

525 New Jersey Ave, NW  
Washington, DC 20001  
202-628-2100

**Group Name:** The Media Consortium  
**Post As:** The Media Consortium Annual Conference TMC 2017  
**Contact:** Ms Jo Ellen Kaiser **Site 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

Day	Date	Time	Event	Room	Est	Gtd	Set	Rental
Thu	03/02/2017	08:00AM - 05:30PM	Registration	Base of Stairs Exec	90	0	90	\$0.00
Thu	03/02/2017	08:30AM - 12:00PM	Break	Executive	90	0	90	\$0.00
Thu	03/02/2017	08:30AM - 05:30PM	General Session	Executive	90	0	90	\$550.00
Thu	03/02/2017	01:00PM - 05:00PM	Break	Executive	90	0	90	\$0.00

<i>Food</i>	<i>Setup</i>
<p><b><u>8:30am - 12noon - Beverage Service</u></b></p> <p>Regular, Decaffeinated Coffee &amp; Tea @ \$98.00 per Gallon</p> <p><b><u>1:00pm - 5:00pm - Beverage Service</u></b></p> <p>Regular, Decaffeinated Coffee &amp; Tea @ \$98.00 per Gallon</p> <p><b><u>3:00pm - Add following</u></b></p> <p>Individual Bags of Trail Mix @ \$5.00 Each Maximum of 100 Charge on Consumption</p>	<p><b><u>Outside Executive</u></b> 1 - 6' table, 2 chairs Wastebasket 2 - Vendor tables with 1 chair each</p> <p><b><u>Executive</u></b> Theatre for 82 1 Round of 8 rear of room STATION: Ice Water, Glasses, Pads, Pens No Podium or Head table per client</p>
<p><b><u>Beverage</u></b></p>	<p><b><u>Audio Visual</u></b></p> <p>3 Wireless hand held microphones</p> <p><i>Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.</i></p>
	<p><b><u>Miscellaneous</u></b></p> <p><b>Post As:</b> Transformative Media Conference</p>

Guarantee numbers are due by 12noon 72 business hours prior to each event. If guarantee is not received by that time, the agreed number of guests will serve as your guarantee. Last minute changes in room setup will be subject to a labor fee.

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

*AcWoods* 2/22  
Hotel Representative/Date

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Organization Authorized Signature/Date

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Day	Date	Time	Event	Room	Est	Gtd	Set	Rental
Thu	03/02/2017	08:30AM - 05:00PM	Breakout	Ashlawn	45	0	50	\$0.00

<p style="text-align: center;"><i>Food</i></p> <p style="text-align: center;">Group has Lunch &amp; Breaks in Executive</p> <hr/> <p style="text-align: center;"><i>Beverage</i></p>	<p style="text-align: center;"><i>Setup</i></p> <p style="text-align: center;">Theatre Style STATION: Ice Water, Glasses, Pads, Pens No Podium or Head table per client</p> <hr/> <p style="text-align: center;"><i>Audio Visual</i></p> <p style="text-align: center;">None Requested</p> <p style="text-align: center;"><i>Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.</i></p> <hr/> <p style="text-align: center;"><i>Miscellaneous</i></p> <p style="text-align: center;"><u>Post As</u> Transformative Media Conference</p>
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Day	Date	Time	Event	Room	Est	Gtd	Set	Rental
Thu	03/02/2017	08:30AM - 05:30PM	Breakout	Sagamore Hill	50	0	50	\$0.00

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Thu	03/02/2017	12:00PM - 01:00PM	Lunch	Executive	90	0	90	\$0.00

<i>Food</i>	<i>Setup</i>
<p><b><u>12noon - 1:00pm - Box Lunch</u></b></p> <p>_____ Roasted Rosemary Turkey Breast, Whole Grain Bread _____ Grilled Vegetable, Focaccia _____ Pastrami &amp; 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</p>	<p>Working Lunch Existing Set Remains</p>
	<p style="text-align: center;"><i>Audio Visual</i></p> <p>Existing AV remains</p> <p><i>Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.</i></p>
	<p style="text-align: center;"><i>Miscellaneous</i></p> <p>Do Not Post</p>
<p><i>Beverage</i></p>	

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Fri	03/03/2017	08:00AM	05:30PM	Registration	Base of Stairs Exec	90	0	90	\$0.00
Fri	03/03/2017	08:30AM	12:00PM	Break	Executive	90	0	90	\$0.00
Fri	03/03/2017	08:30AM	05:30PM	General Session	Executive	90	0	90	\$550.00
Fri	03/03/2017	01:00PM	05:00PM	Break	Executive	90	0	90	\$0.00

<p style="text-align: center;"><i>Food</i></p> <p style="text-align: center;"><b><u>8:30am - 12noon - Beverage Service</u></b></p> <p>Regular, Decaffeinated Coffee &amp; Tea @ \$98.00 per Gallon</p> <p style="text-align: center;"><b><u>1:00pm - 5:00pm - Beverage Service</u></b></p> <p>Regular, Decaffeinated Coffee &amp; Tea @ \$98.00 per Gallon</p> <p style="text-align: center;"><b><u>3:00pm - 4:00pm</u></b></p> <p style="text-align: center;"><b>(100) Ultra Break</b>        Chef Mario's 100 Mile Trail Mix        Assorted Whole Fresh Seasonal Fruit        House made Cold Brewed Coffee        Bottled Waters        \$18.00 per Person</p> <p style="text-align: center;"><i>Beverage</i></p>	<p style="text-align: center;"><i>Setup</i></p> <p style="text-align: center;"><b><u>Outside Executive</u></b>        1 - 6' table, 2 chairs        Wastebasket        2 - Vendor tables with 1 chair each</p> <p style="text-align: center;"><b><u>Executive</u></b>        Theatre for 82        1 Round of 8 rear of room        STATION: Ice Water, Glasses, Pads, Pens        No Podium or Head table per client</p> <p style="text-align: center;"><i>Audio Visual</i></p> <p style="text-align: center;">3 Wireless Handheld Microphones  <b>FLIPCHART &amp; MARKERS</b>  <i>Audio Visual Company will contact client directly regarding pricing.        A separate invoice will be provided.</i></p> <p style="text-align: center;"><i>Miscellaneous</i></p> <p style="text-align: center;"><b><u>Post As:</u></b>        Transformative Media Conference</p>
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Day	Date	Time	Event	Room	Est	Gtd	Set	Rental
Fri	03/03/2017	08:30AM 05:30PM	Breakout	Ashlawn	45	0	45	\$0.00

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Day	Date	Time	Event	Room	Est	Gtd	Set	Rental
Fri	03/03/2017	08:30AM - 09:00PM	Breakout	Sagamore Hill	50	0	50	\$0.00

<p style="text-align: center;"><i>Food</i></p> <p style="text-align: center;">Group has Lunch &amp; Breaks in Executive</p> <hr/> <p style="text-align: center;"><i>Beverage</i></p>	<p style="text-align: center;"><i>Setup</i></p> <p style="text-align: center;">Theatre Style        STATION: Ice Water, Glasses, Pads, Pens        No Podium or Head table per client</p> <p style="text-align: center;">Meeting Schedule        8:30am - 5:30pm - Breakout        Refresh Room        7:00pm - 9:00pm - Film Viewing</p> <hr/> <p style="text-align: center;"><i>Audio Visual</i></p> <p style="text-align: center;">Client will advise regarding equipment        needed for Film Viewing @ 7:00pm</p> <p style="text-align: center;"><i>Audio Visual Company will contact client directly regarding pricing.        A separate invoice will be provided.</i></p> <hr/> <p style="text-align: center;"><i>Miscellaneous</i></p> <p style="text-align: center;"><u>Post As</u>        Transformative Media Conference</p>
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Day	Date	Time	Event	Room	Est	Gtd	Set	Rental
Fri	03/03/2017	12:00PM - 01:00PM	Lunch	Executive	90	0	90	\$0.00

<i>Food</i>	<i>Setup</i>
<p style="text-align: center;"><u>12noon - 1:00pm - Box Lunch</u></p> <p>_____ Roasted Sirloin, Farm House Cheddar, Ciabatta            _____ Grilled Vegetable, Focaccia            _____ Tuna &amp; 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</p>	<p style="text-align: center;">Working Lunch Existing Set Remains</p>
	<p style="text-align: center;"><i>Audio Visual</i></p> <p style="text-align: center;">Existing AV remains</p> <p style="text-align: center;"><i>Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.</i></p>
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<p style="text-align: center;"><i>Beverage</i></p>	

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Sat	03/04/2017	08:00AM - 12:00PM	Registration	Base of Stairs Exec	90	0	90	\$0.00
Sat	03/04/2017	08:30AM - 12:00PM	Break	Executive	90	0	90	\$0.00
Sat	03/04/2017	08:30AM - 12:00PM	General Session	Executive	90	0	90	\$550.00

<p style="text-align: center;"><i>Food</i></p> <p style="text-align: center;"><b><u>8:30am - 12noon - Beverage Service</u></b></p> <p>Regular, Decaffeinated Coffee &amp; Tea @ \$98.00 per Gallon</p> <hr/> <p style="text-align: center;"><i>Beverage</i></p>	<p style="text-align: center;"><i>Setup</i></p> <p style="text-align: center;"><b><u>Outside Executive</u></b>        1 - 6' table, 2 chairs        Wastebasket        2 - Vendor tables with 1 chair each</p> <p style="text-align: center;"><b><u>Executive</u></b>        Theatre for 82        1 Round of 8 rear of room        STATION: Ice Water, Glasses, Pads, Pens        No Podium or Head table per client</p> <hr/> <p style="text-align: center;"><i>Audio Visual</i></p> <p style="text-align: center;">3 Wireless hand held microphones</p> <p style="text-align: center;"><i>Audio Visual Company will contact client directly regarding pricing.        A separate invoice will be provided.</i></p> <hr/> <p style="text-align: center;"><i>Miscellaneous</i></p> <p style="text-align: center;"><b><u>Post As:</u></b>  <b>Transformative Media Conference</b></p>
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