

Amend the guidelines by adding the following Guideline #4

4. Because of the decline in bookings for conventions and events at Monona Terrace and room reservations at Madison hotels due to the Covid-19 pandemic, during fiscal years 2020, 2021, and 2022 the Monona Terrace Booking Event Assistance Advisory Committee is authorized to waive any or all of Guidelines 1, 2 and 3 in order to obtain commitments for business during those fiscal years for events that will occur in 2020, 2021, 2022 and future years. The Committee shall use its best judgement to maximize new business and to address funding issues raised by clients that have already committed to hold conventions and events. The Committee shall notify clients receiving assistance funds that funds are contingent upon final room block pick-up or attendee surveys of actual room use after convention or event. The room block pick-up reports, or attendee room use surveys will be provided by the group. If no pick-up report or room use survey is made available, the Committee will make a determination on whether the group will receive a reduced amount of the allocated funds, or the entire amount allocated.