

## **ANFP Chapter Affiliate Contract Best Practices**

- (a) Contracts should represent the most favorable and/or acceptable terms for ANFP Chapter and its members regarding price, quality or value of goods and services.
- (b) If reserving a block of sleeping rooms, avoid paying penalties for unused hotel rooms (attrition) by periodically reviewing and reducing (if needed) the room block in advance of the meeting.
- (c) Be conservative in estimating number of sleeping rooms to avoid having to pay later for rooms not used. Additional sleeping rooms can typically be added if needed. (See sample contract language below.)
- (d) Some venues may ask for a certificate of insurance. Please contact the National office to obtain a copy.
- (e) Do not hesitate to ask questions. If you are unclear of the terms, ask the vendor directly or call National to assist.
- (f) Consider other language or requests to include in contracts such as option to reschedule the event without penalty, option to contract for current food and beverage prices at the time of signing for an event to be held in the future, or concessions such as complimentary room nights for filling sleeping room block.