**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

---

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
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Room</th>
<th>Est</th>
<th>Gtd</th>
<th>Set</th>
<th>Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu</td>
<td>03/02/2017</td>
<td>08:30AM</td>
<td>Breakout</td>
<td>Ashlawn</td>
<td>45</td>
<td>0</td>
<td>50</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Food**

Group has Lunch & Breaks in Executive

**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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Hotel Representative/Date

Organization Authorized Signature/Date

BEO#: 2-26771
<table>
<thead>
<tr>
<th>Day</th>
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<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Thu</td>
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<td>08:30AM</td>
<td>Breakout</td>
<td>Sagamore Hill</td>
<td>50</td>
<td>0</td>
<td>50</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**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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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.
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<th>Set</th>
<th>Rental</th>
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</thead>
<tbody>
<tr>
<td>Thu</td>
<td>03/02/2017</td>
<td>12:00PM</td>
<td>Lunch</td>
<td>Executive</td>
<td>90</td>
<td>0</td>
<td>90</td>
<td>$0.00</td>
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</table>

**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

---

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.

Hotel Representative/Date

Organization Authorized Signature/Date

BEO#: 2-26773
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

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

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

Organization Authorized Signature/Date

BEO#: 2-26774
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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</thead>
<tbody>
<tr>
<td>Fri</td>
<td>03/03/2017</td>
<td>08:30AM</td>
<td>Breakout</td>
<td>Ashlawn</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>$0.00</td>
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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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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  
Organization Authorized Signature/Date

**BEO#**: 2-26775
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
Organization Authorized Signature/Date

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</thead>
<tbody>
<tr>
<td>Fri</td>
<td>03/03/2017</td>
<td>12:00PM</td>
<td>Lunch</td>
<td>Executive</td>
<td>90</td>
<td>0</td>
<td>90</td>
<td>$0.00</td>
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</table>

**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

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.

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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
**Group Name:** The Media Consortium  
**Post As:** The Media Consortium Annual Conference  
**Contact:** Ms Jo Ellen Kaiser  
**Address:** 222 Sutter Street  
**Site Contact:** Ms Jo Ellen Kaiser  
**Phone:** (415)710-3033, Ext.  
**Fax:**  
**Email:** joellen@themediaconsortium.org  
**Manager:** Shannon Averill/Adrian Webb

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<tr>
<td>Sat</td>
<td>03/04/2017</td>
<td>08:00AM</td>
<td>Registration</td>
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<td>03/04/2017</td>
<td>08:30AM</td>
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<tr>
<td>Sat</td>
<td>03/04/2017</td>
<td>08:30AM</td>
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<td>Executive</td>
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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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Hotel Representative/Date  
Organization Authorized Signature/Date

**BEO#: 2-26778**
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<td>Ashlawn</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>$0.00</td>
</tr>
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**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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</table>

**Food**

Group has Break in Executive

**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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Hotel Representative/Date

Organization Authorized Signature/Date

**BEQ#: 2-26780**