870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026251

Status: Page: 1 of 1

Post PROJ GTD SET Rental

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Wednesday, 25 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Event Name

Type

Wed, 25-Mar-2015	5:00PM-11:59PM	Conf Ctr Coatroom	Storage	Storage	Y	5	\$0.00
	Foo	d a sa			Roo	m Setu	p
	Davis			5:00PM-11:59PM Co	nf Ctr Co	<u>oatroom</u>	
	Bever	aye		Setup Style:			
				5:00PM			
				1 Large Trash Can			
				2 6' x 30" Display Table	- LINEN	YINC	
					Δud	io Visua	
					Auu	IV VIJUC	••
				Sp	ecial A	\rrange	ments
				5:00PM-11:59PM Cor	nf Ctr Co	oatroom	
				Please give contact 2 k	eys		
				Luggage storage			

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Time

Room

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4447194736

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Wednesday, 25 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Name	Type	Post	PROJ GTD	SET Rental
Wed, 25-Mar-2015	5:00PM-11:59PM	Carleton Boardroom	Office/Staff Meeting	Office	Y	10	\$0.00
			Room				į.

Food	Room Setup
Beverage	5:00PM-11:59PM Carleton Boardroom Setup Style:Conference
	5:00PM
	1 Large Trash Can
	1 Water Station
	3 6' x 30" Display Table - LINEN ONLY
	Contact will arrive around 5pm
	May need easels
	Audio Visual
editorio del constante del con	5:00PM-11:59PM Carleton Boardroom
	Client providing own pc and printer
	Special Arrangements
	5:00PM-11:59PM Carleton Boardroom Group is rooms/meals/sales tax exempt if paid with a VT school
AND	check

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617 EO #: 6480-4448026265

Status: Page: 1 of 1

Post PROJ GTD

Group may head to tuckaways after meeting, usually pay on own

Printed: 12-Mar-2015

SET

Rental

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Wednesday, 25 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	,
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Event Name

Type

Wed, 25-Mar-2015	6:00PM-11:00PM	Shelburne	FBLA Offic	er Meeting	Meeting	Υ	20	\$0.00
100	Foo	d				Roo	m Setup	
	Bever	age			11:00PM Sh yle:Confere			
				1 6' x 30"	Display Table	- SPANDE	EX @ \$0.00	
				1 Water S	Station			
			***************************************			Audi	o Visual	
					Sp	ecial A	rrangemer	nts
				6:00PM-	11:00PM Sh			

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Time

Room

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026294

Status: Page: 1 of 1

Post PROJ

Special Arrangements

12:00AM-11:59PM Conf Ctr Coatroom

Luggage storage

Туре

Printed: 12-Mar-2015

GTD SET Rental

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Event Name

Thu, 26-Mar-2015	12:00AM-11:59PM	Conf Ctr Coatroom	Storage	Storage	Υ	5	\$0.00
	Food	d			Ro	om Setup	
	Bevera	age		12:00AM-11:59P Setup Style:Exis		Coatroom	
				12:00AM			
				1 Large Trash Can			
				2 6' x 30" Display T	able - LINEN	ONLY	
				Same set as previo	ous day		
					Aud	dio Visual	

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Time

Room

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026279

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	. ,
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Name	Туре	Post	PROJ	GTD SET Rental
Thu, 26-Mar-2015	12:00AM-11:59PM	Carleton Boardroom	Office	Office	Υ	10	\$0.00
Thu, 26-Mar-2015	7:30AM-8:30AM	Carleton Boardroom	Coffee Break	Break	Y	10	\$0.00

Food	Room Setup
7:30AM-8:30AM Carleton Boardroom 7:30AM 1Starbucks Regular and Decaffeinated Coffee and Assorted Tazo	12:00AM-11:59PM Carleton Boardroom Setup Style:Conference 12:00AM
Teas, Cream, Milk and Sugar @ \$45.00 Per Gallon	Large Trash Can Water Station 6' x 30" Display Table - LINEN ONLY
Beverage	Same set as previous day
	May need easels 7:30AM-8:30AM Carleton Boardroom Setup Style:
	Audio Visual 12:00AM-11:59PM Carleton Boardroom Client providing own pc and printer
	Special Arrangements 12:00AM-11:59PM Carleton Boardroom Schools will arrive around 9am and store their luggage in the coatroom. They will check in to their rooms around 4pm, please have keys organized by school, advisors will pick up at the front desk.

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026338

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	` ,
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET Rental
Thu, 26-Mar-2015	7:00AM-11:59PM	Emeraid II Ballroom	Exhibits and Displays	Exhibit	Υ	12		\$0.00
		Promenade						

Food	Room Setup
Beverage	7:00AM-11:59PM Emerald II Ballroom Promenade Setup Style:Booths
MASSIC CONTROL OF THE PROPERTY	7:00AM
	9 6' x 30" Display Table - SPANDEX @ \$0.00
	See diagram, will be set up on prom and diamond foyer
	Officer candidates and schools will have display tables to be left up all day Thursday and Friday morning
	Buffet will also be set up on the promenade
· STATE CONTROL CONTRO	Audio Visual
	Special Arrangements

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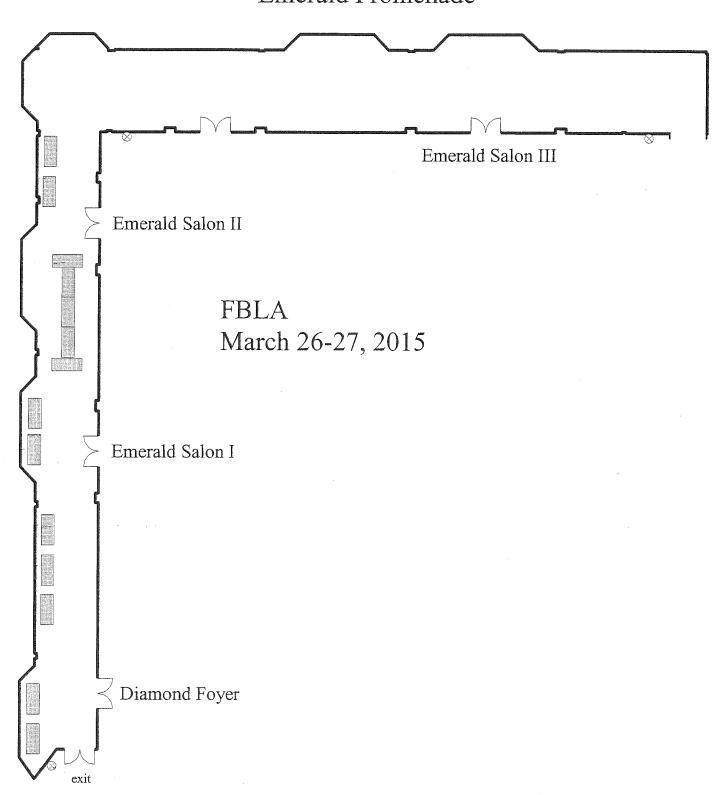
Client's Signature

Date

Hotel Representative's Signature



Emerald Promenade



870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026318

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		·
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Name	Type	Post	PROJ GTD	SET Rental
Thu, 26-Mar-2015	7:00AM-11:59PM	Diamond Ballroom Foyer	Regisration	Registration	Υ	60	\$0.00
Thu, 26-Mar-2015	8:30AM-10:00AM	Diamond Ballroom Foyer	Coffee Break	Break	Y	100	\$0.00

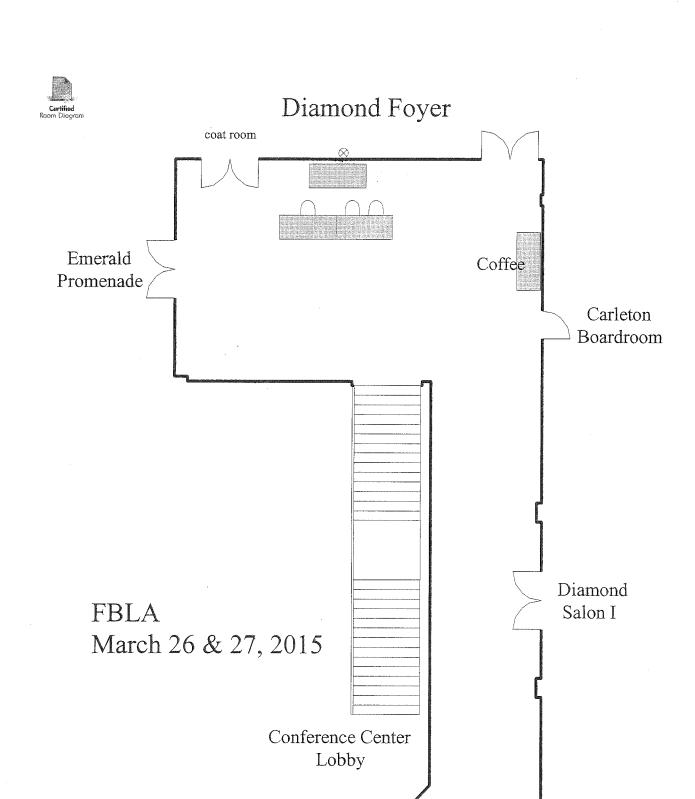
Food	Room Setup
8:30AM-10:00AM Diamond Ballroom Foyer	7:00AM-11:59PM Diamond Ballroom Foyer
8:30AM	Setup Style:Registration 7:00AM
3Starbucks Regular and Decaffeinated Coffee and Assorted Tazo Teas, HOT CHOCOLATE, Cream, Milk and Sugar @ \$45.00 Per Gallon	2 Registration Table with 3 Chairs & Wastebasket
Today, 170 1 07 100 0 17 17 27 100 0 17 17 17 17 17 17 17 17 17 17 17 17 17	1 6' x 30" Display Table - SPANDEX @ \$0.00
	TO X SO DISPLAY TABLE OF ANYDEX (6) \$0.00
Beverage I	8:30AM-10:00AM Diamond Ballroom Fover
	Setup Style:Flow Through
Siandon Maria	
	Audio Visual
	Special Arrangements
	7:00AM-11:59PM Diamond Ballroom Foyer
	9-10am Registration
	Group is rooms/meals/sales tax exempt

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Client's Signature

Date

Hotel Representative's Signature



elevator

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026428

Status:

Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Name	Type	Post	PROJ	GTD SET	Rental
Thu, 26-Mar-2015	9:00AM-10:00AM	Lake Champlain Exhibition Hall	March of Dimes	Group Activity	Y	20		\$0.00
Thu, 26-Mar-2015	10:00AM-4:00PM	Lake Champlain Exhibition Hall	Events	Breakout	Υ	150		\$1,400.00

Food	Room Setup
Beverage	9:00AM-10:00AM Lake Champlain Exhibition Hall Setup Style:Booths
	10:00AM-4:00PM Lake Champlain Exhibition Hall
	Setup Style:See Diagram 10:00AM
	28 6' x 18" Display Table - LINEN ONLY as dividers
	17 6' x 30" Display Table - SPANDEX
	88 Banquet Chairs
	1 Water Station
	2 Registration Table with 2 Chairs & Wastebasket
	See diagram
	Audio Visual
	Special Arrangements
	9:00AM-10:00AM Lake Champlain Exhibition Hall
	9-10am March of Dimes Banner Pick up 10-4pm Competitive events
	Pool is open until 10:30pm this evening

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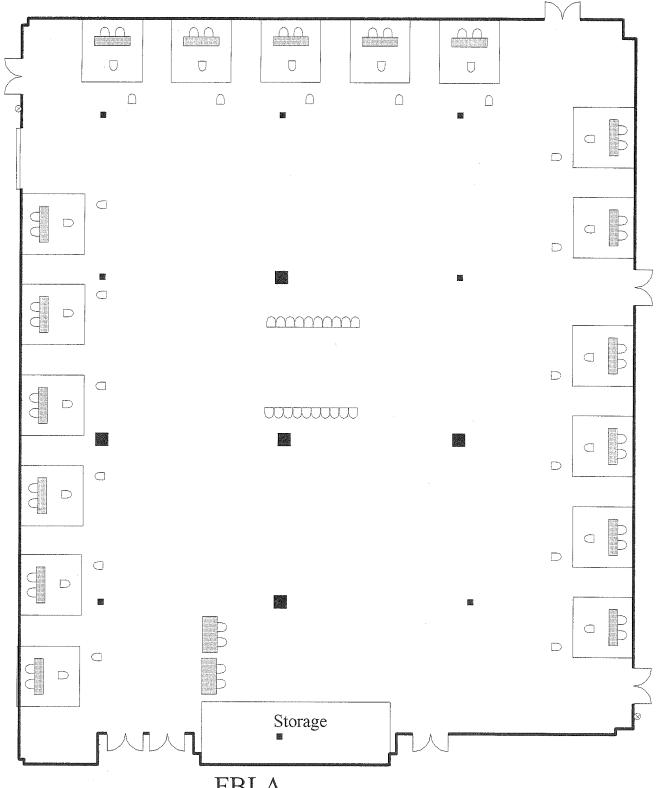
Client's Signature

Date

Hotel Representative's Signature



Lake Champlain Exhibition Hall



FBLA March 26 & 27, 2015

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026358

Status:

Page: 1 of 1

PROJ GTD SET Rental

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	,
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Event Name

Type

Post

10:00AM-7:00PM University Amphitheater

FBLA Competitive Events

Thu, 26-Mar-2015	10:00AM-7:00PM	University Amphitheater	Events	Meeting	Y	50	\$0.00
	Foo	d			Roc	m Setup	
	Bever	age		10:00AM-7:00PM Un Setup Style:Classro			<u>:r</u>
				10:00AM			
				1 Standing Podium			
				1 Water Station			
					Aud	io Visual	
				Sp	ecial A	Arrangeme	nts

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Time

Room

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617 EO #: 6480-4448026372

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Lime	Room	Event Name	Lype	Post	PROJ	GID	SEI Rental
Thu, 26-Mar-2015	10:00AM-7:00PM	Valcour	Events	Group Activity	Y	10		\$0.00
		•				_		
	Foo	d			Roo	m Setup	1	
			10.	00AM-7:00PM Valc	OUL			
	_		<u>10.</u>	DOMINI-1.001 IN VAIC	<u>our</u>			

Beverage

10:00AM-7:00PM Valcour
Setup Style:See Diagram
10:00AM

4 Banquet Chairs
1 6' x 30" Display Table - SPANDEX @ \$0.00
1 Water Station
1 AV Table

Audio Visual

10:00AM-7:00PM Valcour
Client providing projector

Special Arrangements
10:00AM-7:00PM Valcour
FBLA Competitive Events

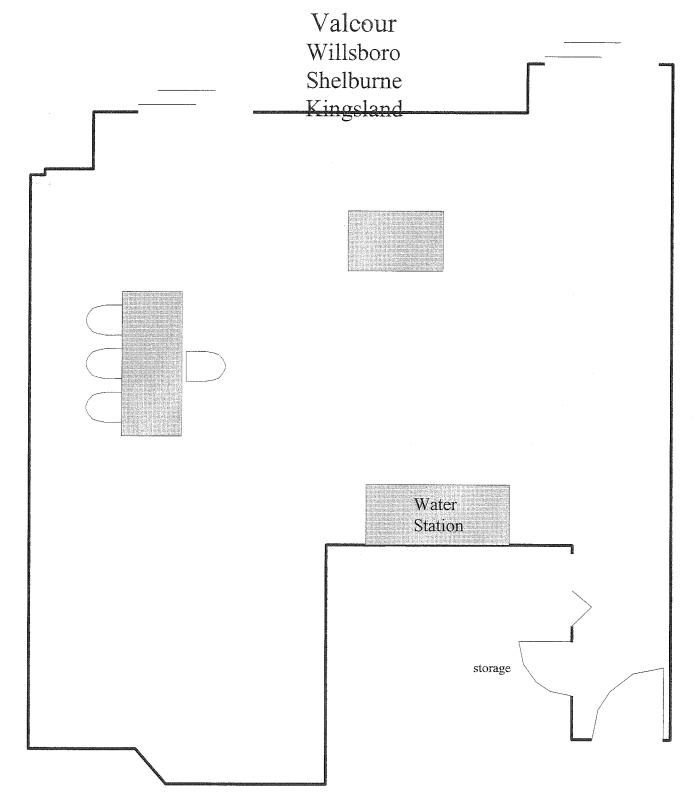
A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Hotel Representative's Signature





FBLA March 26 - 27, 2015

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026388

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
* *	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	,
+	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Nan		Post	PROJ GTD	7.1.7. 1.3.4.1.1.1
Thu, 26-Mar-2015	10:00AM-7:00PM	Willsboro	Events	Group Activity	Y	10	\$0.00
	Foo	d			Roor	m Setup	
	Bever	age		10:00AM-7:00PM Wills Setup Style:See Diagr 10:00AM 4 Banquet Chairs 1 6' x 30" Display Table - 3 1 Water Station 1 AV Table	<u>am</u>	EX @ \$0.00	
	•			10:00AM-7:00PM Wills Client providing projecto Spe 10:00AM-7:00PM Wills FBLA Competitive Events	boro cial A	o Visual rrangements	

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617 EO #: 6480-4448026416

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Name	Type	Post	PROJ	GTD SET Rental
Thu, 26-Mar-2015	10:00AM-7:00PM	Shelburne	Events	Group Activity	Y	15	\$0.00
	_	_				_	

Food	Room Setup
Beverage	10:00AM-7:00PM Shelburne Setup Style:See Diagram
	10:00AM
	4 Banquet Chairs
COLUMN TO THE STATE OF THE STAT	1 6' x 30" Display Table - SPANDEX @ \$0.00
TO THE PARTY OF TH	1 Water Station
	1 AV Table
	Audio Visual
	10:00AM-7:00PM Shelburne Client providing projector
	Cheffic providing projection
	Special Arrangements
NA CONTRACTOR OF THE CONTRACTO	10:00AM-7:00PM Shelburne
	FBLA Competitive Events

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617 **EO #**: 6480-4448026445

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

	Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
		AMERICA	Contact:	Tia Drake
İ	Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
	EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
	Address:	Southwest Vt Career Development	OnSite Contact:	` .
		Center	OnSite Phone:	
		Bennington VT 05201 United States		
ſ	Payment Method:		Event Seller:	
	PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
t	Department:	Banquets		

Thu, 26-Mar-2015	10:00AM-7:00PM	Koom Kingsland	Event Nam Events	e I ype Group Activity	Y	PROJ GT 10	SEI Rental \$0.00
		d			Roo	m Setup	
	Bever	age		10:00AM-7:00PM King Setup Style:See Diagr			
			•	10:00AM			
			4	Banquet Chairs			
				l 6' x 30" Display Table - 5	SPANDI	EX @ \$0.00	
				Water Station			
			1	AV Table			

Special Arrangements

10:00AM-7:00PM Kingsland

FBLA Competitive Events

10:00AM-7:00PM Kingsland
Client providing projector

Audio Visual

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617 EO #: 6480-4448026404

Status: Page: 1 of 1

Post PROJ GTD SET Rental

Special Arrangements

10:00AM-7:00PM Providence Boardroom

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Thu, 26-Mar-2015	10:00AM-7:00PM	Providence Boardroom	Events	Group Activity	Y	12	\$0.00
	Foo	d			Roc	om Setup	ì
				10:00AM-7:00PM Prov		**************************************	
	Bever	age		Setup Style:Conference	<u>ce</u>		
				10:00AM			
				1 Water Station			
					A	II.a Warra	•
					Auc	lio Visua	
B .							

Event Name

Type

FBLA Competitive Events

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Time

Room

Date

Hotel Representative's Signature

870 Williston Rd
South Burlington VT 05403 United States
Phone:(802) 865-6620
Fax:(802) 865-6617

EO #: 6480-4448026491

Status: Page: 1 of 1

PROJ

GTD

SET

Rental

Post

Printed: 12-Mar-2015

Event Order

- Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	` ,
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Event Name

Type

Thu, 26-Mar-2015	10:00AM-7:00PM	Catamount Room	Events	Group Activity Y 10 \$0.00	
	Foo	d		Room Setup	
	Bever	age		10:00AM-7:00PM Catamount Room Setup Style:Conference 10:00AM	
				1 Water Station	
				Audio Visual	
				Special Arrangements	
		1, 41		10:00AM-7:00PM Catamount Room	
				FBLA Competitive Events	

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Time

Room

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026461

Status: Page: 1 of 2

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Name	Туре	Post	PROJ GTD	SET Rental
Thu, 26-Mar-2015	10:00AM-12:00PM	Diamond Ballroom	General Session	General	Y	150	\$600.00
			•	Session			
Thu, 26-Mar-2015	1:00PM-4:00PM	Diamond Ballroom	Workshops	Group Activity	Y	50	\$0.00
Thu, 26-Mar-2015	1:00PM-4:00PM	Diamond II Ballroom	Workshops	Group Activity	Y	50	\$0.00
Thu, 26-Mar-2015	4:30PM-5:00PM	Diamond I Ballroom	Voting Delegates	Meeting	Y	20	\$0.00
			Meeting	_			
Thu, 26-Mar-2015	6:15PM-7:30PM	Diamond Ballroom	2nd General Session	Meeting	Y	150	\$0.00

Food	Room Setup
Beverage	10:00AM-12:00PM Diamond Ballroom
Develope	Setup Style:Theater Style 10:00AM
	1 Water Station
	4 Sections of 6' x 8' Staging
	2 Stairs to the Staging
SECULATION CONTRACTOR	1 Standing Podium
NO.	1 Headtable for 10, split
00 and 100 and	1 U.S. & Vermont Flags
THE STATE OF THE S	See diagram
TO ANALOS SERVICES AND ANA	Engineering: may need to hang banner in this space
	1:00PM-4:00PM Diamond I Ballroom
	Setup Style:Theater Style
	1:00PM
Tananananananananananananananananananan	1 Headtable for 3
	See diagram
SECULAR SECU	1:00PM-4:00PM Diamond II Ballroom
**************************************	Setup Style:Theater Style
TEGERAL CONTROL CONTRO	1:00PM
SECURIOR SEC	1 Headtable for 3

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone: (802) 865-6620 Fax: (802) 865-6617

EO #: 6480-4448026461

Status: Page: 2 of 2

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Room Setup See diagram 4:30PM-5:00PM Diamond | Ballroom Setup Style: Existing 6:15PM-7:30PM Diamond Baliroom Setup Style: Theater Style Same set up as the morning general session **Audio Visual** 10:00AM-12:00PM Diamond Ballroom 10:00AM 1 Podium microphone @ \$45.00 Each 1 Single Screen Support Package 2: 10' to 12' cradle screen, AV cart, power strip with extension, and 1 hour labor @ \$200.00 Each 1 Basic WiFi Open Access Half Conference Center @ \$300.00 Per Day wireless internet TBD Client providing laptop and projector **Special Arrangements** 10:00AM-12:00PM Diamond Ballroom 10-11:45am General Session Close Walls 12-12:50pm Lunch in Em I&II 1-1:50pm Workshop1 2-2:50pm Workshop 2 3-3:50pm Workshop 3 4:30-5pm Voting Delegates Meeting 5:15-6pm Dinner in Em I&II Open walls 6:15-7:30pm General Session

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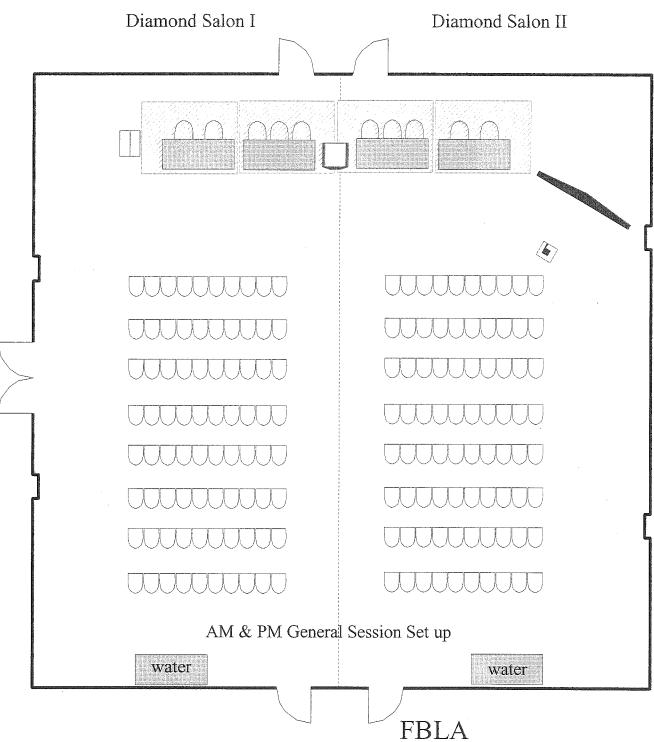
Client's Signature

Date

Hotel Representative's Signature



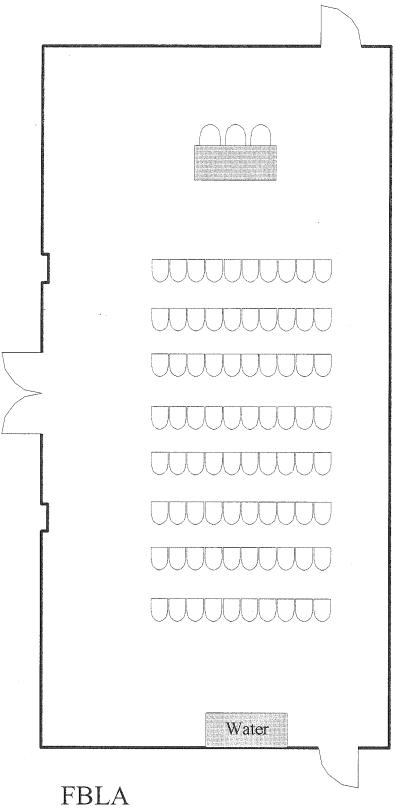
Diamond Ballroom



FBLA March 26, 2015



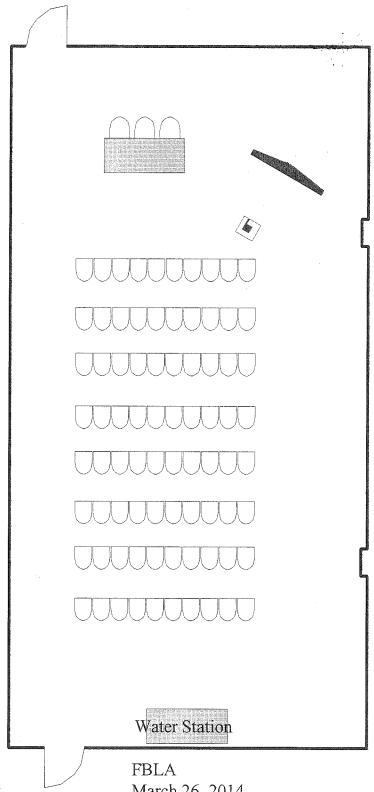
Diamond Salon I



FBLA March 26, 2014



Diamond Salon II



March 26, 2014

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026503

Status:

Page: 1 of 2

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	` ,
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Name	Type	Post	PROJ	GTD SET	Rental
Thu, 26-Mar-2015	12:00PM-1:00PM	Emerald I & II Ballroom	Lunch	Lunch	Y	150		\$0.00
Thu, 26-Mar-2015	5:15PM-6:00PM	Emerald I & II Ballroom	Dinner Buffet	Dinner Buffet	Y	150		\$0.00
Thu, 26-Mar-2015	7:45PM-10:30PM	Emerald I & II Baliroom	Illusionist/Hypno	otist Group Activity	Y	150		\$0.00

Food	Room Setup
12:00PM-1:00PM Emerald I & II Baliroom	12:00PM-1:00PM Emerald I & II Ballroom
12:00PM	Setup Style:Rounds
Sheraton Burlington Conference Deli	Buffet on promenade
Homemade Soup du Jour	5:15PM-6:00PM Emeraid I & II Ballroom
Fresh tossed garden greens served with assorted dressings	Setup Style:Rounds
Fresh seasonal fruit salad	
Vermont roasted turkey	7:45PM-10:30PM Emerald I & II Ballroom Setup Style:See Diagram
Maple ham	7:45PM
Creamy Egg Salad	
Hummus	2 Standing Cocktail Tables
Assorted sliced breads	2 Bar Stool
Lettuce, tomatoes, onions, pickles	5 Sections of 6' x 8' Staging
Swiss, American and cheddar cheese	2 Stairs to the Staging, set up in front of stage
Mustard, mayonnaise, and relish	1 6' x 30" Display Table - SPANDEX for materials
Homestyle cookies Served lemonade or iced tea	15 Banquet Chairs on stage
Starbucks Regular and Decaffeinated Coffee and Assorted Tazo Teas,	13 Banquet Chairs on stage
Cream, Milk and Sugar	
150 @ \$22.00 per Person	· Audio Visual
	7:45PM-10:30PM Emerald & II Ballroom
5:15PM-6:00PM Emerald I & II Ballroom	7:45PM
	,
5:15PM	1 Wireless Lavaliere microphone @ \$140.00 Per Day
Southwestern Buffet	1 Wireless Hand Held Microphone @ \$140.00 Each
Seasonal mixed green salad	projector and screen TBD
Black bean and roasted corn salad	, ,
Build your own tacos and fajitas	

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Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026503

Status: Page: 2 of 2

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Thursday, 26 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Address: Southwest Vt Career Development		
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

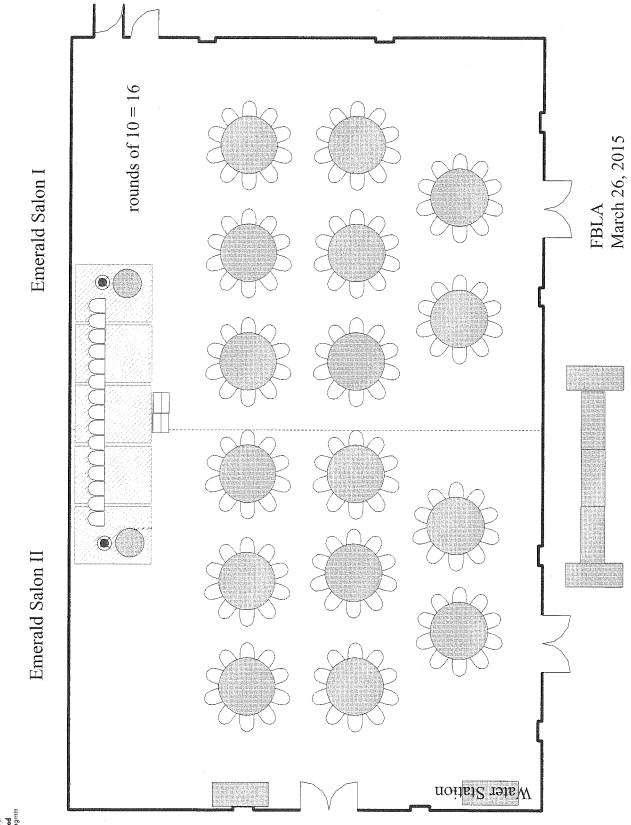
Food	Special Arrangements
Seasoned ground beef	
Marinated chicken strips with peppers and onion	
Shredded lettuce, cheddar jack cheese, sour cream, sliced jalapeno, salsa, sliced olive, guacamole	
Fiesta rice	
Corn and flour tortillas	
Assorted dessert bars	
Served lemonade or iced tea	
Starbucks coffee and assorted Tazo teas	
150 @ \$27.00 per Person	
SC CALLED TO THE CALLED TO	
Beverage	

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Client's Signature

Date

Hotel Representative's Signature





870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026602

Status: Page: 1 of 1

Post PROJ GTD SET Rental

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Event Name

Type

Fri, 27-Mar-2015	12:00AM-5:00PM	Conf Ctr Coatroom	Storage	Storage	Y	5	\$0.00
	Foo	d			Roc	om Setup	
	Bever	age		12:00AM-5:00PM Co Setup Style:Existing		oatroom	· -
				12:00AM			
				1 Large Trash Can			
				2 6' x 30" Display Table	- LINEN	ONLY	
				Same set as previous	day		
	•				Aud	lio Visual	
				S _I	oecial /	Arrangem	ents
				12:00AM-5:00PM Co	nf Ctr C	oatroom	
				Luggage storage			

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Time

Room

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026630

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	,
	Center	OnSite Phone:	
	Bennington VT 05201 United States	•	
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date Fri, 27-Mar-2015	Time 12:00AM-5:00PM	Room Carleton Boardroom	Event Na Office	me	Type Office	Post	PROJ 10	GTD	SET	Rental
1 11, 27-Wai-2013			Office		Office	T				\$0.00
	Foo	d				Rooi	m Setu _l)		
	Poyer				<u> </u>	leton Bo	ardroom	ļ.		
	Bever	aye			Style:Existing					
				12:00A	Vi					
				1 Large	Trash Can					
				1 Water	Station					
				3 6' x 30	" Display Table -	LINEN C	NLY			
				Same se	t as previous d	ay				
				May nee	d easels					
						A				
***							o Visua			
					M-5:00PM Car					
				Client pr	oviding own po	and prin	ter			
					Sni	ecial A	rrangei	nents		

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Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone: (802) 865-6620 Fax: (802) 865-6617

EO #: 6480-4448026807

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

				PROJ GTD	SET Rental
Fri, 27-Mar-2015 7:00AM-12:00PM Emerald II Balin	room Exhibits/Displays	Exhibit	Y	12	\$0.00

Food	Room Setup
Beverage	7:00AM-12:00PM Emerald II Ballroom Promenade Setup Style:Booths
	7:00AM
	9 6' x 30" Display Table - SPANDEX @ \$0.00
	Same set as previous day
	Audio Visual
	Special Arrangements
	7:00AM-12:00PM Emerald II Ballroom Promenade
	10am-12pm Career & College Fair

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617 EO #: 6480-4448026616

Status: Page: 1 of 1

GTD SET

Rental

Post PROJ

Special Arrangements

12:00AM-5:00PM Diamond Ballroom Foyer

10am - 12pm Career & College Fair

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
	AMERICA	Contact:	Tia Drake .
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Event Name Type

Frì, 27-Mar-2015	12:00AM-5:00PM	Diamond Ballroom Foyer	Registration	n Registration	Y	\$0.00
	Foo	d			Room Setup	
	Bever	age		12:00AM-5:00PM Dia		<u>er</u>
				12:00AM		
				2 Registration Table with	3 Chairs & Wastebaske	t
				1 6' x 30" Display Table -	SPANDEX @ \$0.00	
				Same set as previous d	ay	
				May need to add tables	for the college fair	
					Audio Visual	

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Time

Room

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026795

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date Fri, 27-Mar-2015	Time 7:00AM-12:00PM	Room Valcour	Event Na Events	Type Group Activity	Post PROJ GTE Y 10	D SET Rental \$0.00
	Foo	d			Room Setup	
	Bevera	age		7:00AM-12:00PM Valce Setup Style:See Diagr		
				7:00AM		
				4 Banquet Chairs		
				1 6' x 30" Display Table - 3	SPANDEX @ \$0.00	
				1 Water Station		
				1 AV Table		
	•			Same set as previous da	у	
					Audio Visual	

7:00AM-12:00PM Valcour Client providing projector

7:00AM-12:00PM Valcour FBLA Competitive Events

Special Arrangements

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Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617 EO #: 6480-4448026783

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Name	Type	Post	PROJ GTD	SET Rental
Fri, 27-Mar-2015	7:00AM-12:00PM	Willsboro	Events	Group Activity	Y	10	\$0.00

Food	Room Setup
Beverage	7:00AM-12:00PM Willsboro Setup Style:Existing
The Administration is	7:00AM 4 Banquet Chairs
Annual Control of the	1 6' x 30" Display Table - SPANDEX @ \$0.00
Today	1 Water Station
- ·	1 AV Table
	Same set as previous day
CHARLES AND A CH	Audio Visual
	7:00AM-12:00PM Willsboro
	Client providing projector
	Special Arrangements
COLUMN TO THE PROPERTY OF THE	7:00AM-12:00PM Willsboro
	FBLA Competitive Events

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026645

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	, , ,
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Na		Туре	Post	PROJ GTD	SET	Rental
Fri, 27-Mar-2015	7:00AM-12:00PM	Kingsland	Events		Group Activity	Y	15		\$0.00
	Foo	d				Roor	n Setup		
	Bever	age		Setup Sty 7:00AM 4 Banquet (risplay Table - ation	<u>am</u>	:X @ \$0.00		
				Same set a	s previous da	_	o Visual		
				7:00AM-12	2:00PM King	sland			
			000000000000000000000000000000000000000	Client provi	iding projecto		_		
							rrangements	i	
					2:00PM King				
				FBLA Com	petitive Event	s			

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone: (802) 865-6620 Fax: (802) 865-6617

EO #: 6480-4448026759

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	, ,
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date Time	Room	Event Na	JOE .	Post PROJ GTD	SET Rental
Fri, 27-Mar-2015 7:00AM-12:00PM	Shelburne	Events	Group Activity	Y	\$0.00
Food	i			Room Setup	
Bevera	ge		7:00AM-12:00PM Shell Setup Style:See Diagr 7:00AM 4 Banquet Chairs 1 6' x 30" Display Table - S 1 Water Station 1 AV Table Same set as previous day	am SPANDEX @ \$0.00	
			7:00AM-12:00PM Shell Client providing projecto	Audio Visual <u>ourne</u> r cial Arrangements ourne	

A 21% service charge of the total F&B revenue, AV revenue and function space rental fee (plus all applicable taxes) will be added. The F&B service charge includes a 14% gratuity for employees. The remainder of the F&B service charge and the entire function space rental fee service charge is retained by the Hotel. FINAL GUARANTEES ARE REQUIRED 72 BUSINESS HOURS PRIOR TO EVENT DAY.

Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617 EO #: 6480-4448026771

Status: Page: 1 of 1

PROJ

Post

GTD

SET

Rental

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Event Name

Type

FBLA Competitive Events

Fri, 27-Mar-2015	7:00AM-12:00PM	Providence Boardroom	Events	. Group Activity Y 12 \$0.00
	Foo	d		Room Setup
	Bever	age		7:00AM-12:00PM Providence Boardroom Setup Style:Conference 7:00AM
				1 Water Station
				Same set as previous day
·				Audio Visual
•				Special Arrangements
				7:00AM-12:00PM Providence Boardroom

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Client's Signature

Date

Time

Room

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026820

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	, ,
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Name	Туре	Post	PROJ GTD	SET Rental
Fri, 27-Mar-2015	7:00AM-12:00PM	Catamount Room	Events	Group Activity	Υ	10	\$0.00

Food	Room Setup
	7:00AM-12:00PM Catamount Room
Beverage	Setup Style:Existing
	7:00AM
CELLA CALLADARISM	1 Water Station
· ·	Same set as previous day
	Audio Visual
· ·	Special Arrangements
	7:00AM-12:00PM Catamount Room
	FBLA Competitive Events

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Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617 EO #: 6480-4448026832

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	, ,
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room		Event Name	Туре	Post	PROJ	GTD SET	Rental	33
Fri, 27-Mar-2015	7:00AM-1:00PM	Diamond I	Ballroom	Officer Elections	Group Activity	Y	30		\$0.00	

Food	Room Setup
Beverage	7:00AM-1:00PM Diamond I Ballroom Setup Style:See Diagram
	7:00AM
	1 6' x 30" Display Table - SPANDEX @ \$0.00
	1 Water Station
	4 Banquet Chairs
	See Diagram
	Audio Visual
	Special Arrangements
	7:00AM-1:00PM Diamond I Ballroom
	Doors close at 7am Officer Elections

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Client's Signature

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617 EO #: 6480-4448026907

Status: Page: 1 of 1

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	·
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Name	Type	Post	PROJ	GTD SET	Rental
Fri, 27-Mar-2015	8:15AM-12:00PM	Lake Champlain	March of Dimes	Group Activity	Υ	150		\$0.00
		Exhibition Hall	Event/Breakout					

Food Park to the second of the	Room Setup
Beverage	8:15AM-12:00PM Lake Champlain Exhibition Hall Setup Style:Existing
	8:15AM
to analysis	1 Water Station
	28 6' x 18" Display Table - LINEN ONLY as dividers
- Constitution	17 6' x 30" Display Table - SPANDEX
	88 Banquet Chairs
	1 Water Station
	2 Registration Table with 2 Chairs & Wastebasket
	See diagram
	Same set as previous day
	Audio Visual
	8:15AM-12:00PM Lake Champlain Exhibition Hall 8:15AM
	1 Standing Wired Microphone @ \$45.00 Per Day
	Special Arrangements
	8:15AM-12:00PM Lake Champlain Exhibition Hall
	7:50-11am Callbacks 8:15 - 9:30am March of Dimes event (walk and speaker)

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EO #: 6480-4448026920

Status: Page: 1 of 1

PROJ GTD SET

Post

Type

11:15am-12:00pm Spelling Bee

Printed: 12-Mar-2015

Rental

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
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Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Event Name

Fri, 27-Mar-2015	11:15AM-12:00PM	University Amphitheater	Spelling Bee	Group Activity	Υ	50	\$0.00
	Foo	d			Roc	om Setup	
	Bevera	age		11:15AM-12:00PM Unit Setup Style:Existing 11:15AM	versity	y Amphithea	<u>ter</u>
				1 Standing Podium			
				1 Water Station			
essential de la companya de la comp					Aud	lio Visual	
						Arrangeme	
				11:15AM-12:00PM Univ	versity	y Amphithea	<u>ter</u>

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Client's Signature

Date

Time

Room

Date

Hotel Representative's Signature

870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026847

Status: Page: 1 of 2

Printed: 12-Mar-2015

Event Order

Account:	FUTURE BUSINESS LEADERS OF	Event Date:	Friday, 27 March 2015
	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	
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	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET Rental
Fri, 27-Mar-2015	7:15AM-8:15AM	Emerald I & II Baliroom	Breakfast	Breakfast	Y	150		\$0.00
Fri, 27-Mar-2015	7:30AM-10:30AM	Emerald I & II Baliroom	Advisor Meeting/Rehearsal	Meeting	Y	50		\$0.00
Fri, 27-Mar-2015	12:30PM-2:30PM	Emerald I & II Ballroom	Banquet Ceremony	Meeting	Υ	150		\$0.00
Fri, 27-Mar-2015	12:30PM-1:30PM	Emerald I & II Ballroom	Lunch	Lunch	Y	150		\$0.00

Fri, 27-Mar-2015 12:30PM-1:30PM Emerald I & II Ballroom Lunch	Lunch Y 150 \$0.00
Food	Room Setup
7:15AM-8:15AM Emerald I & II Ballroom 7:15AM	7:15AM-8:15AM Emerald I & Il Baliroom Setup Style:Rounds
Green Mountain Morning Buffet	7:15AM
Fresh fruit platter	Rounds of 10
Homemade breakfast potatoes	5 Sections of 6' x 8' Staging
Assorted breakfast pastries	2 Stairs to the Staging
Fluffy Scrambled Eggs	
Applewood smoked bacon	1 Standing Podium
Chilled Orange, Apple, and Cranberry juice	1 Headtable for 10, split
Starbucks Regular and Decaffeinated Coffee and Assorted Tazo Teas,	1 U.S. & Vermont Flags
Cream, Milk and Sugar	1 Water Station
150 @ \$18.00 per Person	Pipe & Drape behind stage
	4 6' x 18" Display Table - SKIRTED, in front of stage for awards
12:30PM-1:30PM Emerald & II Ballroom	
12:30PM	Engineering: may need to hang banners in this space
Plated Lunch	7:30AM-10:30AM Emerald I & Il Ballroom
Tender greens topped with carrots, tomato and cucumber, served with	Setup Style:Rounds
your choice of dressing	12:30PM-2:30PM Emerald I & II Ballroom
Rolls and butter	Setup Style:Rounds
Traditional Turkey, slow roasted VT turkey with homemade cornbread stuffing, gravy and spiced cranberry sauce	
Vegetarian Pasta	12:30PM-1:30PM Emeraid I & II Baliroom
Chef's choice potato or rice	Setup Style:Rounds
Chef's choice seasonal vegetable	
Creamy NY style cheesecake with a tangy strawberry topping	Audio Visual

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870 Williston Rd South Burlington VT 05403 United States Phone:(802) 865-6620 Fax:(802) 865-6617

EO #: 6480-4448026847

Status: Page: 2 of 2

Printed: 12-Mar-2015

Event Order

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	AMERICA	Contact:	Tia Drake
Post As:	FBLA 2015 Conference	Phone:	(802) 673-6844
EO Name:	FBLA 2015 Conference	Fax:	(802) 728-9596
Address:	Southwest Vt Career Development	OnSite Contact:	,
	Center	OnSite Phone:	
	Bennington VT 05201 United States		
Payment Method:		Event Seller:	
PMS Group Code:	F2C25A	Event Servicer:	Kara Lasnier
Department:	Banquets		

Food Served lemonade or iced tea Starbucks coffee and assorted Tazo teas 150 @ \$26.00 per Person	7:15AM-8:15AM Emerald I & II Balliroom 7:15AM 1 Podium microphone @ \$45.00 Each 1 Single Screen Support Package 2: 10' to 12' cradle screen, AV cart, power strip with extension, and 1 hour labor @ \$200.00 Each
Beverage	Special Arrangements 7:15AM-8:15AM Emerald I & II Ballroom 7:15am Breakfast 7:30-8:15am Advisor Meeting 8:15-10:30am Officer Rehearsal 12:30-2:30pm Banquet Ceremony

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Date

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