



TINLEY PARK CONVENTION CENTER

18451 Convention Center Drive Tinley Park, IL 60477

PHONE: (708) 342-5485 FAX: (708) 342-6221

EMAIL: sales@tphicc.com WEB: www.tinleyparkconventioncenter.net

Contract

Discover Tinley/Taste of Tinley

BEO #: DPF-bk0384010001

Status: Tentative

Fri, 04/06/18 - Sat, 04/07/18

Account: Discover Tinley/Taste of Tinley	Billing: Donna Framke	
Planning: Ms. Reta Brudd	Phone: 708-444-5045	Fax:
Phone: 708-532-7782	Email: dframke@tinleypark.org	
Email: tphrc@comcast.net	Address: 16250 Oak Park Avenue	
Address: 16250 Oak Park Avenue	Tinley Park, IL 60477	
Onsite: Ms. Reta Brudd	Pay Method: Direct Bill	#:
Sales Agent: Emily Vallez	Deposit/Contract Due \$16,283.49 by Fri 12/29/17	Expr:
Cater Contact: Lauren Beale	Deposit Rec'd:	Exempt:

ITEMIZED BILLING

***** ESTIMATE OF CHARGES *****

Room Rental	\$15,000.00
Food	\$1,169.00
Equipment	\$4,869.00
Gratuity (21%)	\$245.49
Cook County Tax (1%)	\$150.00
Subtotal	\$21,433.49
Less Deposit Received	\$0.00
Estimated Total Due	\$21,433.49

BILLING IS NOT FINAL UNTIL FINAL CHECKOUT.

*****SUBJECT TO CHANGE FOR ANY CHARGES NOT AVAILABLE AT THIS TIME SUCH AS PHONE CALLS, ROOM SERVICE, GIFT SHOP CHARGES, FINAL CONSUMPTION CHARGES, ETC.**

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The signed contract is to be returned with the non-refundable deposit by the due date to secure the meeting room. If the contract & deposit is not received by the due date, the room will be released & the contract considered terminated.

The regular Convention Center rental fee of \$23,000.00 has been discounted to \$ 15,000.00 for the day. The Set-up on Friday will be at no charge provided it does not begin before 8 pm.

The Vendor's package priced at \$30.00 per vendor and includes a 6' table, two chairs and a wastebasket without electricity **will be included with the rental fee.**

Electrical connections will be at \$55 per vendor in advance and \$105 on site

Food Vendors must have the necessary Village of TP certificates and licenses.

Food Vendors must have protective floor covering on the floor to protect carpet tiles.

Cars on display must also have protective floor covering under the carriage of the car

If a protective floor covering is needed, the charge is \$25 per 100 Sq Ft in advance and \$45 per 100 Sq Ft on-site

Hotel Guest rooms will not be required

Confirmation #:

Room block and rate expire on: Fri, Mar 16, 2018

Reservations to be made by:

Guest room check-in time: 3:00 PM

Check-out time: 11:00 AM

Payment Instructions (M=Master Account Pays; I=Individual Pays)

M I	M I	M I	M I	(Please specify)
Room/Tax <input type="checkbox"/> <input checked="" type="checkbox"/>	Incidentals <input type="checkbox"/> <input checked="" type="checkbox"/>	Gratuities <input type="checkbox"/> <input checked="" type="checkbox"/>	Other <input type="checkbox"/> <input checked="" type="checkbox"/>	_____

Schedule of Events

Initials

Contract

Discover Tinley/Taste of Tinley

BEO #: DPF-bk0384010001

Status: Tentative

Fri, 04/06/18 - Sat, 04/07/18

Friday, April 6, 2018

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
8:00 PM - 11:00 PM	Setup	Ex S & Ex W & Ex N	0 / 0	\$0.00

Setup Style: Exhibit

Setup Notes: SEE DIAGRAM

North & South docks and South Overhead Garage Door area must be clear for load in & load out.

Please place "no loading/unloading" signs at all S/W/N entrance doors.
Please place wheelchair/push chair in Sales office for easy access

(145) 10x8 Booths
AVP will be providing pipe & drape this year
Each booth to receive:
(1) 6ft, (2) chairs, (1) wastebasket

DT will be bringing pieces of carpeting to put as protection under booths with food or animals & under vehicles
Any vendors with food samples, animals, vehicles that do not have floor protection will be required to purchase VizQueen
Bettenhausen & Rizza to supply own VizQueen

MAX out 32gal cans at the end of each aisle for garbage

Walls between Ex West, Ex South, SP Prefunction, SP 1/2/3/4 should all be OPEN
Walls around SP 5/6 should be CLOSED
Airwall to Ex. North closed as much as possible

DT bringing Moonwalk on Friday (for Ex. West)
All cars will arrive on Friday

(2) 6fts in Northwest corner of Ex. West for Model Train display
(6) Highboys along the East wall of Ex. West

Bettenhausen & Moonwalk booths each need (2) 6fts & (4) chairs after they load in.

Please stage (20) extra skirted tables & place in back of house until required

<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>
8:00 PM	42	Bqt Electric	\$0.00	\$0.00

No charge for setup day

Booth #s: Moonwalk, 205, 207, 212, 214, 305, 304, 310, 411, 413, 408, 410, 412, 503, 509, 515, 502, 506, 510, 516, 611, 615, 608, 703, 711, 702, 710, 716, 803, 813, 802, 806, 812, 816, 905, 911, 915, 902, 906, 912, 1005, 1013

Some larger village vendors, cars and large displays will be loading in this day.

Please do not begin placing tables & chairs near South Overhead Garage door until carts & inflatables have been brought in.

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Friday, April 6, 2018

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
8:00 PM - 11:00 PM	Staff Room	Samuel Tinley Room	45 / 0	\$0.00
Setup Style: Rounds of 10		Setup Notes: (4) Rounds of 10 for 40 (1) 6ft skirted along back wall near outlet for DT radios Coat rack F&B station w/ Water station		

<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>
8:00 PM	TBD	Package Receiving Fee (Per Pound)	\$0.99	\$0.00
"\$0.99 per pound/\$5 minimum"				

Setup Day Only

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
8:00 PM - 11:00 PM	Storage	South Suite	0 / 0	\$0.00
Setup Style: As Is		Setup Notes: As-Is		
<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>

Used as storage

Initials

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Fri, 04/06/18 - Sat, 04/07/18

Saturday, April 7, 2018

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
6:00 AM - 6:00 PM	Concession Stand	South Pavilion 3/4	500 / 0	\$0.00

Setup Style:

Setup Notes: TPCC Concessions
Walls open between SP 1/2, SP 3/4 & Prefunction
Some booths will overflow into SP 3

<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>
7:00 AM	1	Concessoins (Standard Menu)	\$0.00	\$0.00

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Status: Tentative

Saturday, April 7, 2018

Discover Tinley/Taste of Tinley

Fri, 04/06/18 - Sat, 04/07/18

BEO #: DPF-bk0384010001

7:00 am - 10:00 am

Concessions to serve coffee, muffins, etc to vendors

10:00 am - 3:00 pm

Full concessions open to public

Standard Concessions Menu

Sales Minimum: \$500 for 4 hours of service & \$100 each additional hour

Grab & Go

- Yogurt Cup \$2
- Quaker Oatmeal \$3
- Freshly Baked Muffin \$2
- Freshly Baked Bagel & Cream Cheese \$3
- Fresh Whole Fruit \$2
- Breakfast Bar / Granola Bar / Energy Bar / Trail Mix \$2
- Assorted Candy \$2
- Assorted Potato Chips \$2
- Chocolate Chip Cookie/Brownie \$2
- Freshly Popped Popcorn \$2
- Snickers or Twix Ice Cream Bars \$3

Lunch Selections

- All-Beef Hot Dog \$4
- Thin Crust Cheese Pizza \$3
- Thin Crust Pizza Sausage / Pepperoni \$4
- Nachos with Cheese & Peppers \$3
- Jumbo Warm Pretzel with Cheese \$3
- Chicken Caesar Wrap \$6
- Smoked Turkey & Swiss Kaiser \$5
- Mixed Green Salad \$4
- 3 Piece Chicken Tenders \$5

Beverages

- Freshly Brewed Coffee and Decaffeinated Coffee \$2
- Hot Tea / Green Tea / Herbal Tea \$2
- Bottled Orange Juice \$3
- Assorted Soft Drinks \$2
- Bottled Water \$2
- Gatorade / Sobe Life Water / Red Bull \$4
- Starbucks Frappuccino / Double Shot \$4
- Slushy \$4
- House Wine \$6
- Domestic Bottled Beer \$5

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Imported / Craft Bottled Beer \$6

Host will have tickets for volunteers (created by CS). Client will distribute tickets to volunteers. Good for (1) hotdog, (1) chip & (1) soda only. Please keep count for client so we can charge appropriately.

NOTE: Instead of lining up in the hallway, DT staff will be allowing guests to enter and wait in the concessions area.

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
6:00 AM - 5:00 PM	Convention/Trade Show	Ex S & Ex W & Ex N	2500 / 2500	\$0.00
Setup Style: Exhibit		Setup Notes: SAME SET AS PREVIOUS DAY		

Please add (1) 6ft w/ 2 chairs & wastebasket in Ex. N near North Dock for vendor check-in

Please place (1) wheelchair/push chair in Sales Office for easy access

<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>
6:00 AM	1	Room Fee	\$15,000.00	\$15,000.00
6:00 AM	1	AV Total	\$2,499.00	\$2,499.00
6:00 AM	1	AV - Microphone	\$60.00	\$60.00
6:00 AM	42	Bqt Electric	\$55.00	\$2,310.00
Same as previous day				
6:00 AM	TBD	Floor Protector	\$25.00	\$0.00
\$25/100 Square feet if ordered in advance \$45/100 Square feet if ordered onsite Required for vendors with food, animals or vehicles				

TIMELINE

6:30 am DT staff arrive for setup
 7:00 am Vendors arrive for setup - most will load in through North Dock
 7:30 am Vendor Concessions open
 10:00 am Show/Concessions open to public
 3:00 pm Show/Concessions close
 4:00 pm Full exit

*Please close airwall between Ex. North & West partially with space on East end for load-in. Please close for event, and re-open partially for load-out.

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
6:00 AM - 5:00 PM	Dressing Room	South Pavilion 6	0 / 0	\$0.00
Setup Style:		Setup Notes: (3) Rounds of 10 for 30 Coat rack Water station		

<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>
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Used as changing room for performers

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<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
6:00 AM - 6:00 PM	Dressing Room	South Pavilion 5	0 / 0	\$0.00
Setup Style:		Setup Notes: (3) Rounds of 10 for 30 Water station Coat rack		
<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>

Used as changing room for performers

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
6:00 AM - 5:00 PM	Performance Area	South Pavilion 1/2	500 / 0	\$0.00
Setup Style:		Setup Notes: SEE EXHIBIT HALL DIAGRAM Wall open between SP 1/2, SP 3/4 & Prefunction (24x48x2) Stage along East wall for main stage Stairs on both sides of stage (in front) (1) 6ft w/ 2 chairs on DJ's stage Theater for 125 in front of stage (please set chairs 5 inches apart) (11) Rounds of 8 for 88 behind theater seating Rope & Stanchion between Performance Area & Exhibits Can be removed at 10 am when exhibits open		
<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>

Entertainment Schedule

- 9:30a - 10:00a Opening announcements, National Anthem performance
- 10:00a - 10:30a Contests, Games, Trivia
- 10:30a - 11:00a Dance Images
- 11:00a - 11:30a Tinley Park High School Choir
- 11:45a - 12:45p Mr. D's House of Magic and Illusion
- 12:45p - 1:30p Contests, Games, Trivia
- 1:45p - 2:30p TNT Dance (includes setup time)
- 2:30p - 3:00p Contests, Games, Trivia

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
6:00 AM - 5:00 PM	Registration	South Entry Lobby	500 / 0	\$0.00
Setup Style:		Setup Notes: (3) 6ft tables individually skirted w/ 2 chairs & 1 wastebasket each in straight line in front of water wall Rope & Stanchion creating lines to registration		
<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>

TIMELINE

- 6:30 am DT staff arrive for setup
- 7:00 am Vendors arrive for setup
- 10:00 am Event opens
- 3:00 pm Event closes

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6:00 AM - 5:00 PM	Staff Room	Samuel Tinley Room	45 / 45	\$0.00
Setup Style: Rounds of 10		Setup Notes: SAME SET AS PREVIOUS DAY (4) Rounds of 10 for 40 (1) 6ft skirted along back wall near outlet for DT radios Coat rack F&B station w/ Water station		

<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>
6:30 AM	1	Regular Coffee	\$44.00	\$44.00
		Refresh until breakfast at 7:30 am Please provide (1) carafe of decaf		
7:30 AM	25	Tinley Park Buffet	\$19.00	\$475.00
		1/2 Served at 7:30 am 1/2 Served at 9:45 am Leave out until 11:00 am		
		Served with Orange Juice Freshly Brewed Coffee, Decaf Coffee and Hot Tea		
		Scrambled Eggs with Cheddar Cheese, Breakfast Potatoes Bacon, Sausage Links Freshly Baked Muffins, Danishes, Breakfast Breads Seasonal Fresh Fruit, Cold Cereals with Milk Fruit Preserves and Butter		
12:30 PM	25	Lunch Chicago Style (Customized)	\$26.00	\$650.00
		1/2 Served at 12:30 pm 1/2 Served at 1:00 pm		
		Cole Slaw, Caesar Salad NO HOT DOGS SUB FRESH FRUIT TRAY Italian Beef Sandwiches NO PIZZAS SUB FRIED CHICKEN Traditional Chicago Condiments NO BREAD PUDDING SUB ASSORTMENT OF BROWNIES & COOKIES Freshly Brewed Coffee, Decaf Coffee Hot Tea and Iced Tea		

Staff will be in and out throughout the day.

TIMELINE

- 6:30 am Coffee set out
- 7:30 am First half of breakfast served
- 9:45 am Second half of breakfast served
- 11:00 am Breakfast ends
- 12:30 pm First half of lunch served
- 1:00 pm Second half of lunch served

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<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
6:00 AM - 5:00 PM	Storage	South Suite	0 / 0	\$0.00
Setup Style: As Is		Setup Notes: As-Is		
<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>

Used as storage

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
7:00 AM - 6:00 PM	Hospitality	Parking Lot South	500 / 0	\$0.00
Setup Style: As Is		Setup Notes: Village will be blocking off parking in South lot for attendees. Horses will be brought to TPCC Friday before 3:30 pm & DT volunteers will setup Friday night. All vendors directed to park in the North lot. Parking will open to the public in this area at 10 am. Village will also block off portion of SE parking lot for additional handicapped spaces. Those parking in these spaced will be entering through the patio doors on the promenade.		
<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>

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Fri, 04/06/18 - Sat, 04/07/18

The following represents a binding agreement between Tinley Park Hotel and Convention Center LLC, doing business as the Tinley Park Convention Center (TPCC) and your Account. Your execution of this Agreement confirms your receipt of the "Policies & Procedures Client Guide" and confirms your Agreement to conform to those policies and procedures.

All reservations and agreements are made upon and are subject to the "Policies and Procedures" of the Tinley Park Convention Center, the following conditions, the above schedule and any attached addenda.

OPTION:

The event has been booked on a first option tentative basis. The event space and event date(s) specified above will be held until the deposit/contract due date indicated on page one of this contract, at which time a signed copy of this agreement along with the required deposit will be required. If this executed agreement and the deposit are not received by the deposit/contract due date, the space will be released and this contract offer will be considered terminated.

DEFINITE BOOKING:

Once you sign and return this contract, along with the required deposit, listed on the first page of the contract your reservation will be confirmed and considered a definite booking. The deposit and installments will be applied towards any liquidated damages due to the TPCC pursuant to the Cancellation of this Agreement.

DEPOSIT SCHEDULE:

If a deposit schedule is shown on page two, the additional deposits must be received by the dates indicated. If any deposit is not received by the due date, TPCC shall have the right to cancel this contract and collect liquidated damages in accordance with the "Cancellation Policy".

CREDIT CARD AUTHORIZATION:

If a credit card is to be used for any payment, as provided in this contract, a credit card authorization form is required to be returned with this executed contract.

DIRECT BILLING:

Direct billing is only available to corporate or business accounts that have established credit with the TPCC and are on the approved direct bill list. Direct billing will not apply to the initial deposit required with execution of this contract.

MINIMUM FOOD & BEVERAGE COMMITMENT:

The estimated charges above involves a minimum food and beverage budget. The budget is based on your requirements and the room rental has been discounted to reflect the minimum. Should your requirements change and the minimum is not met the room rental charge will be increased accordingly. Please note that final menu selection is due three (3) weeks prior to the event date. If menu is not received by this date, it will then be Chef's choice of menu. Menu pricing will be held for 6 months from execution of this contract. After 6 months it may increase subject to market conditions.

Unless otherwise approved in writing, (1) menu must be chosen for all attendees.

EVENT TIMING:

The timing for your event is very important. Your schedule will be developed with our Convention Services Manager and it will be made part of the final banquet event order. We will have all furnishings and equipment in place a minimum of 30 minutes before the scheduled start of the event. For events with food and beverage, our chef will prepare the food to be served at the time on the schedule. If the food service is delayed for more than 15 minutes due to client scheduling, the TPCC no longer guarantees the integrity of the product provided. Please make sure your schedule is accurate and that you adhere to it. Thank you for your cooperation on this critical issue.

CANCELLATION POLICY:

Either TPCC or the group may cancel without cause at any time prior to the event by paying to the other party liquidated damages (agreed not to constitute a penalty) based on the following scale of the estimated charges on page one of your contract.

- More than six (6) months from arrival date: 25%
- Less than six (6) months to one month from arrival date: 50%
- Less than one (1) month up to the arrival date: 75%
- Less than three (3) business days before the event: 100%

Cancellations made under this provision shall be made by the cancellation party to the non-cancellation party by written notice and payment of liquidated damages due at that time.

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GUARANTEE COUNTS:

In arranging for events, the final attendance must be received by the Sales & Marketing Office no later than 10:00 AM Central Time three (3) working days prior to the commencement of the function or you will be charged the expected guest count. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. In no event shall this guarantee be less than the Minimum Revenue Commitments.

Please note that there will be a reset fee assessed if a previously confirmed room setup is changed on-site.

* National Holidays are not considered working days and should be taken into consideration when submitting guarantees.

FOOD GUARANTEES:

TPCC agrees to produce food for an additional 3% over your guaranteed number. If your actual number of meals increases over and above the allowed 3%, you will be responsible for an additional 10% surcharge based on your original per guest menu price. This surcharge will only apply to the meals in excess of the 3%.

TAXES:

All federal and local taxes / charges which may be imposed or applicable to this agreement and to the service rendered by the TPCC are in addition to the prices herein agreed upon, and the Customer agrees to pay them. Effective May 1, 2016, the hotel occupancy tax will be 13%.

A Cook County tax of 1% became effective on May 1, 2016, and it applies to all meeting room rental fees regardless of food and beverages served in the room.

TAX EXEMPTION:

If your group maintains tax exempt status, your group must provide Tinley Park Convention Center with a tax exempt certificate upon return of the executed contract. Under no circumstances will tax exempt status be honored if certificate is not received at least 72 hours prior to the event. Tax exemption will only apply to Food and Beverage tax. Cook County room rental tax and Sweetened Beverage tax are not eligible for exemption.

FOOD & BEVERAGE:

No food or beverage of any kind may be brought into the TPCC by the Customer or any of the Customers' guest or invitees.

CONTINGENCY:

Performance of this agreement is contingent upon the ability of the TPCC to complete same and is subject to labor disputes, strikes or picketing, accidents, government (Federal, State and local) requisitions, restricted upon travel, transportation, food, beverage or supplies and other causes, whether enumerated herein or not, which are beyond the control of the TPCC. In no event shall the TPCC be liable for loss of profits or other similar or dissimilar collateral of consequential damages, whether based on breach of contract, warranty or otherwise. In no event shall the TPCC's liability be in excess of the total amount of the food and beverage contracted heretofore.

CREDIT CARD PAYMENT:

Credit cards can be used for payment as follows:

- Credit cards can be used for deposits.
- Credit cards can be used on the day(s) of the event for add-on costs.
- If any credit card payment exceeds \$5,000.00 a 3% service charge will be added to the full amount placed on the credit card.

FINAL PAYMENT:

Final payment, consisting of the balance of the total charges less deposits, shall be made seven (7) days in advance of the function. All checks should be made payable to "Tinley Park Hotel & Convention Center LLC". If a personal check is to be used for final payment, it will be due fourteen (14) working days in advance of the function date.

SERVICE CHARGE:

A Service Charge plus applicable tax percentages shall be added to all food and beverage. A percentage of the Service Charge is to go to the service personnel and banquet servers, and where applicable bus boys and/or bartenders engaged in the function and a percentage is retained by the TPCC to offset employee wages and benefits.

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LIABILITY:

The Customer agrees to be responsible for any damage done to the function rooms or any other part of the TPCC by the Customer, his guests, invitees, employees, independent contractors or other agents under the Customer's control. The TPCC will not assume or accept any responsibility for damage to or loss of any merchandise or articles left in the TPCC prior to, during or following the customer's function.

INSURANCE:

Events which are open to the public or that involve expositions, athletic competitions, productions companies and/or contractors will require insurance as described in the "Policies & Procedures Event Guide".

PERMIT / LICENSES:

In the event the Customer's function requires a permit or license from any governing body, local State or Federal, the customer is solely responsible for obtaining such a license or permit at the Customer's expense.

EVENT TAXES:

The customer will be solely responsible for paying any State, County or Village taxes associated with amusement or merchandise sales by the customer at the TPCC.

EVENT ROOM:

The TPCC reserves the right to assign a comparable room in the event the room originally assigned for such function shall be unavailable or inappropriate in TPCC's sole opinion. The TPCC reserves the right to move the room should any issues arise that are noted in the contingency clause above. TPCC is not responsible for any items left at the facility. Please make arrangements prior to the end of your event for removal or return.

PACKAGE RECEIVING:

Should you be shipping boxes for your meeting, they must be addressed to the attention of the manager handling your function, and marked with the name and date of your function. Due to the limited storage space, we request that shipments not arrive any earlier than 24 hours prior to the group's arrival. Charges for this service will be applied to the master account if applicable. Tinley Park Convention Center is not responsible for any loss or damage to any personal property brought in or left on said premises.

INFORMATIONAL SIGNAGE:

The Tinley Park Convention Center operates an electronic signage system. This system includes a digital Welcome sign at the entrance to the TPCC grounds and LCD directories and room signage in the Convention Center. Your event may be displayed on these signs on the day(s) of the event. If you do not want your event displayed on the sign or if you want a specific name shown other than the one on your contract, please inform your Convention Services Manager at least seven (7) days prior to the event in writing or email requesting omission from the signs or change in name.

AGREEMENT:

The Agreement shall be considered accepted once both parties have signed below. By your signature you affirm you are empowered to make these arrangements. A signature delivered facsimile or electronic means will be considered binding for both parties. If this Agreement is not executed by an officer of the organization, a letter from the officer is required authorizing an employee or third party to execute the arrangement on the organization's behalf.

BANQUET EVENT ORDER (BEO):

Banquet Event Orders (BEOs) will be prepared by the Convention Services Manager (CSM) who will coordinate with you on the specific details of your event. The BEOs will be based on this contract and will include details on number of attendees, menu selections, room set-up and timing of event functions.

These BEOs will be added to this contract addendum. Once the BEOs are agreed upon by you and the CSM, they will be presented to you for your signature as confirmation. You will need to review, sign and return all the BEOs to the CSM in the time frame designated. Failure to return a signed BEO within that time frame will be understood by the TPCC as your acceptance of the complete BEO. Any changes requested by you after acceptance of a BEO may be subject to additional charges.

EXHIBITOR GUIDELINES AND KIT:

If your event will include contractors, vendors and/or exhibitors, you will be given the "Exhibitor Guide" by your Sales Manager along with the contract and the "Policies & Procedure Client Guide". The Exhibitor Guide will become part of this contract and you and your contractors, vendors and exhibitors will be subject to the Guide. It will be your responsibility to distribute copies of the

Initials

Contract


Discover Tinley/Taste of Tinley

BEO #: DPF-bk0384010001

Status: Tentative

Fri, 04/06/18 - Sat, 04/07/18

"Exhibitor Guide" to all your contractors, vendors and exhibitors and ensure their compliance. That will also be the opportunity for your contractors, vendors and exhibitors to order services from the TPCC as listed in the Guide. Failure of your contractors, vendors and exhibitors to comply with our "Exhibitor Guide" may exclude them from the TPCC.

Signature  Date 3-6-18 Sales Manager _____ Date _____

Initials 



04-09-18

Discover Tinley/Taste of Tinley	Folio No. :	Cashier No. : 100	Room No. : 9020
	A/R Number :		Arrival : 04-02-18
	Group Code :		Departure : 04-09-18
	Company :		Conf. No. :
	Membership No. :		Rate Code : HOUSE
	Invoice No. :		Page No. : 1 of 1

Date	Description	Charges	Credits
04-06-18	Banana Lunch CHECK# 1309	105.50	
04-07-18	Banquet Lunch 0407-dpf	650.00	
04-07-18	Banquet Breakfast 0407-dpf	525.00	
04-07-18	Banquet Break 0407-dpf	47.00	
04-07-18	Banquet Gratuity 0407-dpf	256.62	
04-07-18	Banquet Room Rental 0407-dpf	15,000.00	
04-07-18	Audio/Visual 0407-dpf	2,499.00	
04-07-18	Audio/Visual 0407-dpf	60.00	
04-07-18	Banquet Electric 0407-dpf	3,000.00	
04-07-18	Banquet Cook County Tax 0407-dpf	150.00	
04-07-18	Banquet Concessions 0407-dpf	27.00	
Total		22,320.12	0.00
Balance		22,320.12	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.



TINLEY PARK

CONVENTION CENTER

18451 Convention Center Drive Tinley Park, IL 60477

PHONE: (708) 342-5485 FAX: (708) 342-6221

EMAIL: sales@tphicc.com WEB: www.tinleyparkconventioncenter.net

Booking Bid Sheet

Discover Tinley/Taste of Tinley

Friday, April 6, 2018

Invoice #: 0406-DPF-bk0384010001

Account: Discover Tinley/Taste of Tinley	Billing: Donna Framke	
Planning: Ms. Reta Brudd	Phone: 708-444-5045	Fax:
Phone: 708-532-7782 Fax:	Email: dframke@tinleypark.org	
Email: tphrc@comcast.net	Address: 16250 Oak Park Avenue	
Address: 16250 Oak Park Avenue	Tinley Park, IL 60477	
Onsite: Ms. Reta Brudd	Pay Method: Direct Bill	# :
Sales Agent: Vallez, E	Deposit/Contract Due \$16,283.49 by Fri 12/29/17	Expr:
	Deposit Rec'd:	Exempt:

Setup	Ex S & Ex W & Ex N	Start Time: 8:00 AM	Expected: 0
<u>Billing Note:</u>			

Item	Qty	Unit Price	Total
Bqt Electric: 110V 20Amp (2,200 watt)	40 @	0.00	0.00
Subtotal:			0.00
Room/Setup fees:			0.00
Estimated Function Total:			\$0.00

Storage	South Suite	Start Time: 8:00 PM	Expected: 0
<u>Billing Note:</u>			

Item	Qty	Unit Price	Total
Subtotal:			0.00
Room/Setup fees:			0.00
Estimated Function Total:			\$0.00

Staff Room	Samuel Tinley Room	Start Time: 8:00 PM	Expected: 0
<u>Billing Note:</u>			

Item	Qty	Unit Price	Total
Package Receiving Fee (Per Pound)	TBD	0.99	0.00
Lost Key	TBD	75.00	0.00
Subtotal:			0.00
Room/Setup fees:			0.00
Estimated Function Total:			\$0.00

Fri 04/06/2018

Estimated Daily Total: \$0.00

Registration South Entry Lobby Start Time: 6:00 AM Expected: 500

Billing Note:

Item Qty Unit Price Total

Subtotal: 0.00

Room/Setup fees: 0.00

Estimated Function Total: \$0.00

Performance Area South Pavilion 1/2 Start Time: 6:00 AM Expected: 500

Billing Note:

Item Qty Unit Price Total

Subtotal: 0.00

Room/Setup fees: 0.00

Estimated Function Total: \$0.00

Dressing Room South Pavilion 6 Start Time: 6:00 AM Expected: 0

Billing Note:

Item Qty Unit Price Total

Subtotal: 0.00

Room/Setup fees: 0.00

Estimated Function Total: \$0.00

Dressing Room South Pavilion 5 Start Time: 6:00 AM Expected: 0

Billing Note:

Item Qty Unit Price Total

Subtotal: 0.00

Room/Setup fees: 0.00

Estimated Function Total: \$0.00

Concession Stand South Pavilion 3/4 Start Time: 6:00 AM Expected: 500

Billing Note:

Item Qty Unit Price Total

Concessions 1 0.00 0.00

Concessions Vouchers 20 9.00 180.00

Subtotal: 180.00

Room/Setup fees: 0.00

Estimated Function Total: \$180.00

Storage South Suite Start Time: 6:00 AM Expected: 0

Billing Note:

Item Qty Unit Price Total

Subtotal: 0.00
 Room/Setup fees: 0.00

Estimated Function Total: \$0.00

Staff Room Samuel Tinley Room Start Time: 6:00 AM Expected: 25
 Billing Note:

Item	Qty	Unit Price	Total
Regular Coffee	1	47.00	47.00
Tinley Park Buffet	25	21.00	525.00
Customized Lunch Buffet	25	26.00	650.00

Subtotal: 1,222.00
 Room/Setup fees: 0.00
 Gratuity (21%) 256.62

Estimated Function Total: \$1,478.62

Convention/Trade Show Ex N & Ex W & Ex S & S Start Time: 6:00 AM Expected: 2500
 Billing Note: Prefunction

Item	Qty	Unit Price	Total
Room Fee	1	15,000.00	15,000.00
AV Total	1	2,499.00	2,499.00
AV: Microphone	1	60.00	60.00
Bqt Electric: 110V 20Amp (2,200 watt)	40	75.00	3,000.00
Floor Protector	TBD	25.00	0.00

Subtotal: 20,559.00
 Room/Setup fees: 0.00
 Cook County Tax (1%) 150.00

Estimated Function Total: \$20,709.00

Hospitality Parking Lot South Start Time: 7:00 AM Expected: 500
 Billing Note:

Item	Qty	Unit Price	Total
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Subtotal: 0.00
 Room/Setup fees: 0.00

Estimated Function Total: \$0.00

Sat 04/07/2018 Estimated Daily Total: \$22,367.62

Booking Total: \$22,367.62
- Total Deposits \$0.00
Total Due: \$22,367.62