MINUTES OF THE 87th MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

The 87th Meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on October 3, 2019 at 9:00 a.m. in the Administrative Conference Room of the Administrative Offices at the Music City Center, Nashville, Tennessee.

AUTHORITY MEMBERS PRESENT: Marty Dickens, Irwin Fisher, Randy Goodman, Vonda McDaniel, Willie McDonald, *David McMurry, Randy Rayburn, Renata Soto, and Leigh Walton

AUTHORITY MEMBERS NOT PRESENT:

OTHERS PRESENT: Charles Starks, Charles Robert Bone, Erin Hampton, Terry McConnell, Teri McAlister, Chris Schappert, Heidi Runion, Donna Gray, Cara Lippman, and Renuka Christoph

Chair Marty Dickens opened the meeting for business at 9:02 a.m. and stated that a quorum was present.

ACTION: Appeal of Decisions from the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County – Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Convention Center Authority may be appealed if and to the extent applicable to the Chancery Court of Davidson County for review under a common law writ of certiorari. These appeals must be filed within sixty days after entry of a final decision by the Authority. Any person or other entity considering an appeal should consult with private legal counsel to ensure that any such appeals are timely and that all procedural requirements are met.

ACTION: Randy Goodman made a motion to approve the 86th Meeting Minutes of July 11, 2019. The motion was seconded by Randy Rayburn and approved unanimously by the Authority.

The next regularly scheduled meeting is scheduled for November 7, 2019 at 9:00 am.

Irwin Fisher, Charles Starks, and Erin Hampton provided an update on the Marketing & Operations Committee Report (Attachment #1) and there was discussion.

*Denotes the arrival of David McMurry.

Charles Starks and Irwin Fisher provided information on the Safe Harbor Provision for 401K Plan (Attachment #1) and there was discussion.
**ACTION:** Irwin Fisher made a motion approving the 401(k) Safe Harbor Provisions, considered this day, and authorizing its implementation. The motion was seconded by Renata Soto and approved unanimously by the Authority.

Charles Starks discussed the LMG Audio Visual Services Contract Extension (Attachments #1 and #2) and there was discussion.

**ACTION:** Vonda McDaniel made a motion authorizing Charles Starks to negotiate and execute an amendment to the audio visual services agreement with LMG exercising the option to extend the agreement for an additional two years until December 31, 2021 on substantially the same terms as considered this day. The motion was seconded by Renata Soto and approved unanimously by the Authority.

Charles Starks gave a DBE update (Attachment #1) and there was discussion.

Charles Starks gave a Tax Collections update (Attachment #1) and there was discussion.

With no additional business, the Authority unanimously moved to adjourn at 9:50 a.m.

Respectfully submitted,

Charles L. Starks  
President & CEO  
Convention Center Authority

Approved:

Marty Dickens, Chair  
CCA 87th Meeting Minutes  
of October 3, 2019
Convention Center Authority

October 3, 2019

Appeal of Decisions

Appeal of Decisions from the Convention Center Authority—Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Convention Center Authority may be appealed if and to the extent applicable to the Chancery Court of Davidson County for review under a common law writ of certiorari. These appeals must be filed within sixty days after entry of a final decision by the Authority. Any person or other entity considering an appeal should consult with private legal counsel to ensure that any such appeals are timely and that all procedural requirements are met.

Happy Birthday

Marty Dickens
August 22nd

David McMurry
October 5th

Marketing & Operations Committee Report

Sales Map by Region

Opportunities FY ’20

- Increasing Hotel Room Inventory: The addition of 6,000 hotel rooms into hotel rooms inventory in Nashville is a benefit to MCC.
- Leveling Hotel Rates: The increase in hotel room inventory has leveled off hotel room rates.
- Appeal of the City: Nashville, as a brand, continues to appeal to meeting and event planners as a destination on a global scale.
- Increased Air Service: As Nashville continues to grow, our air lift into the city continues to improve. The addition of international air service into the city continues to promote Nashville as an international destination.
- Increasing Corporate Visibility: As Nashville continues to attract corporate relocations, or new corporate brands move into the middle Tennessee region, the Music City Center is in a position to provide services to those organizations that are moving into Nashville.
Challenges
FY ‘20

- **Limited Hotel Room Blocks**: Limited or reduced hotel room blocks throughout the city for MCC customers pose a challenge as we book meetings and conventions into the future.
- **Pattern Shifts Required by Hotels**: Pattern shifts required by hotels are meeting with resistance from meeting and event planners.
- **Legislation**: Any legislation that would make Nashville less competitive and threaten Nashville’s image globally in the meeting and convention industry is a concern.
- **New Hotels**: New hotels entering the market with new meeting and ballroom space to challenge the MCC for small meetings, social and local events.

Methodology

- **FY ‘20 Goals** are based on the 2 year average of Actual Sales from FY ‘18 & ‘19.
- Actual Sales are comprised of Building Rent and F&B revenues, broken down by individuals and the team as a whole.
- **FY ‘20 goals** reflect the expected trend based on current booking pace for the next five years.

MCC FY Comparison

<table>
<thead>
<tr>
<th></th>
<th>FY '18</th>
<th>FY '19</th>
<th>Average</th>
<th>FY '20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>$26,285,216</td>
<td>$26,324,986</td>
<td>$26,305,100</td>
<td>$26,000,000</td>
</tr>
<tr>
<td>F&amp;B</td>
<td>$37,803,859</td>
<td>$37,251,640</td>
<td>$37,027,750</td>
<td>$36,415,000</td>
</tr>
<tr>
<td>Combined</td>
<td>$63,089,075</td>
<td>$63,576,626</td>
<td>$63,332,850</td>
<td>$62,415,000</td>
</tr>
</tbody>
</table>

Team Member Survey Results

- **Completion Totals**:
  - **Music City Center (minus Food & Beverage)**: 150 team members completed out of a total of 160 team members - 93.75% response rate. 2018 response rate was 94.48%.
  - **Food & Beverage**: 74 team members completed out of a total of 78 team members - 94.78% response rate. 2018 response rate was 76.71%.
  - **Music City Center (including Food & Beverage)**: 224 team members completed out of a total of 238 team members - 94.12% response rate. 2018 response rate was 88.53%.

Customer Surveys

**August 2019 Year to Date**

- 69 out of 127 surveys returned (54.33% response rate)
- **Would you recommend the Music City Center?**
  - Yes - 69 (100%)
  - No - 0 (0%)
- **Overall Score**: 12.36 = A (based on a scale of 1-13)
Customer Surveys

August 2019 Year to Date

Top Scores
4.78 - Event Manager
4.65 - Guest Services Staff
4.63 - Service Representatives
4.62 - Sales Experience
4.59 - Overall Pre Planning

Bottom Scores
4.15 - Quality of Food & Beverage Service
4.08 - Quality of Retail Gantry Food
4.02 - Quality of Banquet Food
3.79 - Dunkin Donuts
3.72 - Parking

Safe Harbor Provision for 401K Plan

WHAT IS SAFE HARBOR 401(K) PLAN?

Safe Harbor 401(k) plan highlights:
- Lets team members retain all of their 401(k) match dollars, regardless of length of employment
- Allows all team members to contribute up to the maximum amount allowed under IRS rules.
- In exchange from certain IRS yearly tests

*Within next four years (by 2022) will have eight (8) of our team members that would potentially have the 401(k) contributions limited due to our non-safe Harbor status.

CURRENT 401(K) PLAN VS SAFE HARBOR 401(K) PLAN

<table>
<thead>
<tr>
<th>Current 401(k) Plan</th>
<th>Safe Harbor 401(k) Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vesting</td>
<td>100% vesting regardless of years of service</td>
</tr>
<tr>
<td>Matching Contribution</td>
<td>100% of 1% of deferral, 50% of next 3% deferral</td>
</tr>
<tr>
<td>Annual Testing (ADV/ACE Trip Heavy)</td>
<td>Required by IRS</td>
</tr>
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<td>Annual Testing (ADV/ACE Trip Heavy)</td>
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</tr>
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</table>

FINANCIAL IMPACT

Currently, if a team member separates within the first five years of employment, the unused portion of the match contributed by the Music City Center rolls into a forfeiture account.

*Approximately $30k per year is rolled into forfeitures.

This forfeiture account is used to fund:
- Administrative Fees - approximately $10k per year
- Match Contributions in the next year - approximately $20k per year

Under the Safe Harbor plan, team members are fully vested when they enter the plan and therefore will not forfeit any match contributed by the Music City Center.
SETTING UP A SAFE HARBOR 401(K) PLAN

- Seek Board approval to implement the Safe Harbor 401(k) conversion
- Must be done at the beginning of a plan year (January 2020)
- 30-day notice of change to existing team members prior to the beginning of the plan year
- Notice provided to all newly eligible team members.

LMG Audio Visual Services Contract Extension

DBE FY19 4th Quarter and Year End Reports

LMG FY19 4th Quarter DBE Participation Summary

```
<table>
<thead>
<tr>
<th>DBE PARTICIPATION SUMMARY: FY19 Goal 20%</th>
<th>% OF TOTAL</th>
<th># OF COMPANIES</th>
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<tbody>
<tr>
<td>MINORITY OWNED BUSINESSES</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td>WOMEN OWNED BUSINESSES</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td>SMALL BUSINESS ENTERPRISE</td>
<td>9.28%</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>9.28%</td>
<td>2</td>
</tr>
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</table>
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LMG FY19 4th Quarter DBE Participation Dollars Spent

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<table>
<thead>
<tr>
<th>DBE Classification</th>
<th>DBE Dollars Spent:</th>
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</thead>
<tbody>
<tr>
<td>Ethnic Minority Male</td>
<td>$0 (0%)</td>
</tr>
<tr>
<td>Ethnic Minority Female</td>
<td>$0 (0%)</td>
</tr>
<tr>
<td>Total Minority Business</td>
<td>$68,236 (9.28%)</td>
</tr>
<tr>
<td>Total Woman Owned</td>
<td>$0 (0%)</td>
</tr>
<tr>
<td>Total Small Business</td>
<td>$666,777 (90.72%)</td>
</tr>
<tr>
<td>Total DBE Participation</td>
<td>$68,236 (9.28%)</td>
</tr>
<tr>
<td>Total Non Diversity Business</td>
<td>$666,777 (90.72%)</td>
</tr>
</tbody>
</table>
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### LMG FY19 Year End DBE Participation Summary as of 6/30/2019

#### DBE PARTICIPATION SUMMARY:

<table>
<thead>
<tr>
<th></th>
<th>% of Total</th>
<th># of Companies</th>
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</thead>
<tbody>
<tr>
<td>Minority Owned</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td>Women Owned</td>
<td>0.00%</td>
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</tr>
<tr>
<td>Small Business</td>
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<tr>
<td>Total</td>
<td>19.78%</td>
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### Centerplate FY19 Year End DBE Participation Summary

#### DBE PARTICIPATION SUMMARY:

<table>
<thead>
<tr>
<th></th>
<th>% of Total</th>
<th># of Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minority Owned</td>
<td>4.76%</td>
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</tr>
<tr>
<td>Women Owned</td>
<td>21.54%</td>
<td>6</td>
</tr>
<tr>
<td>Small Business</td>
<td>9.37%</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>35.67%</td>
<td>13</td>
</tr>
</tbody>
</table>

### LMG FY19 Year End DBE Participation Dollars Spent as of 6/30/2019

#### DBE Classification | DBE Dollars Spent

- Ethnic Minority Male
  - African American Owned: $0 (0%)

- Ethnic Minority Female
  - African American Owned: $0 (0%)

- Total Minority Business: $0 (0%)
- Total Woman Owned: $0 (0%)
- Total Small Business: $377,054 (19.78%)

- Total DBE Participation: $377,054 (19.78%)
- Total Non Diversity Business: $1,529,344 (80.22%)

### Centerplate FY19 4th Quarter DBE Participation Summary

#### DBE PARTICIPATION SUMMARY:

<table>
<thead>
<tr>
<th></th>
<th>% of Total</th>
<th># of Companies</th>
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</thead>
<tbody>
<tr>
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<td>4</td>
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<td>9.37%</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>35.67%</td>
<td>13</td>
</tr>
</tbody>
</table>

### Centerplate FY19 4th Quarter DBE Participation Dollars Spent

#### DBE Classification | DBE Dollars Spent

- Ethnic Minority Male
  - African American Owned: $56,751 (4.58%)

- Ethnic Minority Female
  - African American Owned: $2,297 (0.19%)

- Total Minority Business: $59,048 (4.76%)
- Total Woman Owned: $267,007 (21.54%)
- Total Small Business: $116,181 (9.37%)

- Total DBE Participation: $442,235 (35.67%)
- Total Non Diversity Business: $797,591 (64.33%)

### Centerplate FY19 Year End DBE Participation Dollars Spent as of 6/30/2019

#### DBE Classification | DBE Dollars Spent

- Ethnic Minority Male
  - African American Owned: $367,955 (6.98%)

- Ethnic Minority Female
  - African American Owned: $7,109 (0.13%)

- Total Minority Business: $375,064 (7.12%)
- Total Woman Owned: $1,155,182 (21.92%)
- Total Small Business: $188,187 (3.57%)

- Total DBE Participation: $1,718,433 (32.60%)
- Total Non Diversity Business: $3,552,195 (67.40%)
**Centerplate DBE Total Participation Year over Year Comparison**

**Centerplate DBE VENDOR SNAPSHOT**

<table>
<thead>
<tr>
<th>DBE VENDOR PARTICIPATION SUMMARY</th>
<th>FY18 # OF COMPANIES</th>
<th>FY19 # OF COMPANIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINORITY OWNED BUSINESSES</td>
<td>5</td>
<td>4</td>
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<tr>
<td>WOMEN OWNED BUSINESSES</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>SMALL BUSINESS ENTERPRISE</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>14</td>
<td>13</td>
</tr>
</tbody>
</table>

**Centerplate Year End 2019 DBE Vendors:**
- Minority Owned Business: Kijiji Coffee Concessions & Kiosks (AAMBE)
- Women Owned Business: Creation Gardens
- Minority Owned Business: Universal Staffing (AAMBE)
- WBE: Nashville Chocolate & Nut Co
- SBE: The French Confection
- MBE: Xclusive Staffing of Tennessee
- Total DBE Participation: $1,046,426 (28.68%)

**Music City Center FY19 4th Quarter DBE Participation Summary**

**DBE Participation Summary**

<table>
<thead>
<tr>
<th>DBE PARTICIPATION SUMMARY</th>
<th>% OF TOTAL</th>
<th># OF COMPANIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINORITY OWNED BUSINESSES</td>
<td>5.32%</td>
<td>7</td>
</tr>
<tr>
<td>WOMEN OWNED BUSINESSES</td>
<td>5.18%</td>
<td>12</td>
</tr>
<tr>
<td>SMALL BUSINESS ENTERPRISE</td>
<td>15.96%</td>
<td>9</td>
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<tr>
<td>SERVICED DISABLED VETERAN</td>
<td>2.22%</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td>28.68%</td>
<td>29</td>
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</table>

**DBE Classification**

<table>
<thead>
<tr>
<th>DBE Classification</th>
<th>DBE Dollars Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethnic Minority Male</td>
<td>260,866 (2.51%)</td>
</tr>
<tr>
<td>Ethnic Minority Female</td>
<td>26,500 (0.48%)</td>
</tr>
<tr>
<td>Hispanic Female Owned</td>
<td>700</td>
</tr>
<tr>
<td>Total Minority Business</td>
<td>$332,866 (2.51%)</td>
</tr>
</tbody>
</table>
| Total Woman Owned          | 1,191,700 (12.85%)
| Total Small Business       | 1,716,463 (18.51%)
| Total Service Disabled Veteran | 81,057 (0.87%) |
| Total DBE Participation    | $3,266,239 (35.23%)
| Total Non Diversity Business | 6,005,285 (64.77%) |
Convention Center Authority Meeting Minutes
Attachment #1
10/3/2019

**DBE TOTAL PARTICIPATION**

*Year over Year Comparison*

<table>
<thead>
<tr>
<th>Year</th>
<th>MBE</th>
<th>WBE</th>
<th>SBE</th>
<th>SDVBE</th>
<th>Total DBE</th>
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<tr>
<td>FYTD18</td>
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<td>1.00%</td>
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<tr>
<td>FYTD19</td>
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<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>1.00%</td>
</tr>
</tbody>
</table>

*Reflects corrected total DBE percentage for FY17.*

**DBE TOTAL PARTICIPATION**

*Year over Year Comparison*

- FY18
  - Med-Star (WBE) – Total spend of $114,833
  - Increase in WBE and increase in SBE can be attributed to Med-Star Medical DBE classification change from WBE (FY18) to SBE (FY19).

- FY19
  - Med-Star (SBE) – Total spend of $149,136

**DBE VENDOR SNAPSHOT**

**FY19 High Performing DBE Vendors (over $100,000):**
- Convention Production Rigging (SBE) – Rigging Services
- DKZ, Inc. (SBE) – Audio Visual
- Industrial Staffing (WBE) – Supplemental Labor and Housekeeping Services
- Med-star Medical (SBE) – EMT Services
- Premiere Building Maintenance Corporation (AAMBE) – Building Maintenance
- Trojan Labor (WBE) – Event Security

**MCC YEAR END 2019 DBE VENDORS**

- A.J. BUSINESS SUPPLY (SBE)
- ALEXANDER & ASSOCIATES (AAMBE)
- BUNK MARKETING (AAMBE)
- COMPASS VENDORS (WBE)
- CONTRACT CARPET SALES CO (WBE)
- CONVENTION PRODUCTION RIGGING (SBE)
- CRAMFORD DOOR SALES (SBE)
- COURIER EXPRESS SERVICES (AAMBE)
- DRC, INC. (SBE)
- DUBOIS BROWN INTERIORS LLC (AAFBE)
- FLYING DOCTOR & COMPANY (AAMBE)
- HYDRO PRO PRESSURE WASHING (SBE)
- INDUSTRIAL STAFFING (SBE)
- INQUIRE INC. (WBE)
- JARVIS SIGNS (WBE)
- MED-STAR MEDICAL (SBE)
- NATASHA BLACKSHEAR (AAFBE)
- NET TANGO (SBE)
- PREMIERE BUILDING MAINTENANCE CORP (AAMBE)
- PROVIDENT FLOOR CARE DBE PRESENTS (AAMBE)
- SUNSET MARKETING (AAMBE)
- VANDENHOUT CONSTRUCTION (SBE)
- THE ARNOLD CENTER (SBE)
- WIRELESS PLUS (SBE)

**OMNI 2019 Local Participation**

- COMMITMENT TO LOCAL HIRING
  - FY19 Local (Local area) Target: 100%
  - FY19 Local (Local area) Target: 100%
  - FY19 Local (Local area) Target: 100%

**OMNI 2019 DBE Participation**

- SBEME (WBE) – Total spend of $105,566
- DBEME (WBE) – Total spend of $109,659
- SBEME (WBE) – Total spend of $125,823
- DBEME (WBE) – Total spend of $73,519
- SPAME (WBE) – Total spend of $135,615
- SBEME (WBE) – Total spend of $56,781
- DBEME (WBE) – Total spend of $121,810
- SBEME (WBE) – Total spend of $137,620
- SBEME (WBE) – Total spend of $866,394

**TAX COLLECTIONS**
MCC/Hotel Tax Collection

As of July 31, 2019

<table>
<thead>
<tr>
<th></th>
<th>2/5 of 5% Occupancy Tax</th>
<th>Net 1% Occupancy Tax</th>
<th>$2 Room Tax</th>
<th>Contracted Vehicle Tax</th>
<th>Campus Tax</th>
<th>Total</th>
<th>Variance to FY 18-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$2,589,786</td>
<td>$1,163,092</td>
<td>$1,462,238</td>
<td>$798,970</td>
<td>$1,646,899</td>
<td>$7,460,260</td>
<td>13.91%</td>
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<td>August</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>YTD Total</td>
<td>$2,589,786</td>
<td>$1,163,092</td>
<td>$1,462,238</td>
<td>$798,970</td>
<td>$1,646,899</td>
<td>$7,460,260</td>
<td>13.91%</td>
</tr>
</tbody>
</table>

Net 3% Hotel Tax

$2 Room Tax

Contracted Vehicle

Rental Vehicle
August Events

- 14 Events
- 35,547 Attendees
- 48,414 Room Nights
- $50,352,659 Direct Economic Impact

August Tours & Site Visits

- 7 Sales Site Visits
- 2 Group tours with 9 attendees.