

103 Drury Plaza Hotel St. Louis

4TH & MARKET STREET ST. LOUIS, MO USA 63102
Phone: (314) 231-3003 - Fax: (877) 231-7938

BEO #: 6,620

Page: 1 of 1

Created: 1/21/2013

Banquet Event Order

Account: American Association of Law Libraries	Event Date: Thursday, October 25, 2012
Post As: Mid American Association of Law Libraries- MAALL	Contact: Mr. Joe Custer
Address: STL Louis University Law Library 350 Lindell Blvd Saint Louis, MO 63108	Phone: icuster1@slu.edu
	Fax:
	On-Site: Mr. Joe Custer
Payment Method: Credit Card	Booked By: Alissa D. Fuhrmann
Deposit:	LTI #: 2122871
Tax Exempt:	

All meeting room charges, including service charges, are subject to the current tax rate of 8.49%. This tax rate is subject to change without notice per local and state laws.

Date	Time	Room	Function	Setup	# PPL	Rental
Oct 25, 2012	8:00 AM - 5:30 PM	LARGE #452 CLARK				\$125.00

Room Setup

10 6' TABLES COVERED & 2 CHAIRS EACH AROUND PERIMETER OF ROOM- SEE DIAGRAM
RUN POWER TO ALL TABLES- \$15 PER TABLE INCLUDES POWERSTRIP & EXTENSION CORD
1 6' TABLE COVERED & 2 CHAIRS IN PRECON FOR MAALL EXHIBITOR ACROSS FROM REGISTRATION- RUN POWER \$15

Audio Visual

NONE REQUESTED

Food Requirements

NONE REQUESTED

Additional Requirements

ADDITIONAL ON-SITE CONTACT: PEGGY MCDERMOTT
CC ON FILE FOR PAYMENT- ANN KITCHEL WILL APPROVE INVOICE

Organization Authorized Signature

Date

Hotel Representative Signature

Date

103 Drury Plaza Hotel St. Louis

4TH & MARKET STREET ST. LOUIS, MO USA 63102
Phone: (314) 231-3003 - Fax: (877) 231-7938

BEO #: 6,622

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Date	Time	Room	Function	Setup	# PPL	Rental
Oct 25, 2012	8:30 AM - 11:30 AM	LEWIS/SACAGAWEA/YO	Meeting	Classroom	102	\$600.00

Room Setup

CLASSROOM FOR 102 PEOPLE TOTAL- SET EACH SECTION FOR 34 WITH AN AV TABLE AS THEY WILL BE USED AS BREAKOUTS.

PENS/PADS

LEAVE SPACE FOR AIRWALLS TO BE CLOSED DURING LUNCH. PULL DOWN SCREENS.

3 6' TABLES COVERED WITH 3 CHAIRS IN PRECON BY ELEVATORS FOR REGISTRATION.

ADD 1 EASEL AT REGISTRATION AND 1 OUTSIDE EACH SECTION OF THE BALLROOM- LEW/SAC/YORK.

Audio Visual

NONE REQUESTED

Food Requirements

NONE REQUESTED FOR THE MORNING

Additional Requirements

ADDITIONAL ON-SITE CONTACT: PEGGY MCDERMOTT

CC ON FILE FOR PAYMENT- ANN KITCHEL WILL APPROVE INVOICE

SESSIONS:

8:30AM-10AM

10AM BREAK

10:30AM-11:30AM

Organization Authorized Signature

Date

Hotel Representative Signature

Date

103 Drury Plaza Hotel St. Louis

4TH & MARKET STREET ST. LOUIS, MO USA 63102
Phone: (314) 231-3003 - Fax: (877) 231-7938

BEO #: 6,623

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Deposit:	LTI #: 2122871
Tax Exempt:	

All meeting room charges, including service charges, are subject to the current tax rate of 8.49%. This tax rate is subject to change without notice per local and state laws.

Date	Time	Room	Function	Setup	# PPL	Rental
Oct 25, 2012	11:45 AM - 1:15 PM	CARMINE'S BALLROOM	Lunch		102	

Room Setup

EXISTING SEATING FOR 102PPL
HEADTABLE FOR 4PPL

Audio Visual

A PODIUM
LAPEL MIC & SPEAKER

Food Requirements

CARMINE'S CATERING

Additional Requirements

ADDITIONAL ON-SITE CONTACT: PEGGY MCDERMOTT

CC ON FILE FOR PAYMENT- ANN KITCHEL WILL APPROVE
INVOICE

Organization Authorized Signature

Date

Hotel Representative Signature

Date

103 Drury Plaza Hotel St. Louis

4TH & MARKET STREET ST. LOUIS, MO USA 63102
 Phone: (314) 231-3003 - Fax: (877) 231-7938

BEO #: 6,626

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	Fax:
	On-Site: Mr. Joe Custer
Payment Method: Credit Card	Booked By: Alissa D. Fuhrmann
Deposit:	LTI #: 2122871
Tax Exempt:	

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Date	Time	Room	Function	Setup	# PPL	Rental
Oct 25, 2012	1:30 PM - 4:30 PM	LARGE #438 SACAGAWE	Break-Out	Classroom	34	

Room Setup

CLASSROOM FOR 34
 AV TABLE
 SCREEN
 TABLE FOR MATERIALS
 PENS/PADS
 1 EASEL OUTSIDE ROOM

Audio Visual

Event: 1:30 PM

- 1 Wireless Presenter's Remote @ \$25.00 per day
- 1 Wireless Lapel Microphone @ \$100.00 Day
- 1 Tapedeck Interface @ \$75.00 per day
- 1 Flipchart @ \$20.00 per day

PROVIDING OWN LAPTOP, LCD PROJECTOR & MAC
 ADAPTER

WIRELESS INTERNET

Food Requirements

BREAKS OUTSIDE ROOM

Additional Requirements

ADDITIONAL ON-SITE CONTACT: PEGGY MCDERMOTT

CC ON FILE FOR PAYMENT- ANN KITCHEL WILL APPROVE
 INVOICE

SESSIONS:

- 1:30PM-2:30PM
- 2:30PM-3:30PM
- 3:45PM-4:30PM

Organization Authorized Signature

Date

Hotel Representative Signature

Date

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Deposit:	LTI #: 2122871
Tax Exempt:	

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Date	Time	Room	Function	Setup	# PPL	Rental
Oct 25, 2012	1:30 PM - 4:30 PM	LARGE #430 LEWIS	Break-Out	Classroom	34	

Room Setup

CLASSROOM FOR 34
 AV TABLE
 SCREEN
 TABLE FOR MATERIALS
 PENS/PADS
 1 EASEL OUTSIDE ROOM

Audio Visual

Event: 1:30 PM

1 LCD Projector	@\$150.00 Per Day
1 Wireless Presenter's Remote	@\$25.00 per day
1 Wireless Lapel Microphone	@\$100.00 Day
1 Tapedeck Interface	@\$75.00 per day

PROVIDING OWN LAPTOP & IPAD ADAPTER

WIRELESS INTERNET

Food Requirements

Serve: 1:30 PM to 4:30 PM

1/2 Day Beverage Break @ \$5 per person

Freshly Brewed Coffee, Regular
 Freshly Brewed Coffee, Decaffeinated
 Hot Tea
 Bottled Water
 Assorted Soft Drinks
 Iced Tea
 Fresh Whole Fruit, Seasonal
 @\$5.00 Per person

Serve: 1:30 PM to 4:30 PM

Snack Attack Break @ \$5 per person

Freshly Popped Popcorn
 Pretzels
 Potato Chips
 Fresh Whole Fruit, Seasonal
 @\$5.00 Per person

SET BREAKS FOR 98 TOTAL OUTSIDE THE ROOM

Additional Requirements

ADDITIONAL ON-SITE CONTACT: PEGGY MCDERMOTT

CC ON FILE FOR PAYMENT- ANN KITCHEL WILL APPROVE
 INVOICE

SESSIONS:
 1:30PM-2:30PM
 2:30PM-3:30PM
 3:45PM-4:30PM

Organization Authorized Signature

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Date

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Tax Exempt:	

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Date	Time	Room	Function	Setup	# PPL	Rental
Oct 25, 2012	4:30 PM - 5:30 PM	LARGE #444 YORK	Break-Out	Classroom	34	

Room Setup

CLASSROOM FOR 34
 AV TABLE
 SCREEN
 TABLE FOR MATERIALS
 PENS/PADS
 1 EASEL OUTSIDE ROOM

Audio Visual

NONE REQUESTED

Food Requirements

BREAKS OUTSIDE ROOM

Additional Requirements

ADDITIONAL ON-SITE CONTACT: PEGGY MCDERMOTT

CC ON FILE FOR PAYMENT- ANN KITCHEL WILL APPROVE
 INVOICE

SESSIONS:
 4:30PM-5:30PM

Organization Authorized Signature

Date

Hotel Representative Signature

Date

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BEO #: 6,621

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Banquet Event Order

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	Fax:
	On-Site: Mr. Joe Custer
Payment Method: Credit Card	Booked By: Alissa D. Fuhrmann
Deposit:	LTI #: 2122871
Tax Exempt:	

All meeting room charges, including service charges, are subject to the current tax rate of 8.49%. This tax rate is subject to change without notice per local and state laws.

Date	Time	Room	Function	Setup	# PPL	Rental
Oct 26, 2012	6:30 AM - 8:30 AM	WEST BALLROOM	Breakfast	Rounds of 10	100	\$100.00

Room Setup

10 ROUNDS OF 10PPL EACH COVERED
 PODIUM IN FRONT

Audio Visual

Event: 6:30 AM

1 Wireless Lapel Microphone	@\$100.00 Day
1 Tripod Speaker	@\$75.00 Day

Food Requirements

GROUP WILL GO THROUGH BREAKFAST LINE IN THE LOBBY
 AND TAKE PLATES TO THE ROOM. HAVE BUS CART
 AVAILABLE & CLEAR PLATES OFTEN.

25 COMPLIMENTARY BREAKFAST COUPONS FOR LOCALS

Additional Requirements

ADDITIONAL ON-SITE CONTACT: PEGGY MCDERMOTT

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Date

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BEO #: 6,628

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Payment Method: Credit Card	Booked By: Alissa D. Fuhrmann
Deposit:	LTI #: 2122871
Tax Exempt:	

All meeting room charges, including service charges, are subject to the current tax rate of 8.49%. This tax rate is subject to change without notice per local and state laws.

Date	Time	Room	Function	Setup	# PPL	Rental
Oct 26, 2012	7:00 AM - 3:00 PM	LARGE #452 CLARK				\$125.00

Room Setup

10 6' TABLES COVERED & 2 CHAIRS EACH AROUND PERIMETER OF ROOM- SEE DIAGRAM
 RUN POWER TO ALL TABLES- \$15 PER TABLE INCLUDES POWERSTRIP & EXTENSION CORD
 1 6' TABLE COVERED & 2 CHAIRS IN PRECON FOR MAALL EXHIBITOR ACROSS FROM REGISTRATION- RUN POWER \$15

Audio Visual

NONE REQUESTED

Food Requirements

NONE REQUESTED

Additional Requirements

ADDITIONAL ON-SITE CONTACT: PEGGY MCDERMOTT
 CC ON FILE FOR PAYMENT- ANN KITCHEL WILL APPROVE INVOICE

Organization Authorized Signature

Date

Hotel Representative Signature

Date

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BEO #: 6,630

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Date	Time	Room	Function	Setup	# PPL	Rental
Oct 26, 2012	9:15 AM - 3:30 PM	LARGE #438 SACAGAWE	Break-Out	Classroom	34	

Room Setup

CLASSROOM FOR 34
 AV TABLE
 SCREEN
 TABLE FOR MATERIALS
 PENS/PADS
 1 EASEL OUTSIDE ROOM

Audio Visual

Event: 9:15 AM

1 Wireless Presenter's Remote	@ \$25.00 per day
1 Wireless Lapel Microphone	@ \$100.00 Day
1 Tapedeck Interface	@ \$75.00 per day
1 Flipchart	@ \$20.00 per day

PROVIDING OWN LAPTOP, LCD PROJECTOR & MAC ADAPTER

WIRELESS INTERNET

Food Requirements

BREAKS OUTSIDE ROOM

Additional Requirements

ADDITIONAL ON-SITE CONTACT: PEGGY MCDERMOTT

CC ON FILE FOR PAYMENT- ANN KITCHEL WILL APPROVE INVOICE

SESSIONS:

9:15AM-10:15AM
 10:30AM-11:30AM
 1:30PM-2:30PM
 2:45PM-3:30PM

Organization Authorized Signature

Date

Hotel Representative Signature

Date

103 Drury Plaza Hotel St. Louis

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BEO #: 6,629

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Deposit:	LTI #: 2122871
Tax Exempt:	

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Date	Time	Room	Function	Setup	# PPL	Rental
Oct 26, 2012	9:15 AM - 3:30 PM	LARGE #430 LEWIS	Break-Out	Classroom	34	

Room Setup

CLASSROOM FOR 34
 AV TABLE
 SCREEN
 TABLE FOR MATERIALS
 PENS/PADS
 1 EASEL OUTSIDE ROOM

Audio Visual

Event: 9:15 AM

1 LCD Projector	@\$150.00 Per Day
1 Wireless Presenter's Remote	@\$25.00 per day
1 Wireless Lapel Microphone	@\$100.00 Day
1 Tapedeck Interface	@\$75.00 per day

PROVIDING OWN LAPTOP & IPAD ADAPTER

WIRELESS INTERNET

Food Requirements

Serve: 9:15 AM to 3:30 PM

Beverage Break @ \$9 per person

Freshly Brewed Coffee, Regular
 Freshly Brewed Coffee, Decaffeinated
 Hot Tea
 Bottled Water
 Assorted Soft Drinks
 Iced Tea
 Fresh Whole Fruit, Seasonal
 @\$9.00 Per person

Serve: 9:15 AM to 11:45 PM

Fit & Fancy Break @ \$5 per person

Fresh Whole Fruit, Seasonal
 Assorted Yogurt Cups
 Assorted Muffins
 @\$5.00 Per person

Serve: 1:15 PM to 3:30 PM

Sweet Tooth Break @ \$5 per person

Fresh Whole Fruit, Seasonal
 Freshly Baked Cookies
 Ice Cream, 1/2 Pint Cups
 @\$5.00 Per person

SET BREAKS FOR 101 TOTAL OUTSIDE THE ROOM

Additional Requirements

ADDITIONAL ON-SITE CONTACT: PEGGY MCDERMOTT
 CC ON FILE FOR PAYMENT- ANN KITCHEL WILL APPROVE

INVOICE

SESSIONS:

9:15AM-10:15AM

10:30AM-11:30AM

1:30PM-2:30PM

2:45PM-3:30PM

Organization Authorized Signature

Date

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Date	Time	Room	Function	Setup	# PPL	Rental
Oct 26, 2012	11:45 AM - 1:15 PM	CARMINE'S BALLROOM	Lunch		102	

Room Setup

EXISTING SEATING FOR 102PPL
HEADTABLE FOR 4PPL

Audio Visual

A PODIUM
LAPEL MIC & SPEAKER
SCREEN
WILL BRING OWN LAPTOP & PROJECTOR

Food Requirements

CARMINE'S CATERING

Additional Requirements

ADDITIONAL ON-SITE CONTACT: PEGGY MCDERMOTT
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Date

Hotel Representative Signature

Date

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BEO #: 6,631

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Date	Time	Room	Function	Setup	# PPL	Rental
Oct 26, 2012	3:45 PM - 5:15 PM	LARGE #444 YORK	Break-Out	Classroom	34	

Room Setup

CLASSROOM FOR 34
 AV TABLE
 SCREEN
 TABLE FOR MATERIALS
 PENS/PADS
 1 EASEL OUTSIDE ROOM

Audio Visual

NONE REQUESTED

Food Requirements

BREAKS OUTSIDE ROOM

Additional Requirements

ADDITIONAL ON-SITE CONTACT: PEGGY MCDERMOTT

CC ON FILE FOR PAYMENT- ANN KITCHEL WILL APPROVE
 INVOICE

SESSIONS:
 3:45PM-5:15PM

Organization Authorized Signature

Date

Hotel Representative Signature

Date