - 8:00 PM Ballroom Conference Day #1 Red Oak Ballroom Semi Circle 240 \$3,000.00**

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
6:00 AM	35	Electrical Drops	\$6.00
	1	Minimum Food & Beverage for Evening Reception	\$3,100.00

1	Bartender	\$150.00
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240	Day Meeting Package	\$72.00
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Room Set to Event Specifications

Audio / Visual Includes Screens, VPU, Microphones, Standing Podium, 8'x18' stage

**Norris Deluxe Continental**

Douwe Egberts Gourmet Regular and Decaffeinated Coffees, Hot Herbal Teas, Assorted Fruit Juices, Assortment or Fresh Pastries, Selection of Individual Yogurts, Cereal Bars and Fresh Whole Fruit

**Choice of Hot Lunch Buffet Menus - TBD**

**Norris PM Break:**

**Continues Beverage Refresh**

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
6:00 AM - 8:00 PM	Cypress-Conference Day #1	Cypress	Theatre	65	\$0.00	

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
6:00 AM - 8:00 PM	Magnolia -Conference day #1	Magnolia	Theatre	65	\$0.00	

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
6:00 AM - 8:00 PM	Other	BreakOut 1		65	\$0.00	

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
6:00 AM - 8:00 PM	Other	BreakOut 2		65	\$0.00	

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
6:00 AM - 8:00 PM	Pecan-Conference Day #1	Pecan	Theatre	65	\$0.00	

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
6:00 AM	8:00 PM	Staff Lounge/Event Storage	Elm		10	\$0.00

Time                      Qty    Item    Price

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
6:00 AM	8:00 PM	Venders Day #1	Live Oak		340	\$0.00

Time                      Qty    Item    Price

Food & Beverage Down Center

**Friday, October 30, 2020**

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	7:00 PM	Ballroom Conference Day #2	Red Oak Ballroom		240	\$0.00

Time                      Qty    Item    Price  
 7:00 AM                      240    Day Meeting Package                      \$72.00

Room Set to Event Specifications

Audio / Visual Includes Screen, VPU, Microphones, 8'x18' stage, Standing Podium

**Norris Deluxe Continental**

Douwe Egberts Gourmet Regular and Decaffeinated Coffees, Hot Herbal Teas, Assorted Fruit Juices, Assortment or Fresh Pastries, Selection of Individual Yogurts, Cereal Bars and Fresh Whole Fruit

**Choice of Hot Lunch Buffet Menus - TBD**

**Norris PM Break:**

**Continues Beverage Refresh**

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	5:00 PM	Cypress Conference Day #2	Cypress	Theatre	65	\$0.00

Time                      Qty    Item    Price

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	7:00 PM	Magnolia Conference Day #2	Magnolia	Theatre	65	\$0.00

Time                      Qty    Item    Price

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	5:00 PM	Pecan Conference Day #2	Pecan	Theatre	65	\$0.00

Time                      Qty    Item    Price

<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	- 5:00 PM	Speakers Lounge	BreakOut 1		10	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	- 5:00 PM	Speakers Lounge	BreakOut 2		0	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	- 7:00 PM	Staff Lounge/Event Storage	Elm		65	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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<u>Start</u>	<u>End</u>	<u>Function</u>	<u>Room</u>	<u>Setup Style</u>	<u>Exp</u>	<u>Room Fee</u>
7:00 AM	- 7:00 PM	Vendors	Live Oak		240	\$0.00

<u>Time</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>
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Food & Beverage down center

X 	X December 30, 2019
BEO Signature of Approval	Date

**Web Security-LASCON / Web Security-LASCON**  
**Tuesday, October 27, 2020 - Friday, October 30, 2020**

**If this page is blank - it is due to no floor plan being created at this time.**



**Web Security-LASCON / Web Security-LASCON  
Tuesday, October 27, 2020 - Friday, October 30, 2020**

**NORRIS CONFERENCE CENTERS - AUSTIN  
CONFIRMATION/CONTRACT SPECIFICATIONS**

Norris Conference Centers (NCC) and its affiliated business, the Red Oak Ballroom (ROB), provides facilities and services for events such as training, seminars, meetings, trade shows and social functions. The terms "Client" and "Account", refers to the business, organization and/or individual signing this agreement. The terms "Client" and "Account" are interchangeable in these documents. NCC/ROB reserves the space for which you, the Client, have contracted and we do not overbook. To ensure your event will go smoothly and efficiently, it is important that you review and approve your specific requirements in detail.

**CANCELLATION OF SERVICES**

All cancellations are to be received in writing. The Client will be responsible for paying the amount indicated by the chart below:

More than 121 calendar days prior to event date	Total deposit - non re-fundable
91 - 120 calendar days prior to event date	25% of estimated total invoice due
61 - 90 calendar days prior to event date	50% of estimated total invoice due
31 - 60 calendar days prior to event date	75% of estimated total invoice due
Less than 30 calendar days prior to event date	100% of estimated total invoice due

Date changes will be considered cancellations and are subject to the above guidelines. Availability is not guaranteed for any date change needs or increase in the number of attendees causing the event to "outgrow" the assigned meeting room. Norris reserves the right to move your event into a size appropriate meeting room if one is available. Norris reserves the right to substitute comparable function space, or to assign different space at our option. Client agrees to confirm with Norris any and all function space before printing any materials listing specific meeting or function locations.

**FORCE MAJEURE CLAUSE**

The performance of this contract is subject to acts of God, war, government regulations or advisory, disaster, fire, earthquakes, tornadoes, hurricane, strike, civil disorder, government intervention, legal or contractual issues making holding the event unlawful or in violation of existing contracts, threats of terrorism either in the location of the meeting or along travel routes, curtailment of transportation facilities preventing or unreasonably delaying at least 75% of attendees from attending, or similar cause beyond the control of either party making it inadvisable, illegal or impossible to hold the event or provide the facility. NCC/ROB may terminate or suspend its obligations under this Contract if such obligations are delayed, prevented or rendered impractical by any of the above events to the extent such events are beyond the reasonable control of the party whose responsible performance is prevented or rendered impractical. In the unlikely event that any of these unforeseen circumstances should occur forcing your space unavailable on the contracted dates, NCC/ROB will assist in making alternative arrangements.

**FUNCTION REQUIREMENTS**

All meeting requirements, room configurations, audio/visual needs, menu requests and other food or beverage selections must be confirmed no later than (5) five business days prior to the function date. All changes must be submitted in writing. A \$150 service fee may be applied if meeting furniture changes are to be executed during a contracted event. Frequently we book more than one event in a given room on the same day. Therefore it is critical that the agreed to departure times are honored. Events may extend beyond the contractual time agreement, depending upon other events scheduled for that room at the sole discretion of General Managers or Corporate Managers at NCC/ROB and shall be billed overtime fees in the amount of \$500 per hour. NCC/ROB agrees to set your meeting room for 5% over your guaranteed attendance.

**Web Security-LASCON / Web Security-LASCON**

**NORRIS CONFERENCE CENTERS - AUSTIN  
CONFIRMATION/CONTRACT SPECIFICATIONS**

**TAX/SERVICE CHARGE**

Prices are subject to applicable 8.25% City/State Tax; and 23% service charges as noted on your contract and/or banquet event order (BEO).

**DEPOSITS/CREDIT CARDS AND TERMS OF PAYMENT**

All events at NCC/ROB must be guaranteed with a major credit card. In some instances, NCC may allow a direct bill account to be established for master accounts. In order to establish a direct bill account with NCC, a fully completed direct bill form must be submitted a minimum of 60 days prior to the first function date listed on this agreement. Submitting a direct bill form, does not guarantee approval. Agreements will need a form of payment on file until an approved account is established. If approved for a direct bill account all Final payments for the master account will be due 30 days after the final function date listed on this agreement.

Deposits required for events are outlined on page 9 of this document. Final payment terms are outlined on page 9 (Invoicing - Payment Terms - Credit Card guarantee & Authorization). All deposits are non-re fundable.

NCC/ROB reserves the right to charge outstanding balances to the credit card submitted for guarantee. Invoices remaining unpaid after 30 days of the invoice date may incur an interest charge of the lesser of 18% or the highest amount allowed by law.

**EXPRESS CONDITION PRECEDENT OF TIMELY PAYMENT**

Notwithstanding anything else in this Contract, the obligation of NCC/ROB to reserve the space and/or perform on this contract is subject to the express and absolute condition precedent of timely payment by Client of all deposits, payments, cancellation charges and fees as required in this Contract. Furthermore, the obligation of NCC/ROB to reserve the space and/or perform on this Contract is subject to the express and absolute condition precedent of timely payment by Client (including affiliated/commonly-owned corporate entities, the organization and/or individual signing the Contract) of deposits, payments, cancellation charges and fees as required in all other past and/or concurrent contracts with NCC/ROB and affiliated businesses. Client expressly assumes the risk that nonpayment by Client (including affiliated/commonly-owned corporate entities, the organization and/or individual signing the Contract) on this or other past or concurrent contracts with NCC/ROB and affiliates negates NCC/ROB's obligation to reserve space or perform on this Contract.

**GUARANTEE POLICY FOR CATERING**

Your pricing is based on a minimum number of guaranteed guests for catering as specified in your contract. Should your numbers decrease, you will still be billed for your minimum guarantee. Should your numbers increase, please notify us as early as possible to and we will make every reasonable effort to accommodate your group. All guarantees must be submitted in writing. Should your numbers increase to the point that your room cannot safely handle the revised group size, we will attempt to relocate you. If relocation is not possible, you will be required to keep the number of attendees below the safety level "occupation load" for that room. Final numbers must be given (5) five full business days before your event. Please note that if you are booking an event with a date out further than 8 months - food and beverage fees may be increased by no more than 5%. It is the policy of Norris Centers/Red Oak Ballroom, that no food will leave the premises due to our inability to regulate proper food storage once removed from our venues.

**Web Security-LASCON / Web Security-LASCON**

**NORRIS CONFERENCE CENTERS - AUSTIN  
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**OUTSIDE FOOD & BEVERAGES**

No outside food and/or drinks are permitted to be brought into Norris Conference Centers unless prior arrangements have been agreed to, and approval by General Managers or Corporate Managers at NCC/ROB in writing. Norris Conference Centers is not responsible for equipment and/or personal belongings left in meeting room. The use of the kitchen facilities, dining utensils and equipment is limited to Norris Conference Centers' employees and their agents.

**AUDIO/VISUAL EQUIPMENT**

All audio/visual equipment will be charged according to the listed prices. We are happy to assist in selecting equipment. An additional fee for delivery of audio/visual equipment may be applied if ordered less than 24 hours in advance of your event.

**TELEPHONES**

House phones are available in all meeting and lounge areas. Conference calls and long distance access needs must be pre-arranged with Norris Conference Centers. Local calls are free.

**MEETING SPACE LIABILITY**

You agree to refrain from using tape, nails, push pins or other damaging fasteners to hang signs or other materials on walls. Additionally, you agree to refrain from using glitter and confetti. We will provide supplies for items you wish to display. You are liable for damage and soiling you or your attendees cause to the premises and its contents, and repairs to such damage or replacement will be charged to you at actual cost.

**PARKING**

Ample free parking is available at all Norris Conference Centers. To assist your event attendees, it is recommended that each meeting planner communicate parking information and directions in advance. Maps and directions can be downloaded from our website at [www.norriscenters.com](http://www.norriscenters.com) - we are available to assist upon request. Please note that attendees will park at their own risk. NCC/ROB is not responsible for any damage or loss of property.

**AMERICANS WITH DISABILITIES ACT**

Norris Conference Centers facilities have been inspected and approved by their respective government entities for compliance with the public accommodation requirements of the Americans with Disabilities Act as defined by law. Norris Conference Centers shall also provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by you.

**HOLD HARMLESS AGREEMENT**

To the extent of its fault or strict liability you, as our client, and Norris Conference Centers / the Red Oak Ballroom each will release, indemnify, defend, protect, and hold each other, their affiliates, and their respective officers, directors or employees, harmless from losses, costs (including reasonable attorney fees and court and arbitration costs), expenses, claims, demands, liabilities and causes of action of every type and character arising out of the Agreement for personal injury, illness or death or loss of or damage to property.

**Web Security-LASCON / Web Security-LASCON**

**NORRIS CONFERENCE CENTERS - AUSTIN  
CONFIRMATION/CONTRACT SPECIFICATIONS**

Neither you, as our client or Norris Conference Centers/ the Red Oak Ballroom will be liable to the other or its affiliates in any action or claim for any special, incidental, exemplary, economic, indirect, or consequential damages of any nature whatsoever, arising from any cause, or claimed under any theory of law, including but not limited to business interruption, loss of profit, loss of product, loss of use or delays, event if advised of the possibility of such damages.

**GENERAL PROVISIONS**

**Entire Agreement:** This agreement and any Exhibits hereto constitutes the entire agreement between the parties and supersedes any previous communications, representations, or agreements, whether written or verbal. Any changes to this Agreement must be made in writing and signed by authorized representative of each party.

**Compliance with Laws:** Client shall comply with all Federal, State and local laws, rules and regulations with respect to its activities on NCC/ROB property, including obtaining any permits required for the client's activities during the event. NCC/ROB may require client to present proof of such compliance prior to the event. NCC/ROB relies upon Client's attendance projections in reserving the appropriate room(s) and in observing all federal, state and local regulations regarding room capacity limitations and health, safety and fire codes. NCC/ROB reserves the right to terminate this contract if, in our sole discretion, any aspect of an event is deemed to be in violation of any laws or could potentially become in violation of any laws.

NCC/ROB reserves the right to terminate contract if any event is misrepresented as a NCC/ROB "sponsored" event in any form of marketing and/or advertising without NCC/ROB prior approval in writing. Prior written approval by NCC/ROB is required for any event for which Client has contracted NCC/ROB for a "hosted bar" package, and intends to sell tickets or otherwise award public access for attendance to the event.

NCC/ROB reserves the right to take all necessary actions to cause the event to be in compliance with all laws, rules and regulations, including (1) closing the Event, (2) requiring certain guests to leave the event, (3) restricting access to the event, (4) restricting the consumption of alcoholic beverages, and (5) monitoring the event. If NCC/ROB decides, in its sole discretion, to take any on the actions above, it shall do so without penalty and Client shall remain liable for all obligations under this Agreement.

Pursuant to section 30.07 penal code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter this property with a handgun that is carried openly.

**Right of Inspection/Entry:** NCC/ROB will have the right to enter and inspect all functions. If NCC/ROB observes any illegal activity or activity that may result in harm to persons or objects, NCC/ROB has the right to immediately cancel the event, in which case all Client's guests and invitees must immediately vacate the premises. In such event, the Client will remain liable for all fees and charges related to the function pursuant to the terms of this Agreement.

**GOVERNING LAW AND VENUE**

This Contract will be governed by and construed in accordance with the domestic laws of the State of Texas without giving effect to any choice or conflict of law provision or rule (whether the State of Texas or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of Texas. The parties hereto irrevocably agree that venue for any dispute involving this Contract will lie in any court of competent jurisdiction in Travis County, Texas.

**Web Security-LASCON / Web Security-LASCON**

**NORRIS CONFERENCE CENTERS - AUSTIN  
CONFIRMATION/CONTRACT SPECIFICATIONS**

**SEVERABILITY**

If any of the provisions of this Contract are held to be illegal, invalid or unenforceable by any court of competent jurisdiction, the remaining provisions contained in this Contract will not be affected thereby. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there will be added automatically as a part of this Contract, a provision as similar in its terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid and enforceable.


**SIGNATURE TERMS**

If this Special Event Confirmation/Contract Specification is agreeable to you, please sign in the space provided below, and, when received by us, it will be in effect. A SIGNED COPY OF THIS CONTRACT MUST BE RETURNED WITHIN 4 DAYS WITH THE FIRST DEPOSIT, OR THE SPACE WILL BE RELEASED FOR RE-SALE.

**Accepted and agreed to:**

**Web Security-LASCON (Client/Account)**

**Norris Conference Centers/Red Oak Ballroom**

  
\_\_\_\_\_

DocuSigned by:  
  
\_\_\_\_\_

**Authorized Signer (Print & Signature)**

Mike McCamon, Executive Director  
December 30, 2019  
\_\_\_\_\_

**NCC/ROB Representative**

carrie schilling 1/7/2020  
\_\_\_\_\_

**Date**

**Date**

**Web Security-LASCON / Web Security-LASCON**

**NORRIS CONFERENCE CENTERS - AUSTIN  
CONFIRMATION/CONTRACT SPECIFICATIONS**

**INVOICING - PAYMENT TERMS - CREDIT CARD GUARANTEE & AUTHORIZATION**

**STEP 1 - Invoicing:**

Invoice Contact (name of person): Dawn Aitken

Email it to: dawn.aitken@owasp.com

or FAX it to: \_\_\_\_\_ Phone: \_\_\_\_\_

NCC/ROB will send an invoice to the above contact in advance if requested and will present it on the final day of your event for payment by credit card or check. If you need more lead time to obtain payment, please ask your sales representative to send an invoice early enough to meet the due date.

**Deposit Terms: (all deposits are non refundable)**

**20% of Estimated Event Invoice Total**

**Amount Due:** \$3,000.00

**Due Date:** December 30, 2019  
With signed contract

**30% of Estimated Event Invoice Total**

**Amount Due:** \_\_\_\_\_

**Due Date:** \_\_\_\_\_

Due 30 Days Prior To First Function Date As Noted On This Agreement

**Final Payment Method: (check one)**

X Net 30

\_\_\_\_\_ Estimated Balance Due 30 Days Prior To First Function Date of xx/xx/xxxx

\_\_\_\_\_ Five (5) business days prior to First Function Date (Cash, Cashier's Check, or Money Orders only)

\_\_\_\_\_ Credit Card Charged Five (5) business days prior to First Function Date, or up to 60 days after Event Date

\* Please note: Unless prior arrangements have been made, (including documents signed by each party), if payment(s) are not received per the above schedule, balance due may be charged to the guarantee credit card. If payment cannot be secured, NCC has the right to cancel this event.