Food

8:30am - 12noon - Beverage Service
Regular, Decaffeinated Coffee & Tea @ $98.00 per Gallon

1:00pm - 5:00pm - Beverage Service
Regular, Decaffeinated Coffee & Tea @ $98.00 per Gallon

3:00pm – Add following
Individual Bags of Trail Mix @ $5.00 Each
Maximum of 100
Charge on Consumption

Setup

Outside Executive
1 - 6' table, 2 chairs
Wastebasket
2 - Vendor tables with 1 chair each

Executive
Theatre for 82
1 Round of 8 rear of room
STATION: Ice Water, Glasses, Pads, Pens
No Podium or Head table per client

Audio Visual
3 Wireless hand held microphones

Audio Visual Company will contact client directly regarding pricing.
A separate invoice will be provided.

Miscellaneous

Post As:
Transformative Media Conference

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All Food & Beverage subject to a 23% Service Charge and 10% DC Sales Tax
Non-Contracted Food & Beverage Prohibited in Conference Rooms
A $50.00 Labor Fee will be charged if guarantee is less than 25 people for Breakfast, Lunch or Dinner

Jo Ellen Green Kaiser
Organization Authorized Signature/Date

BEO#: 2-26770
Group Name: The Media Consortium
Post As: The Media Consortium Annual Conference TMC 2017
Contact: Ms Jo Ellen Kaiser
Address: 222 Sutter Street
        Suite 600
        San Francisco, CA 94108
Phone: (415) 878-3862, Ext.  Fax:
Email: joellen@themediaconsortium.org
Manager: Shannon Averill/Adrian Webb

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Food

Group has Lunch & Breaks in Executive

Beverage

Setup

Theatre Style
STATION: Ice Water, Glasses, Pads, Pens
No Podium or Head table per client

Audio Visual

None Requested

Audio Visual Company will contact client directly regarding pricing.
A separate invoice will be provided.

Miscellaneous

Post As
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Hotel Representative/Date

Jo Ellen Green Kaiser
Organization Authorized Signature/Date

BEO#: 2-26771
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**Food**

Group has Lunch & Breaks in Executive

**Beverage**

**Setup**

Theatre Style
STATION: Ice Water, Glasses, Pads, Pens
No Podium or Head table per client

**Audio Visual**

None Requested

*Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.*

**Miscellaneous**

**Post As**

Transformative Media Conference

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Jo Ellen Green Kaiser
Organization Authorized Signature/Date

BEO#: 2-26772
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**Food**

12noon - 1:00pm - Box Lunch

- Roasted Rosemary Turkey Breast, Whole Grain Bread
- Grilled Vegetable, Focaccia
- Pastrami & Swiss, Pullman Rye
- Individual Bagged Snack Chips
- Piece of Whole Fresh Fruit
- Freshly Baked Cookie
- One Soft Drink or Bottled Water per Person

Appropriate condiments $48.00 per Person

**Setup**

Working Lunch
Existing Set Remains

**Audio Visual**

Existing AV remains

*Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.*

**Miscellaneous**

Do Not Post

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All Food & Beverage subject to a 23% Service Charge and 10% DC Sales Tax

Non-Contracted Food & Beverage Prohibited in Conference Rooms

A $50.00 Labor Fee will be charged if guarantee is less than 25 people for Breakfast, Lunch or Dinner

Hotel Representative/Date

Jo Ellen Green Kaiser
Organization Authorized Signature/Date

BEO#: 2-26773
### Setup

- **Outside Executive**
  - 1 - 6' table, 2 chairs
  - Wastebasket
  - 2 - Vendor tables with 1 chair each

- **Executive**
  - Theatre for 82
  - 1 Round of 8 rear of room
  - STATION: Ice Water, Glasses, Pads, Pens
  - No Podium or Head table per client

### Audio Visual

- 3 Wireless Handheld Microphones
- FLIP CHART & MARKERS

**Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.**

### Miscellaneous

- **Post As:**
  - Transformative Media Conference

---

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**All Food & Beverage subject to a 23% Service Charge and 10% DC Sales Tax**

**Non-Contracted Food & Beverage Prohibited in Conference Rooms**

A $50.00 Labor Fee will be charged if guarantee is less than 25 people for Breakfast, Lunch or Dinner

---

**Jo Ellen Green Kaiser**

Organization Authorized Signature/Date

---

**BEO#: 2-26774**

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### Food

- **8:30am - 12noon - Beverage Service**
  - Regular, Decaffeinated Coffee & Tea @ $98.00 per Gallon

- **1:00pm - 5:00pm - Beverage Service**
  - Regular, Decaffeinated Coffee & Tea @ $98.00 per Gallon

- **3:00pm - 4:00pm**
  - **(100) Ultra Break**
  - Chef Mario's 100 Mile Trail Mix
  - Assorted Whole Fresh Seasonal Fruit
  - House made Cold Brewed Coffee
  - Bottled Waters
  - $18.00 per Person

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Hotel Representative/Date

Organization Authorized Signature/Date

BEQ#: 2-26775
Group Name: The Media Consortium  
Post As: The Media Consortium Annual Conference TMC 2017  
Contact: Ms. Jo Ellen Kaiser  
Address: 222 Sutter Street  
          Suite 600  
          San Francisco, CA 94108  
Phone: (415) 878-3862, Ext.  
Fax:  
Email: joellen@themediaconsortium.org  
Manager: Shannon Averill/Adrian Webb

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**Food**
Group has Lunch & Breaks in Executive

**Beverage**

**Setup**
Theatre Style  
STATION: Ice Water, Glasses, Pads, Pens  
No Podium or Head table per client  

- Meeting Schedule  
  8:30am - 5:30pm - Breakout  
  Refresh Room  
  7:00pm - 9:00pm - Film Viewing

**Audio Visual**
Client will advise regarding equipment needed for Film Viewing @ 7:00pm

- Audio Visual Company will contact client directly regarding pricing.  
  A separate invoice will be provided.

**Miscellaneous**

**Post As**  
Transformative Media Conference

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Hotel Representative/Date: 2/22

Jo Ellen Green Kaiser  
Organization Authorized Signature/Date

BEO#: 2-26776
Group Name: The Media Consortium  
Post As: The Media Consortium Annual Conference TMC 2017  
Contact: Ms Jo Ellen Kaiser  
Address: 222 Sutter Street  
          Suite 600  
          San Francisco, CA  94108  
Phone: (415)878-3862, Ext. Fax:  
Email: joellen@themediaconsortium.org  
Manager: Shannon Averill/Adrian Webb

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Food

12noon - 1:00pm - Box Lunch

- Roasted Sirloin, Farm House Cheddar, Ciabatta
- Grilled Vegetable, Focaccia
- Tuna & Tomato, Dill Caper Vinaigrette, Poppy seed Roll
- Individual Bagged Snack Chips
- Piece of Whole Fresh Fruit
- Freshly Baked Cookie
- One Soft Drink or Bottled Water per Person
- Appropriate condiments
- $48.00 per Person

Setup

Working Lunch
Existing Set Remains

Audio Visual

Existing AV remains

Audio Visual Company will contact client directly regarding pricing.
A separate invoice will be provided.

Miscellaneous

Do Not Post

BEO#: 2-26777

Hotel Representative/Date

Jo Ellen Green Kaiser  
Organization Authorized Signature/Date

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**Food**

8:30am - 12noon - Beverage Service

Regular, Decaffeinated Coffee & Tea @ $98.00 per Gallon

**Setup**

Outside Executive
- 1 - 6' table, 2 chairs
- Wastebasket
- 2 - Vendor tables with 1 chair each

Executive
- Theatre for 82
- 1 Round of 8 rear of room
- STATION: Ice Water, Glasses, Pads, Pens
- No Podium or Head table per client

**Audio Visual**

3 Wireless hand held microphones

Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.

**Miscellaneous**

Post As: Transformative Media Conference

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Jo Ellen Green Kaiser
Organization Authorized Signature/Date

BEQ#: 2-26778
Food

Group has Break in Executive

Beverage

Setup

Theatre Style

STATION: Ice Water, Glasses, Pads, Pens
No Podium or Head table per client

Audio Visual

None Requested

Audio Visual Company will contact client directly regarding pricing.
A separate invoice will be provided.

Miscellaneous

Post As

Transformative Media Conference

Group Name: The Media Consortium
Post As: The Media Consortium Annual Conference TMC 2017
Contact: Ms Jo Ellen Kaiser
Address: 222 Sutter Street
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Akwenda 2/22
Hotel Representative/Date

Jo Ellen Green Kaiser
Organization Authorized Signature/Date

BEG#: 2-26779
**Food**

Group has Break in Executive

**Beverage**

---

**Setup**

Theatre Style

STATION: Ice Water, Glasses, Pads, Pens

No Podium or Head table per client

**Audio Visual**

None Requested

*Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.*

**Miscellaneous**

*Post As*

Transformative Media Conference

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---

Jo Ellen Green Kaiser

Organization Authorized Signature/Date

BEO#: 2-26780