

## Reservation Update

Organization	Reservation:	71401
Terrance Lee	Event Name:	Chicago Area Undergraduate Research Symposium
Chicago Area Undergraduate Research Symposium	Status:	Confirmed-Balance Due
620 Lincoln Avenue	Phone:	630-615-8884
Attn: Thy Nguyen	Email Address:	TL@northwestern.edu
Evanston, IL 60208	Event Type:	Conference
USA	IDR #:	80114020262900
	Event Coordinator:	Essam Abozid
	Salesperson:	Essam Abozid

Bookings / Details	Quantity	Price	Amount
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### Saturday, April 26, 2008

#### **7:00 AM - 7:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH Alumni Lounge**

Theatre Style for 30			
Room Charge: (\$175.00 per Full Day)	1	\$175.00	\$175.00
Less 30% Discount			(\$52.50)
Equipment:			
Linen and Skirted Table	2	\$16.00	\$32.00
2 L/S 8 foot tables at the front of the room.			
Chairs:			
Grey Padded Banquet Chair	38		

#### **7:00 AM - 7:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH Armour Dining**

Theatre Style for 100			
Room Charge: (\$175.00 per Full Day)	1	\$175.00	\$175.00
Less 30% Discount			(\$52.50)
Equipment:			
Linen and Skirted Table	1	\$16.00	\$16.00
Audio/Visual Services:			
Portable LCD Projector	1	\$150.00	\$150.00
Portable Video Projection Screen	1	\$20.00	\$20.00
Chairs:			
Red Padded Banquet Chair	103		
Setup Notes:			
T/S for 100			
Place 1 L/S Six foot table with 3 chairs at the front of room.			

#### **7:00 AM - 7:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH Auditorium HH**

TBA			
Room Charge: (\$1,000.00 per Full Day)	1	\$1,000.00	\$1,000.00
Less 30% Discount			(\$300.00)

Bookings / Details	Quantity	Price	Amount
Audio/Visual Services:			
HH Auditorium House Sound System	1	\$50.00	\$50.00
<i>Includes Wireless Microphone and CD Player</i>			
HH Auditorium Projection Screen	1		
HH Auditorium Stage Lights	1	\$75.00	\$75.00
Microphone, Fixed Lectern	1		
<b>7:00 AM - 7:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH Crown Rm</b>			
TBA			
Room Charge: (\$75.00 per Full Day)	1	\$75.00	\$75.00
Less 30% Discount			(\$22.50)
Equipment:			
Coatrack	3	\$20.00	\$60.00
<b>7:00 AM - 7:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH EXPO</b>			
Empty Room			
Room Charge: (\$600.00 per Full Day)	1	\$600.00	\$600.00
Less 30% Discount			(\$180.00)
<b>7:00 AM - 7:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH FC Lounge</b>			
TBA			
<b>7:00 AM - 7:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH FC Rm 006</b>			
Theatre Style for 30			
Room Charge: (\$75.00 per Full Day)	1	\$75.00	\$75.00
Less 30% Discount			(\$22.50)
Audio/Visual Services:			
Portable LCD Projector	1	\$150.00	\$150.00
Portable Video Projection Screen	1	\$20.00	\$20.00
<b>7:00 AM - 7:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH FC Rm 007</b>			
Theatre Style for 35			
Room Charge: (\$75.00 per Full Day)	1	\$75.00	\$75.00
Less 30% Discount			(\$22.50)
Equipment:			
Linen and Skirted Table	1	\$16.00	\$16.00
Audio/Visual Services:			
Portable Video Projection Screen	1	\$20.00	\$20.00
Portable LCD Projector	1	\$150.00	\$150.00
Chairs:			
Red Padded Banquet Chair	38		
<b>7:00 AM - 7:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH FC Trust. Dng Rm</b>			
Theatre Style for 40			
Room Charge: (\$75.00 per Full Day)	1	\$75.00	\$75.00
Less 30% Discount			(\$22.50)
Equipment:			
Linen and Skirted Table	1	\$16.00	\$16.00
Audio/Visual Services:			
Portable LCD Projector	1	\$150.00	\$150.00
HH Trustee Dining Room Projection Screen	1		
Chairs:			
Red Padded Banquet Chair	43		
<b>7:00 AM - 7:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH Field Room</b>			
Fixed Conference Table for 16			

Bookings / Details	Quantity	Price	Amount
Room Charge: (\$75.00 per Full Day)	1	\$75.00	\$75.00
Less 30% Discount			(\$22.50)
Catering:			
7:00 AM - 7:00 PM Catering for 16			
Catering in MTCC & Hermann Hall	1		
<i>The prices for catering will be added after Sodexo contacts us.</i>			
<b>7:00 AM - 7:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH Gallery</b>			
<b>Lng</b>			
TBA			
Room Charge: (\$175.00 per Full Day)	1	\$175.00	\$175.00
Less 30% Discount			(\$52.50)
Equipment:			
Registration Table	10	\$16.00	\$160.00
<i>1 Linen and Skirted Table with 2 chairs</i>			
<b>7:00 AM - 7:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH Hermann</b>			
<b>Lng</b>			
TBA			
Room Charge: (\$175.00 per Full Day)	1	\$175.00	\$175.00
Less 30% Discount			(\$52.50)
Catering:			
3:00 PM - 7:00 PM Catering for 140			
Catering in MTCC & Hermann Hall	1		
<i>For Sodexo to use as a staging area.</i>			
<i>Tables do not need to be lined and skirted.</i>			
Equipment:			
Catering Tables	1		
<i>4 8 foot tables for Sodexo to use for staging plated dinner.</i>			
<i>Tables do not need to be lined and skirted.</i>			
<b>7:00 AM - 7:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH Main</b>			
<b>Lobby</b>			
TBA			
Room Charge: (\$300.00 per Full Day)	1	\$300.00	\$300.00
Less 30% Discount			(\$90.00)
Catering:			
9:30 AM - 11:00 PM Catering for 200			
Catering in MTCC & Hermann Hall	1		
<i>Breakfast.</i>			
<i>The prices for catering will be added after Sodexo contacts us.</i>			
Catering:			
11:45 AM - 1:15 PM Catering for 200			
Catering in MTCC & Hermann Hall	1		
<i>Boxed Lunches.</i>			
<i>The prices for catering will be added after Sodexo contacts us.</i>			
Catering:			
1:45 PM - 2:45 PM Catering for 200			
Catering in MTCC & Hermann Hall	1		
<i>Coffee Break.</i>			
<i>The prices for catering will be added after Sodexo contacts us.</i>			

**Bookings / Details****Quantity****Price****Amount**

## Equipment:

Registration Table

3

\$16.00

\$48.00

*1 Linen and Skirted Table with 2 chairs*

Catering Tables

1

*3 8 foot tables with linen and skirting as part of catering services*

Table Linen

6

\$6.00

\$36.00

## Misc Charges:

Early Open Charge

1

\$120.00

\$120.00

## Chairs:

Grey Padded Banquet Chair

40

## Tables:

Round Table

6

**4:30 PM - 8:00 PM Chicago Area Undergraduate Research Symposium (Confirmed-Balance Due) HH Ballroom****HH**

## Round Tables for 150

Room Charge: (\$350.00 per Half Day)

1

\$350.00

\$350.00

Less 30% Discount

(\$105.00)

## Catering:

3:30 PM - 8:00 PM Catering for 140

Catering in MTCC &amp; Hermann Hall

1

*Served Dinner**The prices for catering will be added after Sodexo contacts us.*

## Equipment:

Stage (6 \* 8)

4

\$50.00

\$200.00

Stage Stairs

2

Stage Skirt

4

Lectern

1

\$20.00

\$20.00

Table Linen

19

\$6.00

\$114.00

## Audio/Visual Services:

HH Ballroom West Wall Projection Screen

1

*Projection screen for built in LCD projector*

HH Ballroom LCD Projector

1

\$150.00

\$150.00

*Projects only onto the built in screen on the west wall.*

HH Ballroom House Sound System

1

\$50.00

\$50.00

*Includes Wireless Microphone, Lavalier Microphone, and CD Player*

DVD Player

1

\$25.00

\$25.00

## Chairs:

Grey Padded Banquet Chair

150

## Tables:

Round Table

19

Subtotal

\$4,175.50

Less Deposit(s)

(\$1,500.00)

Grand Total

\$2,675.50