

FAX TRANSMITTAL
FAX # 517-772-2755

BILL KNOPP

DIRECTOR OF SALES

DATE: 9/27/00

TO: Denise O'Brien

COMPANY: ALU - NAEB

FAX: 517-353-2024

OF PAGES INCLUDING COVER SHEET: 6
(Please call 517-772-4000 ext.446, if pages are missing)

*Thanks!
Bill*

Attached are the final details for your event at the Comfort Inn, Mt. Pleasant. Please make sure these are as you requested - and call us immediately if we can make any adjustments to better meet your needs.

Please sign and return a copy of these function sheets to our office as soon as you have reviewed them, as final confirmation of the details.

Remember your final guarantee of attendance is due 3 business days prior to your event. If no guarantee of attendance is provide the expected number will become the guarantee and we will provide for and charge for the expected number. You will be responsible for no less than your guaranteed count.

We Are Looking Forward To Having You With Us!!!

Fax

To: Bill Knopp **From:** Denise O'Brien
Fax: 517-773-6052 **Pages:** 1
Phone: **Date:** 9/28/2000
Re: **CC:**

Urgent For Review Please Comment Please Reply Please Recycle

• **Comments:** Bill - Attached is your fax meeting confirmation form. Just a clarification. I thought we were meeting in Chippewa D and we would eat in Chippewa B and/or C? We prefer to eat in a separate room than we are meeting in if possible. (That would also allow your servers to get things set up while we are still in our meetings). I saw a registration table outside B, but I think we will need it outside D? What do you think?

Here is our A/v list:

Overhead projector (both days) \$40/day - includes screen

Screen (both days)

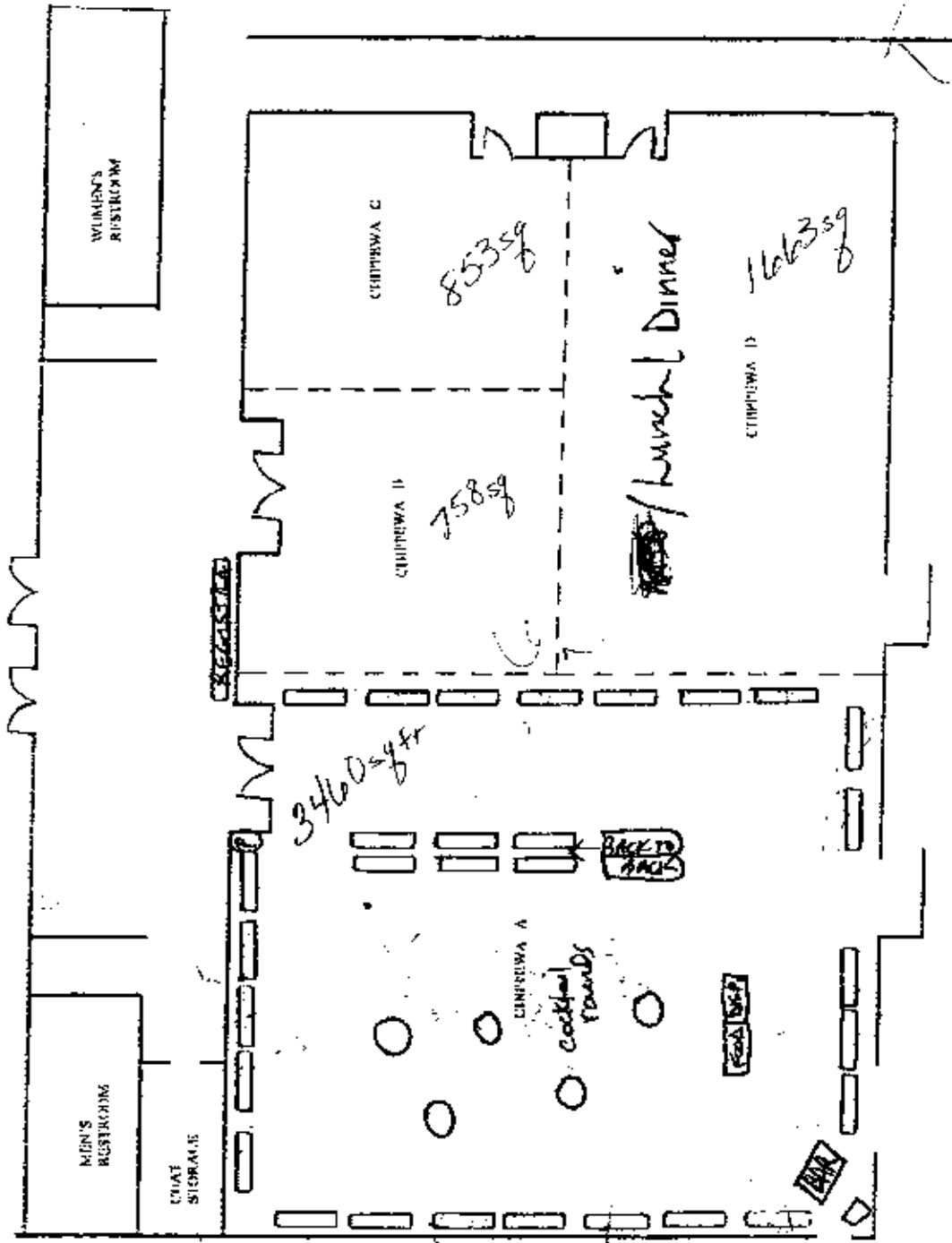
Flip chart w/pad and markers (Friday only) \$20/day

TV/VCR (10/5, 12:00-3:15) \$75/day

I will fax you our counts tomorrow (Friday 9/29) - I'm at about 40, and there is a possibility that a couple more may come through today.

Thanks.

AVED EXHIBIT SET UP THURSDAY
Setup 9AM, Show 3-6pm



UNIVERSITY PARK CONFERENCE CENTER

	Food & Beverage	25.00
	Alcoholic Beverages	
	Audio/Visual Equipment	-
	Room Rental & Miscellaneous	
	Subtotal	25.00
	Service Charge 17%	4.25
	Sales Tax 6%	1.50
	Total	30.75
	Payments Received	
A/V EQUIPMENT TOTAL	Balance Due	30.75

Should you find it necessary to cancel this event less than 30 days in advance a cancellation fee, as liquidated damages, will be assessed for lost meeting room revenue. This cancellation fee will equal the standard meeting room rental for the space reserved. For cancellations 31-60 days in advance, the cancellation fee will be 50% of the standard meeting room rental. The guarantee of attendance is used for ordering equipment/food and for staffing purposes. All groups will be charged for the guarantee of attendance or the actual attendance, whichever is greater. If no guarantee of attendance is provided the expected number and estimated charges will become the guarantee of attendance.

Organization: Please sign below to confirm arrangements.

BILLING:

→ Full Payment Due (3) Business Days Prior To Event

Kimberly Brown 9/28/00
Date:

MT. PLEASANT COMFORT INN

University Park Comfort Inn Conference Center, 2474 South Mission, Mount Pleasant, MI 48858
 Phone: (517)772-4000 Fax: (517) 772-2755
Function Sheet/Invoice

Natl Assn of Educational Buyers
 Donisc O'Brien
 102 Angell Bldg, MSU
 E. Lansing, MI 48824
 517-355-0357 x127
 517-353-2024

Function: Meeting/Lunch
 Date: 10/8/00 Invoice #
 Day: Friday MAEB1006
 Time: 8am-5pm
 Room: Conference D
 By: Bill Knapp
 Rental:
 On-Site Contact: *Donisc*
 Bob O'Brien

EXPECTED NUMBER: 40-50

GUARANTEE ATTENDANCE:

****GUARANTEE OF ATTENDANCE IS REQUIRED 3 BUSINESS DAYS PRIOR TO EVENT. IF NO GUARANTEE OF ATTENDANCE IS PROVIDED, THE EXPECTED****
****NUMBER WILL BECOME GUARANTEE. TO BETTER ACCOMMODATE OUR GUESTS WE RESERVE THE RIGHT TO CHANGE MEETING/BANQUET SPACE****

QTY	ITEM	UNIT PRICE	TOTAL PRICE	QTY	ITEM	UNIT PRICE	TOTAL PRICE
FOOD & BEVERAGE SERVICE				ALCOHOLIC BEVERAGE			
	Noon Luncheon Chippewa Club on Croissant Potato chip, pasta salad, pickle Carrot cake coffee, iced tea, milk	8.95					
				ALCOHOL BEVERAGE TOTAL			
				ROOM ARRANGEMENTS			
				Meeting room same setup as Thursday			
				Luncheon room set at rounds			
FOOD & BEVERAGE TOTAL							
CATER OUT							
				Room Rental			
				Labor Charge For Meals \$30.00			
				For Less Than 20 People			
				INVOICE TOTALS			
				Food & Beverage			
				Alcoholic Beverages			

	Audio/Visual Equipment Room Rental & Miscellaneous Subtotal Service Charge 17% Sales Tax 6% Total Payments Received Balance Due
A/V EQUIPMENT TOTAL	

Should you find it necessary to cancel this event less than 30 days in advance a cancellation fee, as liquidated damages, will be assessed for lost meeting room revenue. This cancellation fee will equal the standard meeting room rental for the space reserved. For cancellations 31-60 days in advance, the cancellation fee will be 50% of the standard meeting room rental. The guarantee of attendance is used for ordering equipment/food and for staffing purposes. All groups will be charged for the guarantee of attendance or the actual attendance, whichever is greater. If no guarantee of attendance is provided the expected number and estimated charges will become the guarantee of attendance.

Organization: Please sign below to confirm arrangements.

BILLING:

*Full Payment Due (9) Business Days Prior To Event

Kenice O'Brien 9-28-00
Date:

MT. PLEASANT COMFORT INN

University Park Comfort Inn Conference Center, 2424 South Mission, Mount Pleasant, MI 48858
 Phone: (517)772-4000 Fax: (517)772-2755
Function Sheet/Invoice

Natl Assn of Educational Buyers
 Denise O'Brien
 102 Angel Bldg, MSU
 E. Lansing, MI 48824
 517-355-0357 x127
 517-353-2024

Function: Vendor setup/show
 Date: 10-05-00
 Day: Thursday
 Time: 8am-6pm
 Room: Conference A
 By: Bill Knopp
 Rental:
 On-Site Contact: Denise O'Brien

Invoice #
 NAEB1005B

EXPECTED NUMBER: 40-50

GUARANTEE ATTENDANCE:

****GUARANTEE OF ATTENDANCE IS REQUIRED 3 BUSINESS DAYS PRIOR TO EVENT. IF NO GUARANTEE OF ATTENDANCE IS PROVIDED, THE EXPECTED NUMBER WILL BECOME GUARANTEE. TO BETTER ACCOMMODATE OUR GUESTS WE RESERVE THE RIGHT TO CHANGE MEETING/BANQUET SPACE****

QTY	ITEM	UNIT PRICE	TOTAL PRICE	QTY	ITEM	UNIT PRICE	TOTAL PRICE
FOOD & BEVERAGE SERVICE				ALCOHOLIC BEVERAGE			
3:30pm Break in Vendor Area				3:30-6:30pm			
1 Small Cheese and Cracker Tray 55.00 55.00				Cash Bar Serving Domestic Brands in Vendor Area			
1 Small Vegetable Crudite Tray 45.00 45.00				7pm: Cash Bar to be moved to Dinner room (D)			
1 Small Fresh Cut Fruit tray 55.00 55.00							
1 Pretzels 4.95 4.95							
1 Snack Mix 7.95 7.95							
7PM Dinner in Conference...				ALCOHOL BEVERAGE TOTAL			
Two Entree Buffet 15.85				ROOM ARRANGEMENTS			
Garden Fresh Salad Bar				Vendor Show in Conference.....			
Basil Cream Chicken on bed of Linguine				Number of tables to be provided by 9/20			
BBQ Baby Back Ribs							
Garlic mashed potatoes or roasted red skins							
Vegetable Medley							
Dessert assortment							
Coffee, tea, milk, soft drinks							
FOOD & BEVERAGE TOTAL			167.90				
CATER OUT							
AUDIOVISUAL EQUIPMENT				INVOICE TOTALS			
				Room Rental			
				Labor Charge For Meals 300.00			
				For Less Than 20 People			
				Food & Beverage 167.90			
				Attendee Reimburse			

