



Contract

Client/Organization American Association of Petroleum Geologist	Event Date 6/16/2010 (Wed)	Telephone (970) 375-2000	Fax () -	Event # E00278
Address 35 Michael Way, Durango, CO 81301		Booking Contact Kristi Nelson-Cohen	Site Contact Kristi Nelson-Cohen	Guests

MINIMUM GUARANTEED ATTENDANCE MUST BE RECEIVED WITHIN **72 HOURS** OF EVENT. IF ATENDANCE FALLS BELOW THE GUARANTEED NUMBER THE CLIENT WILL BE CHARGED FOR THE GUARANTEED NUMBER. GUARANTEED NUMBER MUST BE RECEIVED BY DATE/TIME INDICATED.

BANQUET ROOMS

Banquet Room	Setup Style	Start	End	Arrival	Departure	Room Chg
Vallecito		7:15 am	8:15 am			0.00
Noble Foyer		9:50 am	10:20 am			0.00
Ballroom		9:50 am	10:20 am			0.00
San Juan/La Plata		7:00 am	12:00 pm			0.00

FOOD & SERVICE ITEMS

Food/Service Items	Price	Qty	Total
<i>Breakfast · Wednesday, June 16 · 7:15 AM</i>			
Hearty Home Style Buffet (20 person min.)	10.00	20	200.00
<i>Breakfast · Wednesday, June 16 · 9:50 AM</i>			
Early Riser	6.25	180	1,125.00
<i>Breakfast · Wednesday, June 16 · 9:50 AM</i>			
Early Riser	6.25	180	1,125.00
<i>New Sub-Events · Wednesday, June 16 · 7:00 AM</i>			
Iced Water	4.00	1	4.00

COMMENTS & SPECIAL INSTRUCTIONS

Breakfast · · 7:15 am

Mix it up from the previous days.

Breakfast · · 9:50 am

Please substitute whole fruit in place of juices. Leave fruit for breaks.

BAKERY: This group will be doing Early Risers every morning for 3 days. Please change-up the pastry platters a little each day so it isn't too repetitive (danish, muffins, quick breads, scones, etc.)

Breakfast . . . 9:50 am

Please substitute whole fruit in place of juices. Leave fruit for breaks.

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New Sub-Events . . . 7:00 am

Iced Water for Registration table personnel.

Subtotal	2,454.00	Paid	0.00	Pay Method	Card Number
Tax	193.88	Balance	3,335.00	Card Type	Approval
Service Charge	687.12			Card Holder	Expires
Total Value	3,335.00			Signature	

Cancellations should be made a minimum of 4 business days in advance. Cancellations 3 business days prior to the event will result in a 75% charge from the estimated total. Cancellations on the *day of the event* will result in full payment of the event. I have read the above contract and agree to the terms and conditions as well as well as any terms and conditions on any contract addendum's which I may sign.

Client: _____

Date: _____

Sales Rep: _____

Date: _____