

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

**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

**Beverage**

**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

Hotel Representative/Date

Organization Authorized Signature/Date

**BEO#: 2-26770**

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**Manager:** Shannon Averill/Adrian Webb

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;"><b>Food</b></p> <p style="text-align: center;">Group has Lunch &amp; Breaks in Executive</p> <hr/> <p style="text-align: center;"><b>Beverage</b></p>	<p style="text-align: center;"><b>Setup</b></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;"><b>Audio Visual</b></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;"><b>Miscellaneous</b></p> <p style="text-align: center;"><u>Post As</u> <b>Transformative Media Conference</b></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

<p style="text-align: center;"><i><b>Food</b></i></p> <p style="text-align: center;">Group has Lunch &amp; Breaks in Executive</p> <hr/> <p style="text-align: center;"><i><b>Beverage</b></i></p>	<p style="text-align: center;"><i><b>Setup</b></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><b>Audio Visual</b></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><b>Miscellaneous</b></i></p> <p style="text-align: center;"><u><b>Post As</b></u> <b>Transformative Media Conference</b></p>
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**Manager:** Shannon Averill/Adrian Webb

Day	Date	Time	Event	Room	Est	Gtd	Set	Rental
Thu	03/02/2017	12:00PM - 01:00PM	Lunch	Executive	90	0	90	\$0.00

<p style="text-align: center;"><i>Food</i></p> <p style="text-align: center;"><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 style="text-align: center;"><i>Setup</i></p> <p style="text-align: center;">Working Lunch Existing Set Remains</p>
<p style="text-align: center;"><i>Beverage</i></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>
	<p style="text-align: center;"><i>Miscellaneous</i></p> <p style="text-align: center;"><b>Do Not Post</b></p>

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Non-Contracted Food & Beverage Prohibited in Conference Rooms

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Day	Date	Time	Event	Room	Est	Gtd	Set	Rental
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

**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

**Beverage**

**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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**Manager:** Shannon Averill/Adrian Webb

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

<p style="text-align: center;"><b>Food</b></p> <p style="text-align: center;">Group has Lunch &amp; Breaks in Executive</p> <hr/> <p style="text-align: center;"><b>Beverage</b></p>	<p style="text-align: center;"><b>Setup</b></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;"><b>Audio Visual</b></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;"><b>Miscellaneous</b></p> <p style="text-align: center;"><b>Post As</b> <b>Transformative Media Conference</b></p>
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**Manager:** Shannon Averill/Adrian Webb

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><b>Food</b></i></p> <p style="text-align: center;">Group has Lunch &amp; Breaks in Executive</p> <hr/> <p style="text-align: center;"><i><b>Beverage</b></i></p>	<p style="text-align: center;"><i><b>Setup</b></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;"><b>Meeting Schedule</b> 8:30am - 5:30pm - Breakout Refresh Room 7:00pm - 9:00pm - Film Viewing</p> <hr/> <p style="text-align: center;"><i><b>Audio Visual</b></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><b>Miscellaneous</b></i></p> <p style="text-align: center;"><b>Post As</b> Transformative Media Conference</p>
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**Manager:** Shannon Averill/Adrian Webb

Day	Date	Time	Event	Room	Est	Gtd	Set	Rental
Fri	03/03/2017	12:00PM - 01:00PM	Lunch	Executive	90	0	90	\$0.00

**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**

**Beverage**

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Day	Date	Time	Event	Room	Est	Gtd	Set	Rental	
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

**Food**

**8:30am - 12noon - Beverage Service**

Regular, Decaffeinated Coffee & Tea @ \$98.00 per Gallon

**Beverage**

**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

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**Manager:** Shannon Averill/Adrian Webb

Day	Date	Time	Event	Room	Est	Gtd	Set	Rental	
Sat	03/04/2017	08:30AM	12:00PM	Breakout	Ashlawn	45	0	45	\$0.00

<p style="text-align: center;"><i>Food</i></p> <p style="text-align: center;">Group has Break 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;"><b>Post As</b> <b>Transformative Media Conference</b></p>
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Sat	03/04/2017	08:30AM	12:00PM	Breakout	Sagamore Hill	50	0	50	\$0.00

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