

# Sheraton Burlington Hotel & Conference Center

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  
**Printed:** 12-Mar-2015

## Event Order

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

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET	Rental
Wed, 25-Mar-2015	5:00PM-11:59PM	Conf Ctr Coatroom	Storage	Storage	Y	5			\$0.00

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>5:00PM-11:59PM Conf Ctr Coatroom</b> <b>Setup Style:</b> <b>5:00PM</b> 1 Large Trash Can 2 6' x 30" Display Table - LINEN ONLY
	<b>Audio Visual</b>
	<b>Special Arrangements</b>
	<b>5:00PM-11:59PM Conf Ctr Coatroom</b> Please give contact 2 keys 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

Hotel Representative's Signature

Date

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870 Williston Rd  
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**Phone:**(802) 865-6620  
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**EO #:** 6480-4447194736  
**Status:**  
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## Event Order

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

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

<b>Food</b>  <b>Beverage</b>	<b>Room Setup</b> <b>5:00PM-11:59PM Carleton Boardroom</b> <b>Setup Style:Conference</b> <b>5:00PM</b> 1 Large Trash Can 1 Water Station 3 6' x 30" Display Table - LINEN ONLY Contact will arrive around 5pm May need easels  <b>Audio Visual</b> <b>5:00PM-11:59PM Carleton Boardroom</b> Client providing own pc and printer  <b>Special Arrangements</b> <b>5:00PM-11:59PM Carleton Boardroom</b> Group is rooms/meals/sales tax exempt if paid with a VT school check
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<b>Payment Method:</b> <b>PMS Group Code:</b> F2C25A <b>Department:</b> Banquets	<b>Event Seller:</b> <b>Event Servicer:</b> Kara Lasnier

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET	Rental
Wed, 25-Mar-2015	6:00PM-11:00PM	Shelburne	FBLA Officer Meeting	Meeting	Y	20			\$0.00

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>6:00PM-11:00PM Shelburne</b> <b>Setup Style:Conference</b> <b>6:00PM</b> 1 6' x 30" Display Table - SPANDEX @ \$0.00 1 Water Station
	<b>Audio Visual</b>
	<b>Special Arrangements</b>
	<b>6:00PM-11:00PM Shelburne</b> Group may head to tuckaways after meeting, usually pay on own

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# Sheraton Burlington Hotel & Conference Center

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## Event Order

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

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET	Rental
Thu, 26-Mar-2015	12:00AM-11:59PM	Conf Ctr Coatroom	Storage	Storage	Y	5			\$0.00

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>12:00AM-11:59PM Conf Ctr Coatroom</b> <b>Setup Style:Existing</b> <b>12:00AM</b> 1 Large Trash Can 2 6' x 30" Display Table - LINEN ONLY Same set as previous day
	<b>Audio Visual</b>
	<b>Special Arrangements</b>
	<b>12:00AM-11:59PM Conf Ctr Coatroom</b> Luggage storage

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<b>Payment Method:</b> <b>PMS Group Code:</b> F2C25A <b>Department:</b> Banquets	<b>Event Seller:</b> <b>Event Servicer:</b> Kara Lasnier

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

<p align="center"><b>Food</b></p> <p><b>7:30AM-8:30AM Carleton Boardroom</b></p> <p><b>7:30AM</b></p> <p>1 ____ Starbucks Regular and Decaffeinated Coffee and Assorted Tazo Teas, Cream, Milk and Sugar @ \$45.00 Per Gallon</p>	<p align="center"><b>Room Setup</b></p> <p><b>12:00AM-11:59PM Carleton Boardroom</b></p> <p><b>Setup Style:Conference</b></p> <p><b>12:00AM</b></p> <p>1 Large Trash Can</p> <p>1 Water Station</p> <p>3 6' x 30" Display Table - LINEN ONLY</p> <p>Same set as previous day</p> <p>May need easels</p> <p><b>7:30AM-8:30AM Carleton Boardroom</b></p> <p><b>Setup Style:</b></p>
<p align="center"><b>Beverage</b></p>	<p align="center"><b>Audio Visual</b></p> <p><b>12:00AM-11:59PM Carleton Boardroom</b></p> <p>Client providing own pc and printer</p>
	<p align="center"><b>Special Arrangements</b></p> <p><b>12:00AM-11:59PM Carleton Boardroom</b></p> <p>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.</p>

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<b>Payment Method:</b> <b>PMS Group Code:</b> F2C25A <b>Department:</b> Banquets	<b>Event Seller:</b> <b>Event Servicer:</b> Kara Lasnier

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

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>7:00AM-11:59PM Emerald II Ballroom Promenade</b> <b>Setup Style:Booths</b> <b>7:00AM</b> 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
	<b>Audio Visual</b>
	<b>Special Arrangements</b>

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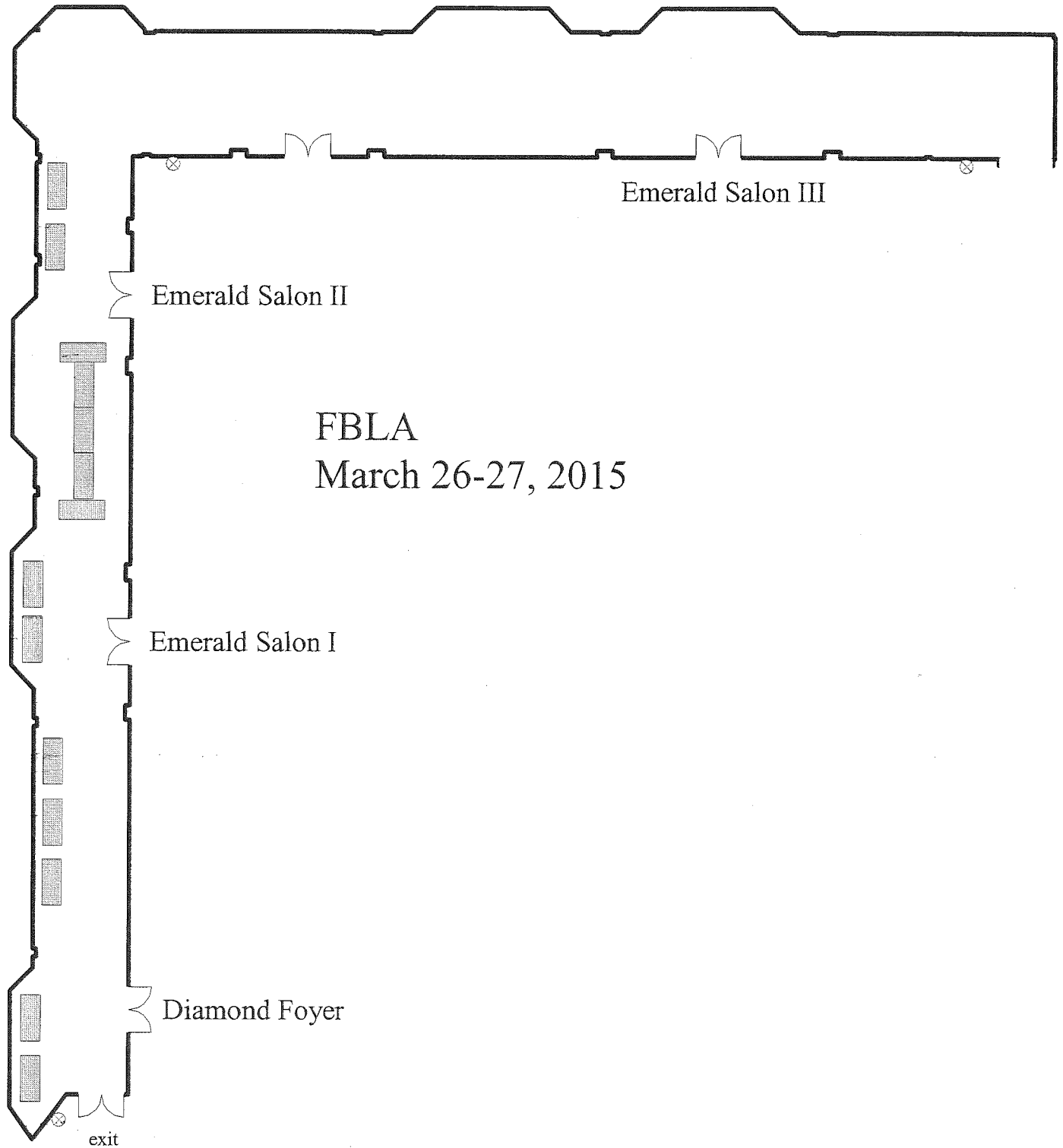
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# Emerald Promenade



FBLA  
March 26-27, 2015

# Sheraton Burlington Hotel & Conference Center

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<b>Payment Method:</b> <b>PMS Group Code:</b> F2C25A <b>Department:</b> Banquets	<b>Event Seller:</b> <b>Event Servicer:</b> Kara Lasnier

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

<p align="center"><b>Food</b></p> <p><b>8:30AM-10:00AM Diamond Ballroom Foyer</b></p> <p><b>8:30AM</b></p> <p>3 Starbucks Regular and Decaffeinated Coffee and Assorted Tazo Teas, HOT CHOCOLATE, Cream, Milk and Sugar @ \$45.00 Per Gallon</p>	<p align="center"><b>Room Setup</b></p> <p><b>7:00AM-11:59PM Diamond Ballroom Foyer</b>  <b>Setup Style:Registration</b></p> <p><b>7:00AM</b></p> <p>2 Registration Table with 3 Chairs &amp; Wastebasket          1 6' x 30" Display Table - SPANDEX @ \$0.00</p> <p><b>8:30AM-10:00AM Diamond Ballroom Foyer</b>  <b>Setup Style:Flow Through</b></p>
<p align="center"><b>Beverage</b></p>	<p align="center"><b>Audio Visual</b></p> <p align="center"><b>Special Arrangements</b></p> <p><b>7:00AM-11:59PM Diamond Ballroom Foyer</b></p> <p><b>9-10am Registration</b></p> <p>Group is rooms/meals/sales tax exempt</p>

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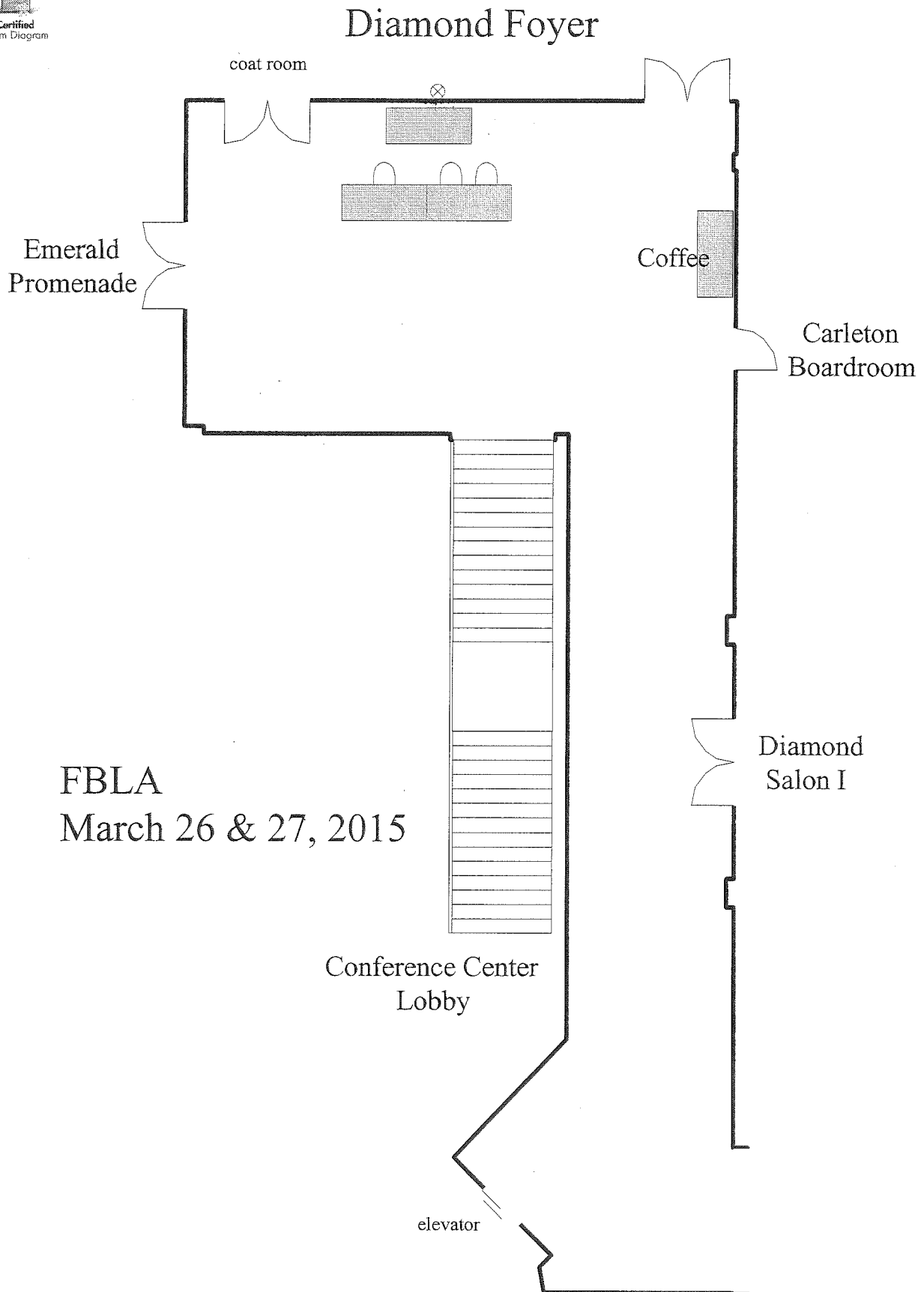
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<b>Payment Method:</b> <b>PMS Group Code:</b> F2C25A <b>Department:</b> Banquets	<b>Event Seller:</b> <b>Event Servicer:</b> Kara Lasnier

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	Y	150			\$1,400.00

<b>Food</b>  <b>Beverage</b>	<b>Room Setup</b> <u>9:00AM-10:00AM Lake Champlain Exhibition Hall</u> <b>Setup Style:Booths</b>  <u>10:00AM-4:00PM Lake Champlain Exhibition Hall</u> <b>Setup Style:See Diagram</b> <b>10:00AM</b> 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  <b>See diagram</b>
	<b>Audio Visual</b>
	<b>Special Arrangements</b> <u>9:00AM-10:00AM Lake Champlain Exhibition Hall</u> 9-10am March of Dimes Banner Pick up 10-4pm Competitive events  Pool is open until 10:30pm this evening

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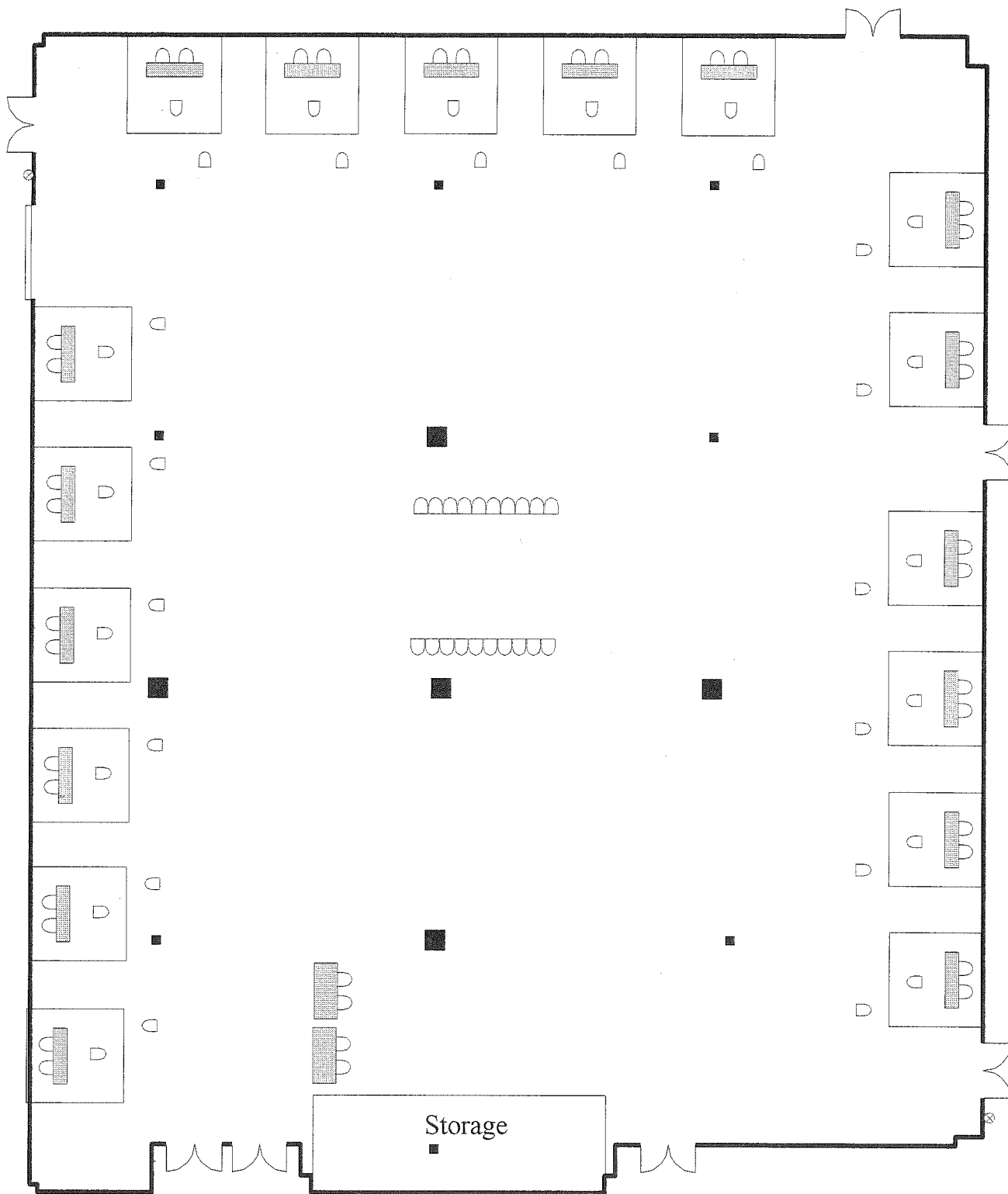
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# Lake Champlain Exhibition Hall



FBLA  
March 26 & 27, 2015

# Sheraton Burlington Hotel & Conference Center

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<b>Payment Method:</b> <b>PMS Group Code:</b> F2C25A <b>Department:</b> Banquets	<b>Event Seller:</b> <b>Event Servicer:</b> Kara Lasnier

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET	Rental
Thu, 26-Mar-2015	10:00AM-7:00PM	University Amphitheater	Events	Meeting	Y	50			\$0.00

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>10:00AM-7:00PM University Amphitheater</b> <b>Setup Style:Classroom Style</b> <b>10:00AM</b> 1 Standing Podium 1 Water Station
	<b>Audio Visual</b>
	<b>Special Arrangements</b>
	<b>10:00AM-7:00PM University Amphitheater</b> FBLA Competitive Events

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

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>10:00AM-7:00PM Valcour</b> <b>Setup Style:See Diagram</b> <b>10:00AM</b> 4 Banquet Chairs 1 6' x 30" Display Table - SPANDEX @ \$0.00 1 Water Station 1 AV Table
	<b>Audio Visual</b>
	<b>10:00AM-7:00PM Valcour</b> Client providing projector
	<b>Special Arrangements</b>
	<b>10:00AM-7:00PM Valcour</b> FBLA Competitive Events

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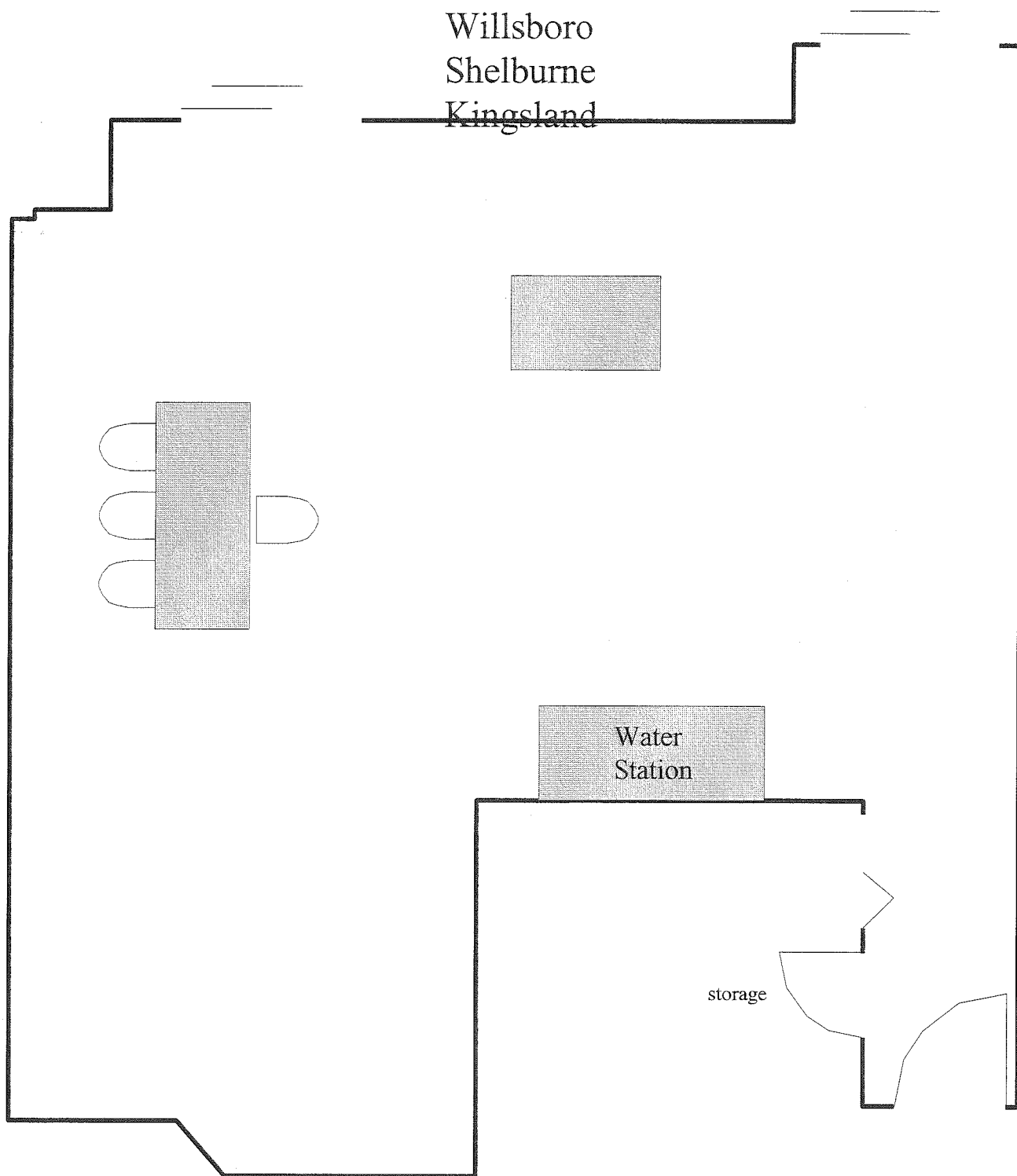
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Valcour  
Willsboro  
Shelburne  
Kingsland



FBLA  
March 26 - 27, 2015

# Sheraton Burlington Hotel & Conference Center

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

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>10:00AM-7:00PM Willsboro</b> <b>Setup Style:See Diagram</b> <b>10:00AM</b> 4 Banquet Chairs 1 6' x 30" Display Table - SPANDEX @ \$0.00 1 Water Station 1 AV Table
	<b>Audio Visual</b>
	<b>10:00AM-7:00PM Willsboro</b> Client providing projector
	<b>Special Arrangements</b>
	<b>10:00AM-7:00PM Willsboro</b> FBLA Competitive Events

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Printed: 12-Mar-2015

## Event Order

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

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

<b>Food</b>  <b>Beverage</b>	<b>Room Setup</b> <u>10:00AM-7:00PM Shelburne</u> <u>Setup Style:See Diagram</u> <b>10:00AM</b> 4 Banquet Chairs 1 6' x 30" Display Table - SPANDEX @ \$0.00 1 Water Station 1 AV Table  <b>Audio Visual</b> <u>10:00AM-7:00PM Shelburne</u> Client providing projector  <b>Special Arrangements</b> <u>10:00AM-7:00PM Shelburne</u> FBLA Competitive Events
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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

Date

EO #: 6480-4448026416



# Sheraton Burlington Hotel & Conference Center

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

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

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

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>10:00AM-7:00PM Kingsland</b> <b>Setup Style:See Diagram</b> <b>10:00AM</b> 4 Banquet Chairs 1 6' x 30" Display Table - SPANDEX @ \$0.00 1 Water Station 1 AV Table
	<b>Audio Visual</b>
	<b>10:00AM-7:00PM Kingsland</b> Client providing projector
	<b>Special Arrangements</b>
	<b>10:00AM-7:00PM Kingsland</b> 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

Date

EO #: 6480-4448026445

# Sheraton Burlington Hotel & Conference Center

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  
**Printed:** 12-Mar-2015

## Event Order

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

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET	Rental
Thu, 26-Mar-2015	10:00AM-7:00PM	Providence Boardroom	Events	Group Activity	Y	12			\$0.00

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>10:00AM-7:00PM Providence Boardroom</b> <b>Setup Style:</b> Conference <b>10:00AM</b> 1 Water Station
	<b>Audio Visual</b>
	<b>Special Arrangements</b> <b>10:00AM-7:00PM Providence Boardroom</b> 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

Date

**EO #:** 6480-4448026404

# Sheraton Burlington Hotel & Conference Center

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  
Printed: 12-Mar-2015

## Event Order

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

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

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>10:00AM-7:00PM Catamount Room</b> <b>Setup Style:Conference</b> <b>10:00AM</b> 1 Water Station
	<b>Audio Visual</b>
	<b>Special Arrangements</b>
	<b>10:00AM-7:00PM Catamount Room</b> FBLA Competitive Events

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Client's Signature

Date

Hotel Representative's Signature

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EO #: 6480-4448026491

# Sheraton Burlington Hotel & Conference Center

870 Williston Rd  
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EO #: 6480-4448026461  
Status:  
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## Event Order

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

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET	Rental
Thu, 26-Mar-2015	10:00AM-12:00PM	Diamond Ballroom	General Session	General Session	Y	150			\$600.00
Thu, 26-Mar-2015	1:00PM-4:00PM	Diamond I 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	Meeting	Y	20			\$0.00
Thu, 26-Mar-2015	6:15PM-7:30PM	Diamond Ballroom	2nd General Session	Meeting	Y	150			\$0.00

Food	Room Setup
<b>Beverage</b>	<b>10:00AM-12:00PM Diamond Ballroom</b> <b>Setup Style:Theater Style</b> <b>10:00AM</b> 1 Water Station 4 Sections of 6' x 8' Staging 2 Stairs to the Staging 1 Standing Podium 1 Headtable for 10, split 1 U.S. & Vermont Flags <b>See diagram</b> <b>Engineering: may need to hang banner in this space</b>  <b>1:00PM-4:00PM Diamond I Ballroom</b> <b>Setup Style:Theater Style</b> <b>1:00PM</b> 1 Headtable for 3 <b>See diagram</b>  <b>1:00PM-4:00PM Diamond II Ballroom</b> <b>Setup Style:Theater Style</b> <b>1:00PM</b> 1 Headtable for 3

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# Sheraton Burlington Hotel & Conference Center

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<b>Payment Method:</b> <b>PMS Group Code:</b> F2C25A <b>Department:</b> Banquets	<b>Event Seller:</b> <b>Event Servicer:</b> Kara Lasnier

	<b>Room Setup</b> See diagram  <u>4:30PM-5:00PM Diamond I Ballroom</u> <u>Setup Style:Existing</u>  <u>6:15PM-7:30PM Diamond Ballroom</u> <u>Setup Style:Theater Style</u> Same set up as the morning general session
	<b>Audio Visual</b>  <u>10:00AM-12:00PM Diamond Ballroom</u> <b>10:00AM</b> 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
	<b>Special Arrangements</b>  <u>10:00AM-12:00PM Diamond Ballroom</u> 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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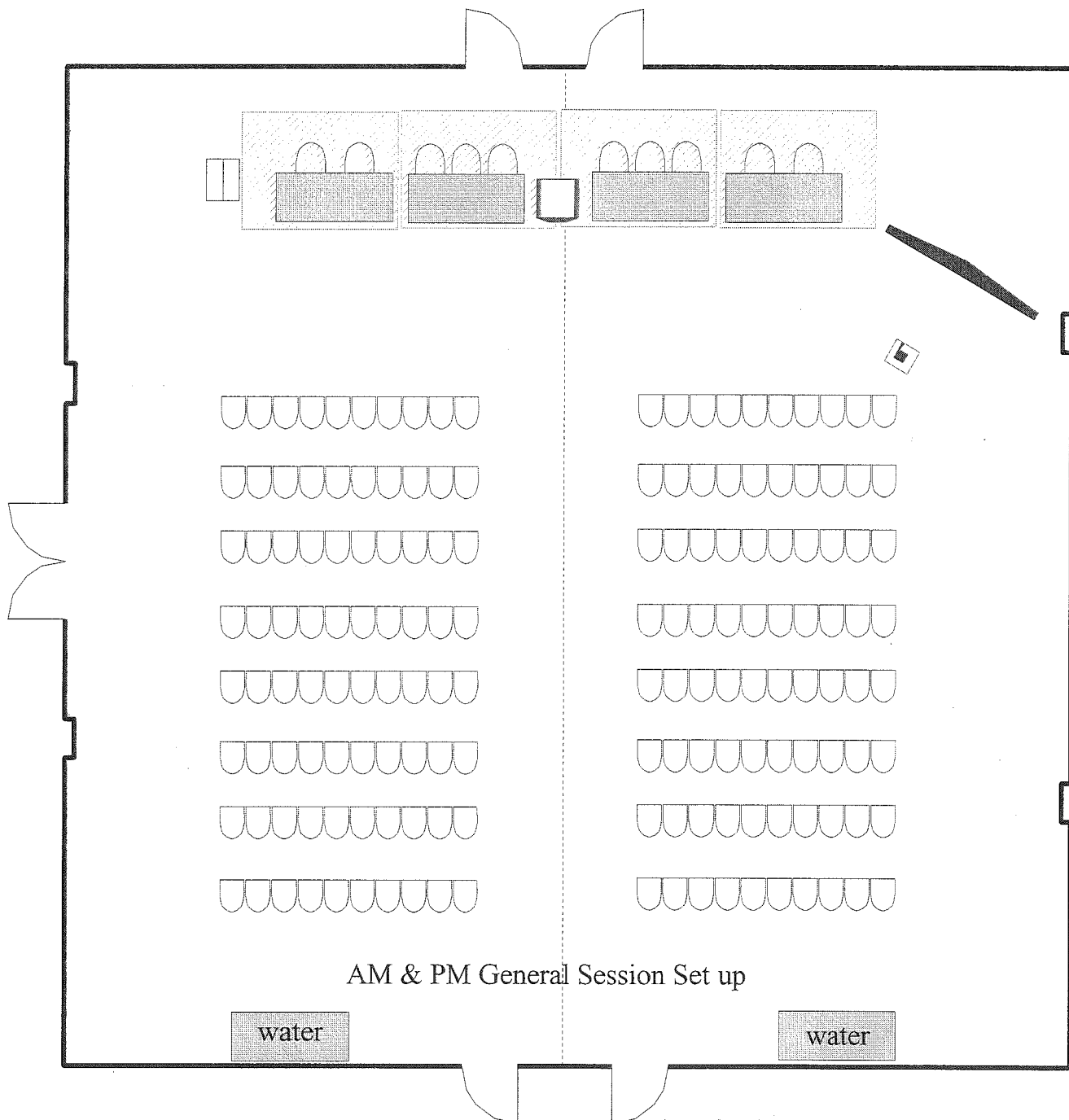
**EO #:** 6480-4448026461



# Diamond Ballroom

Diamond Salon I

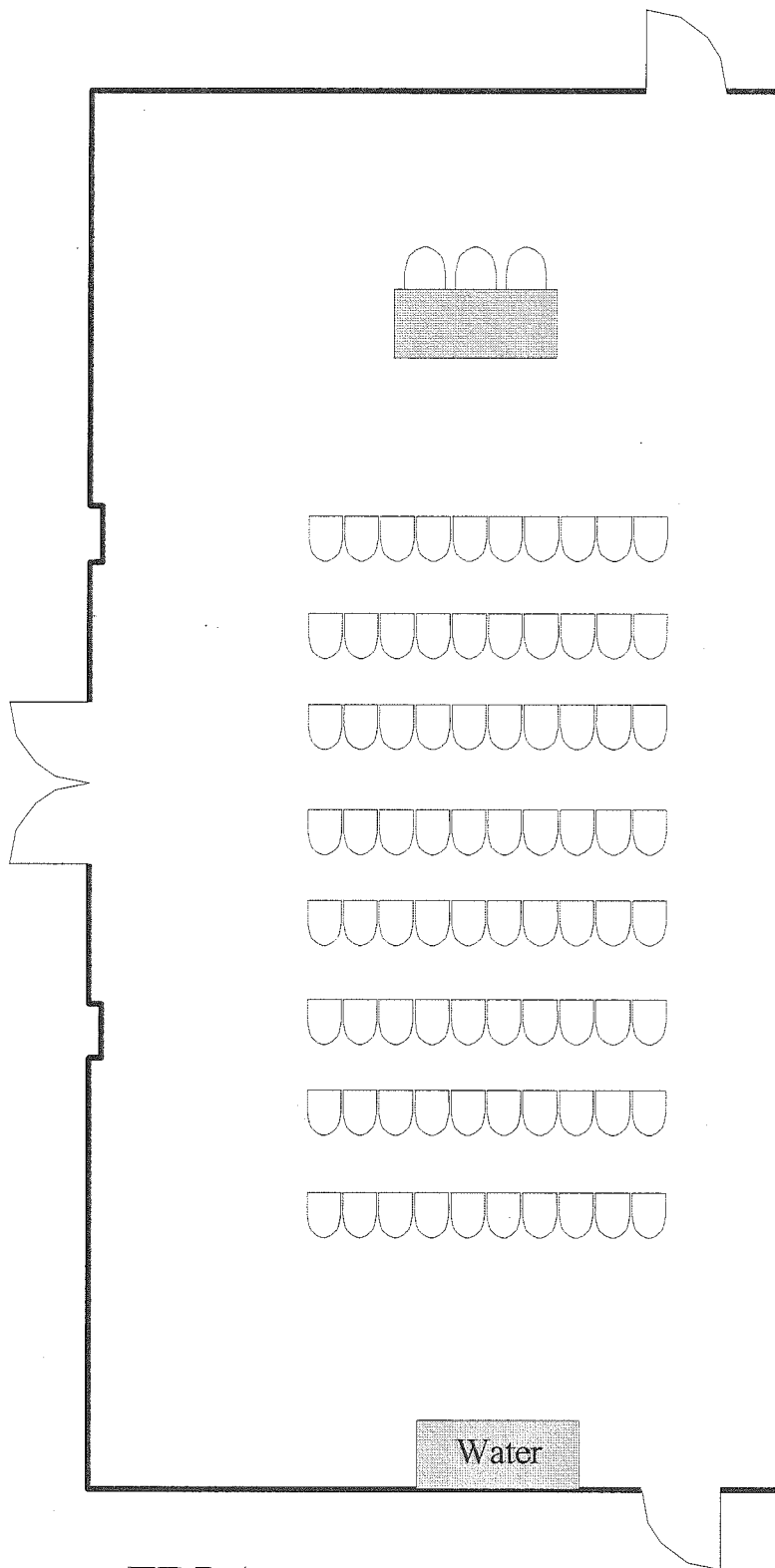
Diamond Salon II



FBLA  
March 26, 2015



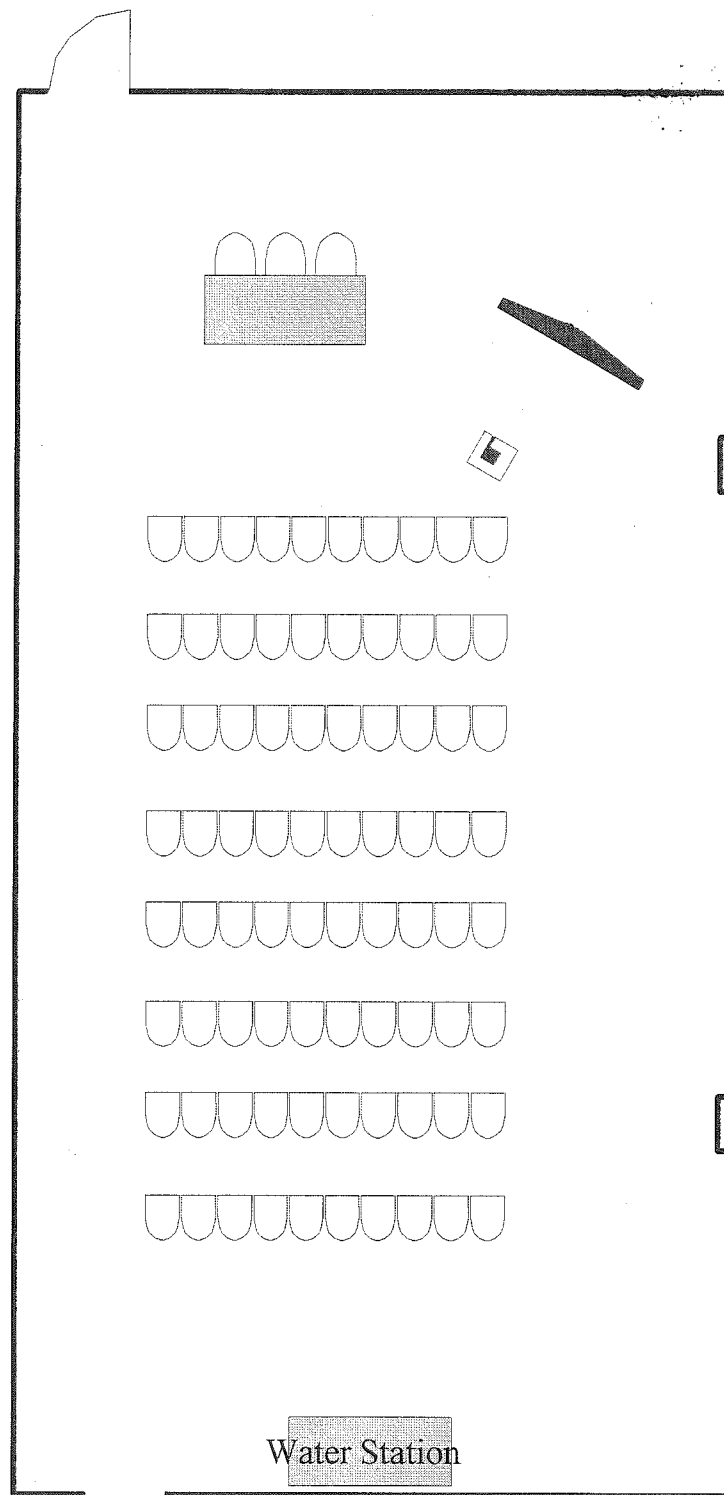
# Diamond Salon I



FBLA  
March 26, 2014



# Diamond Salon II



FBLA  
March 26, 2014



# Sheraton Burlington Hotel & Conference Center

870 Williston Rd  
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Phone:(802) 865-6620  
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EO #: 6480-4448026503  
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## Event Order

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

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 Ballroom	Illusionist/Hypnotist	Group Activity	Y	150			\$0.00

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

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

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Hotel Representative's Signature

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EO #: 6480-4448026503

# Sheraton Burlington Hotel & Conference Center

870 Williston Rd  
South Burlington VT 05403 United States  
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<b>Payment Method:</b> <b>PMS Group Code:</b> F2C25A <b>Department:</b> Banquets	<b>Event Seller:</b> <b>Event Servicer:</b> Kara Lasnier

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	
Beverage	

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Client's Signature

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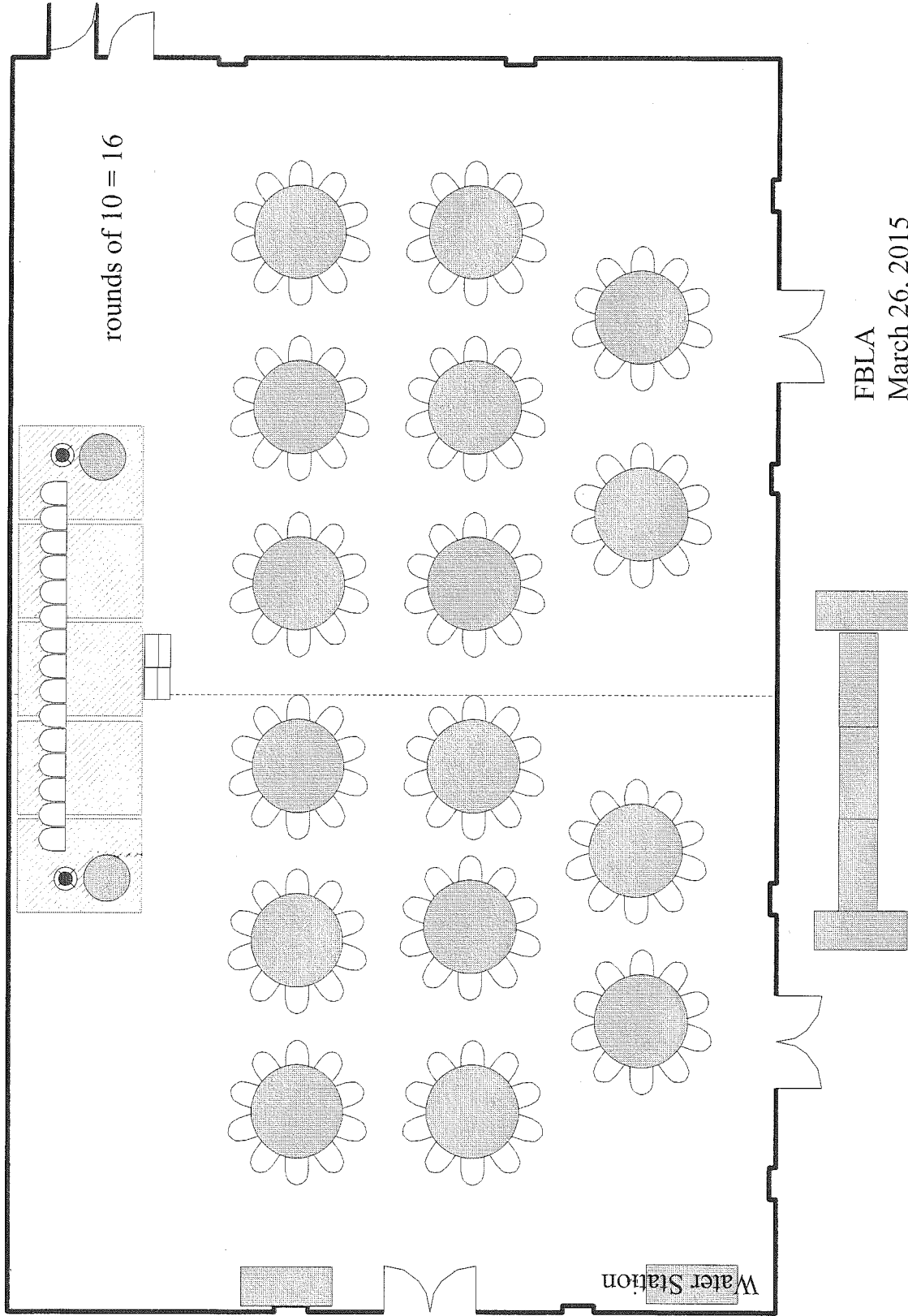
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Date

EO #: 6480-4448026503

## Emerald Salon II

## Emerald Salon I



# Sheraton Burlington Hotel & Conference Center

870 Williston Rd  
South Burlington VT 05403 United States  
Phone:(802) 865-6620  
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## Event Order

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<b>Payment Method:</b> <b>PMS Group Code:</b> F2C25A <b>Department:</b> Banquets	<b>Event Seller:</b> <b>Event Servicer:</b> Kara Lasnier

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET	Rental
Fri, 27-Mar-2015	12:00AM-5:00PM	Conf Ctr Coatroom	Storage	Storage	Y	5			\$0.00

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>12:00AM-5:00PM Conf Ctr Coatroom</b> <b>Setup Style:Existing</b> <b>12:00AM</b> 1 Large Trash Can 2 6' x 30" Display Table - LINEN ONLY Same set as previous day
	<b>Audio Visual</b>
	<b>Special Arrangements</b>
	<b>12:00AM-5:00PM Conf Ctr Coatroom</b> 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

Hotel Representative's Signature

Date

EO #: 6480-4448026602

# Sheraton Burlington Hotel & Conference Center

870 Williston Rd  
South Burlington VT 05403 United States  
**Phone:** (802) 865-6620  
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**EO #:** 6480-4448026630

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## Event Order

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

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET	Rental
Fri, 27-Mar-2015	12:00AM-5:00PM	Carleton Boardroom	Office	Office	Y	10			\$0.00

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>12:00AM-5:00PM Carleton Boardroom</b> <b>Setup Style: Existing</b> <b>12:00AM</b> 1 Large Trash Can 1 Water Station 3 6' x 30" Display Table - LINEN ONLY Same set as previous day May need easels
	<b>Audio Visual</b>
	<b>12:00AM-5:00PM Carleton Boardroom</b> Client providing own pc and printer
	<b>Special Arrangements</b>

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Client's Signature

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EO #: 6480-4448026630

# Sheraton Burlington Hotel & Conference Center

870 Williston Rd  
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Phone:(802) 865-6620  
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EO #: 6480-4448026807  
Status:  
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## Event Order

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

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET	Rental
Fri, 27-Mar-2015	7:00AM-12:00PM	Emerald II Ballroom Promenade	Exhibits/Displays	Exhibit	Y	12			\$0.00

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>7:00AM-12:00PM Emerald II Ballroom Promenade</b> <b>Setup Style:Booths</b> <b>7:00AM</b> 9 6' x 30" Display Table - SPANDEX @ \$0.00 Same set as previous day
	<b>Audio Visual</b>
	<b>Special Arrangements</b>
	<b>7:00AM-12:00PM Emerald II Ballroom Promenade</b> 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

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EO #: 6480-4448026807

# Sheraton Burlington Hotel & Conference Center

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

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET	Rental
Fri, 27-Mar-2015	12:00AM-5:00PM	Diamond Ballroom Foyer	Registration	Registration	Y				\$0.00

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>12:00AM-5:00PM Diamond Ballroom Foyer</b> <b>Setup Style:Registration</b> <b>12:00AM</b> 2 Registration Table with 3 Chairs & Wastebasket 1 6' x 30" Display Table - SPANDEX @ \$0.00 Same set as previous day May need to add tables for the college fair
	<b>Audio Visual</b>
	<b>Special Arrangements</b>
	<b>12:00AM-5:00PM Diamond Ballroom Foyer</b> 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

Date

EO #: 6480-4448026616

# Sheraton Burlington Hotel & Conference Center

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

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

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

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>7:00AM-12:00PM Valcour</b> <b>Setup Style: See Diagram</b> <b>7:00AM</b> 4 Banquet Chairs 1 6' x 30" Display Table - SPANDEX @ \$0.00 1 Water Station 1 AV Table Same set as previous day
	<b>Audio Visual</b>
	<b>7:00AM-12:00PM Valcour</b> Client providing projector
	<b>Special Arrangements</b>
	<b>7:00AM-12:00PM Valcour</b> 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

Date

EO #: 6480-4448026795



# Sheraton Burlington Hotel & Conference Center

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

EO #: 6480-4448026783  
Status:  
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Printed: 12-Mar-2015

## Event Order

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

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

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>7:00AM-12:00PM Willsboro</b> <b>Setup Style:Existing</b> <b>7:00AM</b> 4 Banquet Chairs 1 6' x 30" Display Table - SPANDEX @ \$0.00 1 Water Station 1 AV Table Same set as previous day
	<b>Audio Visual</b>
	<b>7:00AM-12:00PM Willsboro</b> Client providing projector
	<b>Special Arrangements</b>
	<b>7:00AM-12:00PM Willsboro</b> 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

Date

EO #: 6480-4448026783

# Sheraton Burlington Hotel & Conference Center

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

EO #: 6480-4448026645  
Status:  
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Printed: 12-Mar-2015

## Event Order

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

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET	Rental
Fri, 27-Mar-2015	7:00AM-12:00PM	Kingsland	Events	Group Activity	Y	15			\$0.00

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>7:00AM-12:00PM Kingsland</b> <b>Setup Style:See Diagram</b> <b>7:00AM</b> 4 Banquet Chairs 1 6' x 30" Display Table - SPANDEX @ \$0.00 1 Water Station 1 AV Table Same set as previous day
	<b>Audio Visual</b>
	<b>7:00AM-12:00PM Kingsland</b> Client providing projector
	<b>Special Arrangements</b>
	<b>7:00AM-12:00PM Kingsland</b> 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

Date

EO #: 6480-4448026645

# Sheraton Burlington Hotel & Conference Center

870 Williston Rd  
South Burlington VT 05403 United States  
Phone:(802) 865-6620  
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EO #: 6480-4448026759  
Status:  
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Printed: 12-Mar-2015

## Event Order

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

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

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>7:00AM-12:00PM Shelburne</b> <b>Setup Style:See Diagram</b> <b>7:00AM</b> 4 Banquet Chairs 1 6' x 30" Display Table - SPANDEX @ \$0.00 1 Water Station 1 AV Table Same set as previous day
	<b>Audio Visual</b>
	<b>7:00AM-12:00PM Shelburne</b> Client providing projector
	<b>Special Arrangements</b>
	<b>7:00AM-12:00PM Shelburne</b> 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

Date

EO #: 6480-4448026759

# Sheraton Burlington Hotel & Conference Center

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

EO #: 6480-4448026771  
Status:  
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## Event Order

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

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

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>7:00AM-12:00PM Providence Boardroom</b> <b>Setup Style:Conference</b> <b>7:00AM</b> 1 Water Station Same set as previous day
	<b>Audio Visual</b>
	<b>Special Arrangements</b>
	<b>7:00AM-12:00PM Providence Boardroom</b> 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

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EO #: 6480-4448026771

# Sheraton Burlington Hotel & Conference Center

870 Williston Rd  
South Burlington VT 05403 United States  
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EO #: 6480-4448026820  
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## Event Order

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

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

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>7:00AM-12:00PM Catamount Room</b> <b>Setup Style:Existing</b> <b>7:00AM</b> 1 Water Station Same set as previous day
	<b>Audio Visual</b>
	<b>Special Arrangements</b>
	<b>7:00AM-12:00PM Catamount Room</b> 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

Date

EO #: 6480-4448026820

# Sheraton Burlington Hotel & Conference Center

870 Williston Rd  
South Burlington VT 05403 United States  
Phone:(802) 865-6620  
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EO #: 6480-4448026832  
Status:  
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Printed: 12-Mar-2015

## Event Order

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

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

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

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

Date

EO #: 6480-4448026832

# Sheraton Burlington Hotel & Conference Center

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

EO #: 6480-4448026907  
Status:  
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Printed: 12-Mar-2015

## Event Order

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

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

<b>Food</b>  <b>Beverage</b>	<b>Room Setup</b> <u>8:15AM-12:00PM Lake Champlain Exhibition Hall</u> <u>Setup Style:Existing</u> <b>8:15AM</b> 1 Water Station 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 Same set as previous day  <b>Audio Visual</b> <u>8:15AM-12:00PM Lake Champlain Exhibition Hall</u> <b>8:15AM</b> 1 Standing Wired Microphone @ \$45.00 Per Day  <b>Special Arrangements</b> <u>8:15AM-12:00PM Lake Champlain Exhibition Hall</u> 7:50-11am Callbacks 8:15 - 9:30am March of Dimes event (walk and speaker)
------------------------------------	--

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

Date

EO #: 6480-4448026907

# Sheraton Burlington Hotel & Conference Center

870 Williston Rd  
South Burlington VT 05403 United States  
**Phone:** (802) 865-6620  
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**EO #:** 6480-4448026920  
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## Event Order

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

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET	Rental
Fri, 27-Mar-2015	11:15AM-12:00PM	University Amphitheater	Spelling Bee	Group Activity	Y	50			\$0.00

<b>Food</b>	<b>Room Setup</b>
<b>Beverage</b>	<b>11:15AM-12:00PM University Amphitheater</b> <b>Setup Style: Existing</b> <b>11:15AM</b> 1 Standing Podium 1 Water Station
	<b>Audio Visual</b>
	<b>Special Arrangements</b>
	<b>11:15AM-12:00PM University Amphitheater</b> 11:15am-12:00pm Spelling Bee

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

Date

**EO #:** 6480-4448026920



# Sheraton Burlington Hotel & Conference Center

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

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

Date	Time	Room	Event Name	Type	Post	PROJ	GTD	SET	Rental
Fri, 27-Mar-2015	7:15AM-8:15AM	Emerald I & II Ballroom	Breakfast	Breakfast	Y	150			\$0.00
Fri, 27-Mar-2015	7:30AM-10:30AM	Emerald I & II Ballroom	Advisor Meeting/Rehearsal	Meeting	Y	50			\$0.00
Fri, 27-Mar-2015	12:30PM-2:30PM	Emerald I & II Ballroom	Banquet Ceremony	Meeting	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
<b>7:15AM-8:15AM Emerald I &amp; II Ballroom</b> <b>7:15AM</b> <b>Green Mountain Morning Buffet</b> Fresh fruit platter Homemade breakfast potatoes Assorted breakfast pastries Fluffy Scrambled Eggs Applewood smoked bacon Chilled Orange, Apple, and Cranberry juice Starbucks Regular and Decaffeinated Coffee and Assorted Tazo Teas, Cream, Milk and Sugar 150 @ \$18.00 per Person  <b>12:30PM-1:30PM Emerald I &amp; II Ballroom</b> <b>12:30PM</b> <b>Plated Lunch</b> Tender greens topped with carrots, tomato and cucumber, served with your choice of dressing Rolls and butter ___ Traditional Turkey, slow roasted VT turkey with homemade cornbread stuffing, gravy and spiced cranberry sauce ___ Vegetarian Pasta Chef's choice potato or rice Chef's choice seasonal vegetable Creamy NY style cheesecake with a tangy strawberry topping	<b>7:15AM-8:15AM Emerald I &amp; II Ballroom</b> <b>Setup Style:Rounds</b> <b>7:15AM</b> Rounds of 10 5 Sections of 6' x 8' Staging 2 Stairs to the Staging 1 Standing Podium 1 Headtable for 10, split 1 U.S. & Vermont Flags 1 Water Station Pipe & Drape behind stage 4 6' x 18" Display Table - SKIRTED, in front of stage for awards <b>Engineering: may need to hang banners in this space</b>  <b>7:30AM-10:30AM Emerald I &amp; II Ballroom</b> <b>Setup Style:Rounds</b> <b>12:30PM-2:30PM Emerald I &amp; II Ballroom</b> <b>Setup Style:Rounds</b> <b>12:30PM-1:30PM Emerald I &amp; II Ballroom</b> <b>Setup Style:Rounds</b> <div style="text-align: center;"><b>Audio Visual</b></div>

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

Date

EO #: 6480-4448026847

# Sheraton Burlington Hotel & Conference Center

870 Williston Rd  
South Burlington VT 05403 United States  
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**EO #:** 6480-4448026847  
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**Page:** 2 of 2  
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## Event Order

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

<b>Food</b> Served lemonade or iced tea Starbucks coffee and assorted Tazo teas 150 @ \$26.00 per Person	<b>7:15AM-8:15AM Emerald I &amp; II Ballroom</b> <b>7:15AM</b> 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  Wireless internet TBD
<b>Beverage</b>	<b>Special Arrangements</b> <b>7:15AM-8:15AM Emerald I &amp; II Ballroom</b> 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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Client's Signature

Date

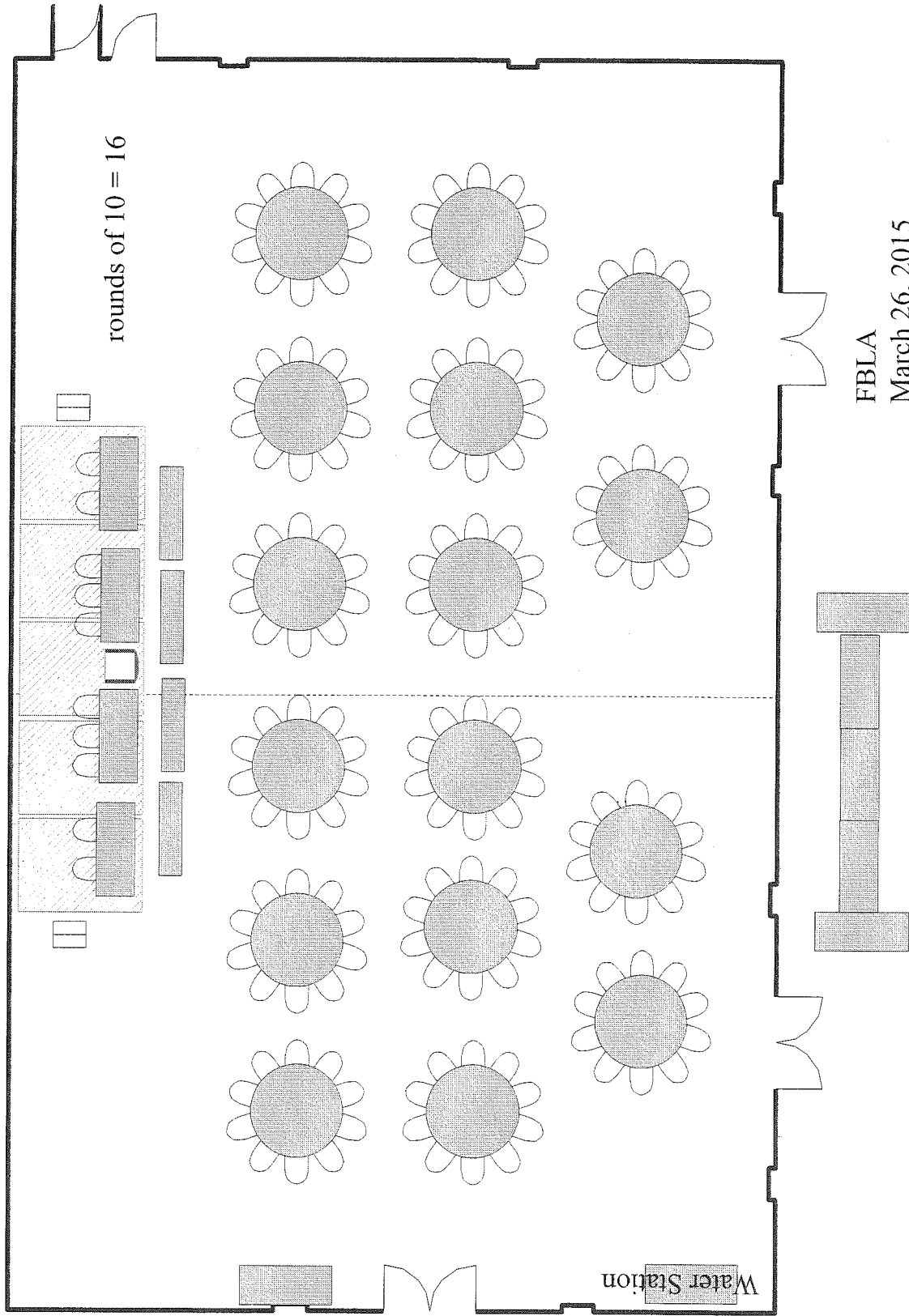
Hotel Representative's Signature

Date

EO #: 6480-4448026847

**Emerald Salon II**

**Emerald Salon I**



**FBLA**  
**March 26, 2015**