

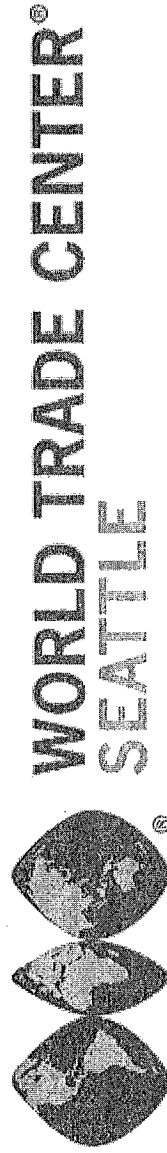
Jorge Vazquez

From: Erin Windham
Sent: Monday, October 23, 2017 5:18 PM
To: Jorge Vazquez
Subject: FW: ePayment 10/17/17, KOMO, 54714 received for file 10/17/17, KOMO, 54714

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442



From: Katherin Madche [mailto:services@sertifi.net]
Sent: Monday, October 23, 2017 5:16 PM
To: Erin Windham <ewindham@komotv.com>
Subject: ePayment 10/17/17, KOMO, 54714 received for file 10/17/17, KOMO, 54714



World Trade Center

Payment has been received

File Name: 10/17/17, KOMO, 54714

Payment: 10/17/17, KOMO, 54714
Amount: \$447.84
Paid On: 10/23/2017
Billing Name: Jorge Vazquez
Approval Number: 209174
Transaction Id: 40381331991
Card Type: AmericanExpress
Last 4 digits: 1001

VIEW

Payment To ()

Refund or Cancellations

For questions or support regarding this payment please contact or

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World Trade Center Seattle

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Page 1 of 2

BEO#: 54679

Event Check

Account:	KOMO News	Event Date:	10/18/2017
Post As:	KOMO Leadership Meeting	Contact:	Jorge Vazquez
		Phone:	206-404-4009
		Email:	jlvazquez@sbgvtv.com
		On-Site:	Erin Windham
Day Series:	KOMO Meeting	Sales Mgr:	Katherin Madche
BID #:	54,714	Event Mgr:	Katherin Madche

Quantity	Food	Price	Amount
30	Puget Sound Breakfast Buffet	36.00 Per person	1,080.00
		Subtotal:	1,080.00
		Service Charge %	23.00 248.40
		Sales Tax %	10.10 134.17
		Total:	1,462.57

Quantity	Audio Visual	Price	Amount
1	60" Flat Panel Monitor, Stand, Cabling	500.00 each	500.00
1	Tripod Sign Easel	10.00 each	10.00
		Subtotal:	510.00
		Service Charge %	23.00 117.30
		Sales Tax %	10.10 63.36
		Total:	690.66

Quantity	Miscellaneous	Price	Amount
1	Parking Validations (WTC Valet) Standard Rates Apply	22.00 each	22.00
3	Parking Validations (AI Garage) - Handed Out by Client	15.00 each	45.00
		Subtotal:	67.00
		Sales Tax %	10.10 6.77
		Total:	73.77

	Room Rental	Price	Amount
	WTC Holland America Line Room MTG	500.00	500.00
		Subtotal:	500.00
		Total:	500.00

Client Signature

Date: 10/23/2017

Date: 10/23/2017

Event Check

Page 2 of 2
BEO#: 54679

Account: KOMO News	Event Date: 10/18/2017
Post As: KOMO Leadership Meeting	Contact: Jorge Vazquez
	Phone: 206-404-4009
	Email: jlvazquez@sbgvtv.com
	On-Site: Erin Windham
Day Series: KOMO Meeting	Sales Mgr: Katherin Madche
BID #: 54,714	Event Mgr: Katherin Madche

Grand Total:	2,727.00
Deposit:	2,653.23
Balance Due:	73.77

Items listed, with the exception of labor fees and room rental, are subject to applicable Washington state sales tax and a 23% taxable service charge. Of that amount, 15.6% will be paid directly to your service personnel. Event guarantees are required three (3) business days prior to event. If a guarantee is not submitted the number of guests noted above will be used for food preparation.

Client Signature

Date: 10/23/2017

Date: 10/23/2017

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(206) 441-5144 • info@bellharbor.com

Page 1 of 2
BEO#: 54678

Event Check

Account:	KOMO News	Event Date:	10/17/2017
Post As:	KOMO Leadership Meeting	Contact:	Jorge Vazquez
		Phone:	206-404-4009
		Email:	jlvazquez@sbgvtv.com
		On-Site:	Erin Windham
Day Series:	KOMO Meeting	Sales Mgr:	Katherin Madche
BID #:	54,714	Event Mgr:	Katherin Madche

Quantity	Food	Price	Amount
3	Thai Summer Rolls with Shrimp, Rice Noodles, and Crispy Vegetables	50.00 per dozen	150.00
3	Vegetarian Pot Stickers served with Ginger Shoyu Sauce	45.00 per dozen	135.00
1	Regular Coffee (Served in the AM)	65.00 per gallon	65.00
15	Assorted Soft Drinks (Coca-Cola Products)	4.00 person	60.00
30	Souper Salad Buffet	36.00 Per person	1,080.00
		Subtotal:	1,490.00
		Service Charge %	23.00 342.70
		Sales Tax %	10.10 185.10
		Total:	2,017.80

Quantity	Audio Visual	Price	Amount
1	60" Flat Panel Monitor, Stand, Cabling	500.00 each	500.00
1	Tripod Sign Easel	10.00 each	10.00
		Subtotal:	510.00
		Service Charge %	23.00 117.30
		Sales Tax %	10.10 63.36
		Total:	690.66

Quantity	Miscellaneous	Price	Amount
8	Parking Validations (Al Garage) - Handed Out by Client	15.00 each	120.00
3	Parking Validations (WTC Valet) Standard Rates Apply	22.00 each	66.00
		Subtotal:	186.00
		Sales Tax %	10.10 18.79
		Total:	204.79

	Room Rental	Price	Amount
	WTC Holland America Line Room MTG	500.00	500.00

Client Signature

Date: 10/23/2017

Date: 10/23/2017

Event Check

Page 2 of 2
BEO#: 54678

Account:	KOMO News	Event Date:	10/17/2017
Post As:	KOMO Leadership Meeting	Contact:	Jorge Vazquez
		Phone:	206-404-4009
		Email:	jl vazquez@sbg tv.com
		On-Site:	Erin Windham
Day Series:	KOMO Meeting	Sales Mgr:	Katherin Madche
BID #:	54,714	Event Mgr:	Katherin Madche

Subtotal: 500.00

Total: 500.00

Grand Total:	3,413.25
Deposit:	3,039.18
Balance Due:	374.07

Items listed, with the exception of labor fees and room rental, are subject to applicable Washington state sales tax and a 23% taxable service charge. Of that amount, 15.6% will be paid directly to your service personnel. Event guarantees are required three (3) business days prior to event. If a guarantee is not submitted the number of guests noted above will be used for food preparation.

Client Signature

Date: 10/23/2017

Date: 10/23/2017

Jorge Vazquez

From: Erin Windham
Sent: Monday, October 23, 2017 4:42 PM
To: Jorge Vazquez
Subject: FW: Meeting Request
Attachments: Event Check 54679 Final.pdf; Event Check 54678 Final.pdf

It will be an additional \$447.84 that she will send as a link to pay soon.

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442



From: Katherin Madche [mailto:kmadche@bellharbor.com]
Sent: Monday, October 23, 2017 4:36 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

It was great meeting you last week! How did the everything go? We welcome any and all feedback so please feel free to share any thoughts.

I have attached your final event checks above. I adjusted the parking counts and added the coffee and sodas that were requested on Tuesday. Please note that a few of your guests opted for valet parking so the pricing was higher than the Seattle Art Institute Garage parking. I will send you an updated link for payment. Please let me know if you have any questions!

It was a pleasure working with you and I hope to work with you again in the future.

Thank you!
Katherin

Katherin Madche, Executive Meeting Manager
d 206.269.4146 | f 206.269.4159
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From: Katherin Madche
Sent: Tuesday, October 17, 2017 5:23 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Great! We will make sure they are there in the morning!

Katherin Madche, Executive Meeting Manager
d [206.269.4146](tel:206.269.4146) | f [206.269.4159](tel:206.269.4159)
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Tuesday, October 17, 2017 4:58 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: Re: Meeting Request

We left all the papers on the windows and some papers on the table! If all that could be kept, that would be great!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206 404 4442

On Oct 17, 2017, at 11:49 AM, Katherin Madche <kmadche@bellharbor.com> wrote:

Hi Erin,

I just got off the phone with concierge, I apologize for the dim lighting. Will head over now so we can discuss options during your lunch.

Thank you!
Katherin

Katherin Madche, Executive Meeting Manager
d [206.269.4146](tel:206.269.4146) | f [206.269.4159](tel:206.269.4159)
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From: Erin Windham [mailto:ewindham@komotv.com]
Sent: Tuesday, October 17, 2017 11:43 AM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: Re: Meeting Request

Hi Katherin,

I just spoke to the concierge desk. Are we able to get it a little brighter in our room?

Thanks!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206 404 4442

On Oct 17, 2017, at 9:24 AM, Katherin Madche <kmadche@bellharbor.com> wrote:

Hi Erin,

The front desk on the 4th floor, you pass it right before you enter your meeting space. ☺

Thank you!
Katherin

Katherin Madche, Executive Meeting Manager
d [206.269.4146](tel:206.269.4146) | f [206.269.4159](tel:206.269.4159)
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From: Erin Windham [mailto:ewindham@komotv.com]
Sent: Tuesday, October 17, 2017 9:21 AM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: Re: Meeting Request

The concierge at the front entrance?

Thanks!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206 404 4442

On Oct 17, 2017, at 8:44 AM, Katherin Madche <kmadche@bellharbor.com> wrote:

Hi Erin,

For parking validations please ask the concierge and they will give you a stack to hand out to your team. Please let me know if you have any questions!

Thank you!
Katherin

Katherin Madche, Executive Meeting Manager
d [206.269.4146](tel:206.269.4146) | f [206.269.4159](tel:206.269.4159)
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Tuesday, October 17, 2017 7:52 AM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Where is that garage located in relation to your building? I want to explain to everyone to limit confusion. I will be parking there as well!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<[image001.jpg](#)>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Tuesday, October 17, 2017 7:44 AM
To: Erin Windham <ewindham@komotv.com>
Subject: Re: Meeting Request

Great! Please have your guests park in the Seattle Art Institute Garage. When you arrive I will give you the validations to hand out to your team.

Thank you! See you soon!
Katherin

Sent from my iPhone

On Oct 17, 2017, at 4:45 AM, Erin Windham <ewindham@komotv.com> wrote:

Hi Katherin,

We will keep the beverages to lunch then. Also, we have decided to have people carpool from our office since it will be raining today. With that, we will take care of parking. Please let me know the best way to pay.

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206 404 4442

On Oct 16, 2017, at 5:38 PM, Katherin Madche <kmadche@bellharbor.com> wrote:

Hi Erin,

I apologize for the delay! You will only have beverages available during your lunch. If you would like to add all day service I can add that for an additional cost of \$20/per person. If this something you would like to add please let me know tonight.

Thank you so much!
Katherin

Katherin Madche, Executive Meeting Manager
d 206.269.4146 | f 206.269.4159
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From: Erin Windham [mailto:erwindham@komotv.com]
Sent: Monday, October 16, 2017 3:37 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Hi Katherin,

I think this will be my last question. Will there be coffee and drinks out all day or just for lunch?

Thanks!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<[image001.jpg](#)>

From: Katherin Madche [mailto:kmadche@bellharbor.com]
Sent: Monday, October 16, 2017 2:01 PM
To: Erin Windham <erwindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

Perfect! Thanks for letting me know.

We are all set! What time will you be arriving tomorrow?

Thank you!
Katherin

Katherin Madche, Executive Meeting Manager
d [206.269.4146](#) | f [206.269.4159](#)
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From: Erin Windham [mailto:erwindham@komotv.com]
Sent: Monday, October 16, 2017 1:48 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Hi Katherin,

Here is the update! Keep everything as it is. People will be walking from the station or choosing to pay on their own! We will not need drinks at the end of the day.

Thanks!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<[image001.jpg](#)>

From: Katherin Madche [mailto:kmadche@bellharbor.com]
Sent: Monday, October 16, 2017 10:10 AM
To: Erin Windham <erwindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

I will go ahead and make those changes for you. Okay, no problem, I will keep an eye out for your email!

Best,
Katherin

Katherin Madche, Executive Meeting Manager
[d 206.269.4146](#) | [f 206.269.4159](#)
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From: Erin Windham [<mailto:erwindham@komotv.com>]
Sent: Monday, October 16, 2017 9:58 AM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Hi Katherin!

The only change is that we will be arriving as a group tomorrow at 8:30 am instead of 9:00 am. I believe everything else is the same!

Lunch at 12 on day 1 and breakfast at 8:30 am on Day 2!

Also, I may have to add some parking validations and we may add some drinks to the appetizers. I will let you know ASAP but my boss is in a meeting.

Thank you!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<[image001.jpg](#)>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Monday, October 16, 2017 9:53 AM
To: Erin Windham <erwindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

We are all set for tomorrow! Do you have any last minute changes?

Thank you!
Katherin

Katherin Madche, Executive Meeting Manager
d [206.269.4146](tel:206.269.4146) | f [206.269.4159](tel:206.269.4159)
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From: Katherin Madche
Sent: Friday, October 13, 2017 10:45 AM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

Great, now we are all set and I look forward to meeting you on Tuesday!

Have a great weekend!
Katherin

Katherin Madche, Executive Meeting Manager
d 206.269.4146 | f 206.269.4159
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Friday, October 13, 2017 10:27 AM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

30 people! Thanks!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<image001.jpg>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Friday, October 13, 2017 10:20 AM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

Thank you so much for your payment!

One last question for you, what is your final guest count?

Please let me know if you have any changes or questions.

Thank you!

Katherin

Katherin Madche, Executive Meeting Manager
d [206.269.4146](tel:206.269.4146) | f [206.269.4159](tel:206.269.4159)
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From: Katherin Madche

Sent: Thursday, October 12, 2017 4:11 PM

To: Erin Windham <ewindham@komotv.com>

Subject: RE: Meeting Request

Hi Erin,

I just checked the error message, I looks like there was a bank error. I would recommend calling them to see if they might have blocked the payment.

Thank you!

Katherin

Katherin Madche, Executive Meeting Manager
d [206.269.4146](tel:206.269.4146) | f [206.269.4159](tel:206.269.4159)
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Thursday, October 12, 2017 4:07 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

The link is not working. It is saying my card has been declined.

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<image001.jpg>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Thursday, October 12, 2017 3:21 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Okay perfect!

I will go ahead and send over your payment link now.

Thank you,
Katherin

Katherin Madche, Executive Meeting Manager
[d 206.269.4146](tel:2062694146) | [f 206.269.4159](tel:2062694159)
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Thursday, October 12, 2017 3:18 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Let's just stick with what we have! I will bring some speakers and all should be good!

Thank you!

Erin Windham

Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<image001.jpg>

From: Katherin Madche [mailto:kmadche@bellharbor.com]

Sent: Thursday, October 12, 2017 3:00 PM

To: Erin Windham <ewindham@komotv.com>

Subject: RE: Meeting Request

Hi Erin,

Okay got it! Yes, you did order a flat panel monitor, this package includes the HDMI cable. The flat panel monitor does not feature built in speakers.

If you need sound then we can definitely provide speakers for you at the additional cost of \$125/day, or you can bring in your own computer speakers. Depending on the type of computer speakers you have, they may not be loud enough for the space. With our house sound package we handle all set up and can guarantee that everyone can hear clearly.

Please let me know if you have any questions and what option you decide to go with.

Thank you!
Katherin

Katherin Madche, Executive Meeting Manager

d [206.269.4146](tel:206.269.4146) | f [206.269.4159](tel:206.269.4159)

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From: Erin Windham [<mailto:erwindham@komotv.com>]
Sent: Thursday, October 12, 2017 2:30 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

We just need a way to show our PowerPoint. Didn't we order a screen/TV?

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<[image001.jpg](#)>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Thursday, October 12, 2017 2:29 PM
To: Erin Windham <erwindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

Got it! I will send you a link for payment as soon as we figure out your AV needs. I'm slightly confused on what equipment you need exactly. Will you be bringing in your own computer speakers and only need an HDMI cord?

Thank you!
Katherin

Katherin Madche, Executive Meeting Manager
d [206.269.4146](#) | f [206.269.4152](#)
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From: Erin Windham [<mailto:erwindham@komotv.com>]
Sent: Thursday, October 12, 2017 10:46 AM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Hi Katherin,

I think we will just hook up our own computer then. Do you have the equipment for it?

Thanks!

Erin Windham

Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<image001.jpg>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]

Sent: Thursday, October 12, 2017 10:37 AM

To: Erin Windham <ewindham@komotv.com>

Subject: RE: Meeting Request

Hi Erin,

Great! Since we do partner with an in-house AV team, we can provide a sound system for your PowerPoint. There will be an additional cost of \$125/per day. If this is something you are interested in, please let me know!

Thank you!

Katherin

Katherin Madche, Executive Meeting Manager

d 206.269.4146 | f 206.269.4159

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From: Erin Windham [<mailto:ewindham@komotv.com>]

Sent: Thursday, October 12, 2017 8:55 AM

To: Katherin Madche <kmadche@bellharbor.com>

Subject: RE: Meeting Request

Hi Katherin,

We can pay! Please send me a new link. Also for our presentations, we will be showing some PowerPoint with sounds. Are we able to plug in our computers and play sound off that? Will there be an HDMI cord?

Thanks!

Erin Windham

Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<image001.jpg>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]

Sent: Wednesday, October 11, 2017 10:28 AM

To: Erin Windham <ewindham@komotv.com>

Subject: RE: Meeting Request

Hi Erin,

I hope you're having a great week!

I just wanted to check on your payment status? Please let me know if you need me to send you a new payment link.

Thank you!

Katherin

Katherin Madche, Executive Meeting Manager

d [206.269.4146](tel:206.269.4146) | f [206.269.4159](tel:206.269.4159)

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From: Katherin Madche

Sent: Monday, October 09, 2017 4:16 PM

To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

No problem, thank you for letting me know!

Cheers!
Katherin

Katherin Madche, Executive Meeting Manager
d [206.269.4146](tel:206.269.4146) | f [206.269.4159](tel:206.269.4159)
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Monday, October 09, 2017 4:09 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Here's our update. Jorge has signed everything but we will have to wait until tomorrow to pay. Does that work?

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<[image001.jpg](#)>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Monday, October 09, 2017 4:01 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Great! Thank you! I will keep an eye out.

Katherin Madche, Executive Meeting Manager
d [206.269.4146](tel:206.269.4146) | f [206.269.4159](tel:206.269.4159)

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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Monday, October 09, 2017 3:44 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Perfect! I will sign these and have them back over to you!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<[image001.jpg](#)>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Monday, October 09, 2017 3:43 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

Thanks for letting me know! I made those changes and sent you an updated link with the changes.

Please note that on the first day with lunch, the beverages are listed under the desserts.

Please let me know if you have any questions!

Thank you!
Katherin

Katherin Madche, Executive Meeting Manager
d [206.269.4146](#) | f [206.269.4159](#)
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From: Erin Windham [<mailto:erwindham@komotv.com>]
Sent: Monday, October 09, 2017 3:25 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Also, it appears that for the first day with lunch there are no beverages include so I will have to add that as well.

Thanks!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<[image001.jpg](#)>

From: Erin Windham
Sent: Monday, October 09, 2017 3:13 PM
To: 'Katherin Madche' <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Hi Katherin,

I am looking over the BEO and we can bring our own easels to write on. We will just need the tripod to hold it up.

Also, we only need one 60" Flat Panel Monitor. I don't think two is necessary.

Thanks!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<[image001.jpg](#)>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Monday, October 09, 2017 3:04 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

Thank you for letting me know! I sent you a new Serifi link for payment and signatures on your event BEO and Event Checks. Please let me know if you have any questions or changes.

Thank you!
Katherin

Katherin Madche, Executive Meeting Manager
d 206.269.4146 | f 206.269.4159
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Monday, October 09, 2017 2:08 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Following up on our head count, it looks like it will be 30 people instead of the 35.

Thank you so much for your work on all of this!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<image001.jpg>

From: Erin Windham
Sent: Monday, October 09, 2017 2:02 PM

To: 'Katherin Madche' <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Could we please do the Thai Summer Rolls and the Vegetarian Pot Stickers?

Thanks!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<[image001.jpg](#)>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Monday, October 09, 2017 2:01 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

Thank you for sending those over! We do have a 3 dozen minimum per order.
How many dozens would you like per selection?

I would recommend selecting two of the picks below and order 3 dozen each.

Please let me know your thoughts!

Thanks,
Katherin

Katherin Madche, Executive Meeting Manager
d [206.269.4146](#) | f [206.269.4159](#)
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Monday, October 09, 2017 1:48 PM

To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Hi Katherin,

We have decided on our appetizers. We would like:

Assorted Bruschetta
Thai Summer Rolls
Vegetarian Spanakopita
Pork Pot Stickers

Thank you!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<[image001.jpg](#)>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Friday, October 06, 2017 10:40 AM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Katherin Madche, Executive Meeting Manager
[d 206.269.4146](tel:206.269.4146) | [f 206.269.4159](tel:206.269.4159)
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From: Katherin Madche
Sent: Friday, October 06, 2017 10:40 AM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Katherin Madche, Executive Meeting Manager
d 206.269.4146 | f 206.269.4159
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From: Katherin Madche
Sent: Wednesday, October 04, 2017 2:58 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Great! I will give you a call then!

Katherin Madche, Executive Meeting Manager
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Wednesday, October 04, 2017 2:45 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Sounds great to me!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<[image001.jpg](#)>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Wednesday, October 04, 2017 1:50 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

No problem! How does Friday at 10:30AM sound?

Thanks!

Katherin

Katherin Madche, Executive Meeting Manager
d 206.269.4146 | f 206.269.4159
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From: Erin Windham [mailto:ewindham@komotv.com]

Sent: Wednesday, October 04, 2017 11:46 AM

To: Katherin Madche <kmadche@bellharbor.com>

Subject: RE: Meeting Request

Hi Katherin,

I do have time on Friday for a call. What time works best for you? For payment, I would like to wait until we see the final breakdown for food. Once that is done, Jorge will pay for it.

Thanks!

Erin Windham

Executive Assistant

Sinclair Media of Seattle

T. 206.404.4442

<image001.jpg>

From: Katherin Madche [mailto:kmadche@bellharbor.com]

Sent: Wednesday, October 04, 2017 11:19 AM

To: Erin Windham <ewindham@komotv.com>

Subject: RE: Meeting Request

Hi Erin,

Thank you for your patience! I sent you and Jorge the Serfiti link with the contract for signature and payment. Please let me know if you have any questions!

Do you have time for a call on Friday, do discuss the planning details for your event?

Thanks!
Katherin

Katherin Madche, Executive Meeting Manager
d 206.269.4146 | f 206.269.4159
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From: Katherin Madche
Sent: Tuesday, October 03, 2017 11:52 AM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Great! Thank you for sending those over! I am working on your contract now and will have that out to you by end of day tomorrow!

Katherin Madche, Executive Meeting Manager
d 206.269.4146 | f 206.269.4159
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Tuesday, October 03, 2017 11:17 AM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Hi Katherin,

We are ready to make a couple decisions on food. We are thinking for the lunch on Day 1 it would be the **From the Counter: Souper Salad**.

For breakfast on day 2 we would like the **Puget Sound Breakfast**.

Also, we are thinking about having some appetizers before we depart the first day. Any suggestions?

Thanks!

Erin Windham

Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<image001.jpg>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]

Sent: Monday, October 02, 2017 2:34 PM

To: Erin Windham <ewindham@komotv.com>

Subject: RE: Meeting Request

Could you please send me their name, phone number, title, and email address? I will still contact you for all details, I just need it for formatting purposes.

Thanks!

Katherin

Katherin Madche, Executive Meeting Manager

d [206.269.4146](tel:206.269.4146) | f [206.269.4159](tel:206.269.4159)

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From: Erin Windham [<mailto:ewindham@komotv.com>]

Sent: Monday, October 02, 2017 2:30 PM

To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

I will have our business manager sign it.

Please send it to me. Thanks!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<image001.jpg>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Monday, October 02, 2017 2:28 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

Great, we are looking forward to it! Will you be the contract signer?

Thanks!
Katherin

Katherin Madche, Executive Meeting Manager
d [206.269.4146](tel:206.269.4146) | f [206.269.4159](tel:206.269.4159)
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Monday, October 02, 2017 2:25 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Yes, that works! Please lock us down for those two days ☺ Thank you so much.
We are so excited to have our event at your building!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<image001.jpg>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Monday, October 02, 2017 2:21 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

After discussing with my team, we are able to lower your food and beverage minimum to \$2,500 plus tax and service charge with a guaranteed 2 day commitment. Please let me know if you would like to move forward.

Thanks!
Katherin

Katherin Madche, Executive Meeting Manager
d 206.269.4146 | f 206.269.4159
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Monday, October 02, 2017 12:37 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Yes, that would be for food both days.

We are looking at lunch for the first day and breakfast for the second.

Thank you so much!

Erin Windham

Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<image001.jpg>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Monday, October 02, 2017 12:30 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

Thank you, I hope you did as well!

Thanks for letting me know your budget, let me work with my team to see what we can do. Just to clarify is \$2,500 your budget for both days?

Thank you!
Katherin

Katherin Madche, Executive Meeting Manager
d 206.269.4146 | f 206.269.4159
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Monday, October 02, 2017 11:29 AM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Hi Katherin,

I hope you had a great weekend! I was wondering if there is any way we could have a lower food and beverage minimum. After looking over the food and our budget, we are looking to spend closer to \$2500.

Please let me know if there is a way this could work. Thanks!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442
<image001.jpg>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Wednesday, September 27, 2017 4:26 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

The Food & Beverage minimum is \$4,000 plus tax and service charge. Please let me know your thoughts or if you have any questions!

Best,
Katherin

Katherin Madche, Executive Meeting Manager
d 206.269.4146 | f 206.269.4159
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Wednesday, September 27, 2017 4:23 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

What are the food and beverage minimums?

Thanks!

Erin Windham
Executive Assistant
Sinclair Media of Seattle
T. 206.404.4442

<image001.jpg>

From: Katherin Madche [<mailto:kmadche@bellharbor.com>]
Sent: Wednesday, September 27, 2017 4:17 PM
To: Erin Windham <ewindham@komotv.com>
Subject: RE: Meeting Request

Hi Erin,

Great! We can definitely move forward on your desired dates. I do want to let you know that if you were to take out breakfast on the first day and lunch on the second day you would end up below your Food & Beverage minimum, so I would recommend leaving those meals in. If this is not an option we can look at upgrading your meals selections and add in some afternoon snacks to help reach your minimums.

Please let me know if you have any questions!

Thanks!
Katherin

Katherin Madche, Executive Meeting Manager
d 206.269.4146 | f 206.269.4159
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From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Wednesday, September 27, 2017 3:56 PM
To: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Hello Katherin,

I spoke to my boss and we would love to move forward with those dates for our meeting!

A couple changes however, the first day will no longer need breakfast and the second day will no longer need lunch!

We are looking over the menu and will get back to you shortly regarding our food choices!

Thanks,

Erin Windham

Executive Assistant

Sinclair Media of Seattle

T. 206.404.4442

<image001.jpg>

From: Katherin Madche [mailto:kmadche@bellharbor.com]

Sent: Monday, September 25, 2017 11:06 AM

To: Erin Windham <ewindham@komotv.com>

Subject: RE: Meeting Request

Hi Erin,

It was great chatting with you today! We would love to welcome your team at the World Trade Center Seattle on October 17th-18th. I have attached an estimate above, along with photos and menus. I am confident we can accommodate your budget, so please let me know if you have any questions or feedback.

Thank you and I look forward to working with you!
Katherin

Katherin Madche, Executive Meeting Manager

d 206.269.4146 | f 206.269.4159

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From: Emily Cantrell

Sent: Thursday, September 21, 2017 8:43 AM

To: Erin Windham <ewindham@komotv.com>
Cc: Katherin Madche <kmadche@bellharbor.com>
Subject: RE: Meeting Request

Hi Erin,

I'd like to introduce you to my colleague, Katherin Madche. Katherin will be your main point of contact for planning your meeting. She will be in touch with you regarding availability and can provide you with a better idea of costs associated.

Thanks again for reaching out!

Have a great day,

Emily K. Cantrell, Director
World Trade Center
d 206.269.4121 | o 206.441.5144
ecantrell@wtcseattle.com

From: Erin Windham [<mailto:ewindham@komotv.com>]
Sent: Wednesday, September 20, 2017 3:45 PM
To: Emily Cantrell <ecantrell@wtcseattle.com>
Subject: Meeting Request

Hello Emily,

I was speaking Janene and we have a rather large request to ask! We are looking to do a meeting for all the department heads at KOMO and we need a location that can host everyone offsite. Janene had such a great time at your building that she wanted me to ask if you have the space to accommodate us. We would be coming in for a day and a half and would need food for both days as well.

There will be about 35 people attending the meeting. Please let me know if this could work. We are open to any days that work in your schedule!

Thanks!

Erin Windham
Executive Assistant

