

EventPro Software (Standard)

105 - 15 Innovation Blvd.

Saskatoon, SK S7N 2X8

Post As: Wedding Show

Company: Small Business Association

Address: 195 4th Ave S
Turnham SK S7J 8V8
Canada

Booking No.: 57

Contact: Adam Clark

Cus. Code: SBA29

Office: 555-556-7784

Direct:

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Fax: 555-888-5562

Banquet Event Order

| | |
|---|----------------------------------|
| Date: Saturday, June 06, 2009 | Time: 8:00 AM To: 8:00 PM |
| Location: Grand Salon (All Salons) | Attendance: 950 |
| Function: Wedding Show Day 1 | Rental: \$4,000.00 |

| <u>Catering</u> | <u>Location Setup Information</u> | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--------------|---|---------|--------------------|---|---------|-----------------|---|---------|------------|---|---------|-------------------|---|---------|-----------------|---|---------|--------------------------------------|---|---------------------|---|
| <p>11:00 AM 950 Basic Coffee/Tea/Juice Self-Serve Your selection of self-serve coffee, tea, hot chocolate, water and juice</p> <p>Coffee/Tea</p> <p>25 Fresh Brewed Coffee per 40-cup urn - Self Serve \$48.00 Enter Count in quantities of 40</p> <p>500 Tea Assorted per serving: Earl Grey, English Breakfast, Green, Herbal Variety - Self Serve \$1.35</p> <p>100 Complimentary water in 10-Serving pitchers - Self Serve Enter Count in quantities of 10</p> | <p>Walls between Salon are remove to create one large room</p> <p>Booth Setup: 44 booths in total 12 - 8x10 booths 18 - 8x9 booths 14 - 8x8 booths</p> <hr/> <p style="text-align: center;"><u>Booth Items</u></p> <p>1 Booth Setup Grand Salon (max. 44) The Booths used and the Booth Detail Setup items required will be listed in the Booths Tabs under Exhibitors in the Event.</p> <hr/> <p style="text-align: center;"><u>Setup Equipment</u></p> <p>50 Stackable upholstered chairs, metal frame 10 Table Rectangular 8' X 30" - seats 8 For catering, raffle, brochures, signs, etc</p> <p>1 Raffle Barrel \$30.00 12 Portable Stage 4x8 panels, 12-24" high \$250.00 Aluminum frame Interlocking connections Black non-skid surface Elevation adjustable: 12 to 24 inches</p> <hr/> <p style="text-align: center;"><u>Operational Labor (Location)</u></p> <table border="0"> <tr> <td>3 Setup Crew</td> <td>3</td> <td>\$13.00</td> </tr> <tr> <td>1 Setup Supervisor</td> <td>3</td> <td>\$30.00</td> </tr> <tr> <td>2 Ticket Takers</td> <td>7</td> <td>\$11.00</td> </tr> <tr> <td>2 Security</td> <td>7</td> <td>\$27.00</td> </tr> <tr> <td>2 Banquet Servers</td> <td>7</td> <td>\$17.00</td> </tr> <tr> <td>2 Takedown Crew</td> <td>2</td> <td>\$13.00</td> </tr> </table> <hr/> <p style="text-align: center;"><u>Volunteer (Location)</u></p> <table border="0"> <tr> <td>2 Program Volunteer - handing out pi</td> <td>7</td> </tr> <tr> <td>2 General Volunteer</td> <td>7</td> </tr> </table> | 3 Setup Crew | 3 | \$13.00 | 1 Setup Supervisor | 3 | \$30.00 | 2 Ticket Takers | 7 | \$11.00 | 2 Security | 7 | \$27.00 | 2 Banquet Servers | 7 | \$17.00 | 2 Takedown Crew | 2 | \$13.00 | 2 Program Volunteer - handing out pi | 7 | 2 General Volunteer | 7 |
| 3 Setup Crew | 3 | \$13.00 | | | | | | | | | | | | | | | | | | | | | |
| 1 Setup Supervisor | 3 | \$30.00 | | | | | | | | | | | | | | | | | | | | | |
| 2 Ticket Takers | 7 | \$11.00 | | | | | | | | | | | | | | | | | | | | | |
| 2 Security | 7 | \$27.00 | | | | | | | | | | | | | | | | | | | | | |
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| 2 General Volunteer | 7 | | | | | | | | | | | | | | | | | | | | | | |

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|---------------------------------------|----------------------|------------------------|
| Catering Contact: Pearl Delany | Title: _____ | Date: 7/24/2009 |
| Client Approval: _____ | | Date: _____ |
| Date/Time: 7/24/2009 2:23 PM | Booking #: 57 | Page #: 1 |