EXHIBIT B
TO MASTER HOTEL AGREEMENT
CONFERENCE ROOM, CATERING, EQUIPMENT AND AUXILIARY ACTIVITIES ADDENDUM

1. Hotel: _________________________________________________________________________________________
   Hotel Contact information: _______________________________________________________________________

2. Name of Event: _________________________________________________________________________________

3. Event dates and times: ___________________________________________________________________________

4. FIU Department: _______________________________________________________________________________
   Department Contact Information: _________________________________________________________________

   Hotel agrees that it will provide the space, accommodations and services set forth below.

5. Conference Room/Event Space.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Room:</th>
<th>Room Purpose:</th>
<th>Start Time:</th>
<th>End Time:</th>
<th># of Guests:</th>
<th>Setup:</th>
<th>Fee:</th>
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6. Catering Fees – Total Estimate*: __________________________________________________________________

   *Detailed description of estimated Catering Fees must be attached to this addendum.
   Final amount shall be detailed in a proper invoice submitted to FIU.

7. Equipment/Supplies:

<table>
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<tr>
<th>Equipment / Supplies:</th>
<th>Amount Needed:</th>
<th>Date(s) Needed:</th>
<th>Fee:</th>
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8. Catering/Banquet. Department will provide written confirmation to Hotel, ________ days prior to the Event, of
   specific menu selections and prices, meeting room set up requirements, and any other arrangements.

9. Auxiliary Activities. OUTLINE ANY ADDITIONAL INFORMATION NOT LISTED ABOVE REGARDING
   THE EVENT, INCLUDING: ACTIVITY, DATE, TIME, RATE, AND/OR PARTY RESPONSIBLE FOR PAYMENT.

The Florida International University
Board of Trustees

By: ____________________________  By: ____________________________
Name: __________________________ Name: __________________________
Title: __________________________ Title: __________________________
Date: __________________________ Date: __________________________

[FIU Logo]

FIU Master Hotel Addendum

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