



**Texas Dept of Motor Vehicles**  
**Purchase Order # 60800 0000002157**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **01/25/16** PO Method: **DG** Dispatch: **Dispatch** Rev Dt: **Via Print**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS ARE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** CALMAC SUITES LTD DBA DOUBLETREE SUITES  
1800 S 2ND ST  
MCALLEN TX 78503-0000  
United States

**Ship To:** 1P10  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 1742638061

**Purchaser:** Paula A Ramsey  
**Phone:** 512/465-4193  
**Fax:** 512/465-5641  
**Email:** Paula.Ramsey@TxDMV.gov

**Bill To:** 4000 Jackson Avenue  
Austin TX 78731  
United States

**Fax:**  
**Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

**Payment:**

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV\_FIN-INVOICES@txdmv.gov (note: There is an underscore "\_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

**Quantity(ies):**

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

See signed agreement.

**Authorized Signature**

*Paula Ramsey, CTM, CTPM*

**01/25/2016**



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Page: 2 of 2

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Meeting space rental for the McAllen Dealer Training Seminar on 2-18-16.	971/65	2500.0000	UNT	1.00000	2500.00	01/29/2016
						<b>Schedule Total</b>	<input type="text" value="2500.00"/>
						<b>ReqID:</b> 0000002257	
						<b>Item Total for Line # 1</b>	<input type="text" value="2500.00"/>

**Total PO Amount**

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to Shipment.

**Terms and Conditions:**

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

**Authorized Signature**

*Paula Ramsey, CTM, CTPM*

**01/25/2016**

DoubleTree Suites by Hilton  
1800 South 2nd Street  
McAllen TX 78503  
tel 956.686.3000 • fax 956.631.8362

Catering Manager: Norma Harrison  
Booking date: Wed, Jan 6, 2016  
Post as: SAME

Function contract: 2013226  
Function beginning date: Thu, Feb 18, 2016  
Function ending date: Thu, Feb 18, 2016

Group name: TEXAS DEPARTMENT OF MOTOR VEHICLES

Address: 4000 Jackson Ave.

City: Austin

Phone: 512-465-4164

Other phone:

St: TX Zip: 78731

Fax: 512-465-5650

email:

stacey.cullen@txdmv.gov

Contact name: Stacey Cullen

Contact phone:

On site contact: STACEY CULLEN

On site contact phone:

Master account:

#### Payment and charges

Method of payment: Direct bill

Cc number: Net 30 days

Cc exp date:

Cardholder name: P.O.#

Total charges:

Deposit amount:

Deposit due date: Wed, Jan 6, 2016

Balance due date: Thu, Feb 11, 2016

Balance amount due:

Cardholder signature

#### Function details

Room: BALLROOM  
Date: Thu, Feb 18  
Start time: 8:00 AM  
End time: 5:00 PM  
Layout: Classroom  
Function: SEMINAR  
Guests: 175  
Special: \*18% set up fee  
Room fee: \*\$2000.00  
Misc: \*SUBJECT 18% SERVICE SET UP FEES

#### Audio-visual equipment and other

	Qty	Cost
8 ft projection screen	1	0.00
Audio-visual cart	1	0.00
Will provide own A/V equipment		
Lapel microphone	1	0.00
Hand Held Cordless Microphone	1	0.00

#### Layout comments

SET UP 3 EA. 6' REGISTRATION TABLES OUTSIDE ROOM

#### Food and liquor services

All food and liquor prices are subject to 18% gratuity. Food prices are subject to 8.25% sales tax.

Type: STATION

Time: 7:30 AM

Quantity Menu

WATER STATION IN BACK OF ROOMS AT N/C  
REPLENISH ALL DAY

Type:

Time:

Quantity Menu

#### Menu remarks

NEED OCCUPANCY STATE TAX EXEMPT FORM

#### Hosted bar

	Liquor type	Unit	Cost
Bar type:			
Bartender fee:			
Butler fee:			
Cashier fee:			
Hours:			

#### Cash bar

	Liquor type	Unit	Cost
Bar type:			
Bartender fee:			
Butler fee:			
Cashier fee:			
Hours:			

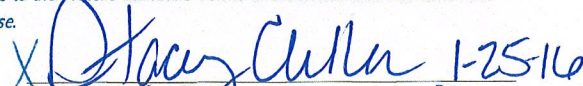
Menus must be finalized with the hotel Catering Manager one week prior to the date of the function.  
A final guaranteed number of guests is required five business days before the function date.

I have read and understood the above Function Contract and agreed to the Hotel's Standard Terms and Conditions as stated on the reverse.

  
Signed

Date

Catering manager: NORMA HARRISON

  
Signed

Date

Customer name: STACEY CULLEN



DoubleTree Suites Hotel  
1800 South 2nd Street  
McAllen TX 78503  
956.686.3000 • fax 956.631.8362

Function contract: 2013226

Group name: TEXAS DEPARTMENT OF MOTOR VEHICLES

Contact name: Stacey Cullen

Function beginning date: Thu, Feb 18, 2016

DOUBLETREE SUITES HOTEL • McALLEN  
STANDARD TERMS AND CONDITIONS FOR CONFERENCES,  
MEETINGS, BANQUETS, RECEPTIONS AND SOCIAL EVENTS

All reservations and agreements are made upon and are subject to the rules and regulations of the DoubleTree Suites Hotel and the following conditions:

**Food and Beverage**

DoubleTree Suites is responsible for the administration of the sale and service of all food and alcoholic beverages in accordance with Texas State Laws. We require that the hotel supply all food, liquor, beer and wine. No food or beverages may be taken from the banquet social or meeting rooms.

**Menu selections**

Please advise our catering office of your selections no later than two weeks prior to your scheduled function. We have standard menus for your selection and can customize your own special menu upon request. All food prices are subject to 18% gratuity and sales tax. Alcoholic beverage prices are subject to 18% gratuity with the exception of cash bars. Room rental fees are subject to 6% tax.

**Guarantees**

The catering office must be informed of the guaranteed number of persons in attendance by 10:00 AM (5) five business days prior to the function. If you fail to contact our office we will use the last guarantee given on your signed contract. We will set-up and prepare 5% above your guarantee and will be charged if the 5% is consumed. A credit card number is required as a guarantee in order to serve this overage.

**Prices, Payments and Credit or Billing**

*Direct Bill, Not 30 Days*  
*P.O. # \_\_\_\_\_*

If your organization is tax exempt, you must provide our sales office with the complete tax-exempt form prior to your event.

**Banquet Room Assignments**

Banquet room assignments are subject to change at the sole discretion of the hotel, based upon availability, noise restrictions or fluctuations of group size. The sales/catering managers will quote room rental fees based on your food and beverage order if applicable.

**Cancellations**

- Meetings require a 30-day notice.
  - Conferences, Meetings or Social events for less than 100 guests require 30-day notice.
  - Conferences, Meetings or Social events for 100 guests or more requires 90-day notice.
  - Weddings, Quinceañera parties, Anniversaries, Class Reunions, Birthday Parties, Barmitzvahs and miscellaneous social events, require a 90-day notice.
- Cancellations and no-shows after this time limit will be subject to all charges as stipulated on your signed contract.

**Table Set-up for Meal Functions**

Round tables with seating of 10 to 12 each are used unless otherwise specified. Please advise us if a head table is required and the number of people seated at the head table. All white linens, tablecloths and napkins will be provided.

**Decorations**

DoubleTree Suites does not provide any decorations. You are fully responsible to decorate for your event. The catering manager must approve all decorations, props or similar items brought into the hotel. For social events, you are not allowed to throw rice, seeds or use liquid bubbles. Candles are not allowed. Any damages incurred to facilities will be charged to customer.

The Catering Manager can offer you recommendations for decorations, entertainment, photographers and various other special needs for your event.

**Signs and Displays**

DoubleTree Suites management will not permit the affixing of anything to the walls, floor, or ceiling with nails, staples, carpet tape or any other substance. We are also not responsible for hanging any banners. Only pre-approved signs are permitted in any public area other than the private function areas.

**Packages: Shipping and Delivery**

All incoming packages should be addressed to our Catering office and marked with the name and date of your meeting. If materials need to be shipped back to you at the end of your function/meeting, please make arrangements with your shipper in advance for pick up. Due to limited storage space, boxes will be accepted 2 days prior to your meeting. Boxes left on premises for more than 2 weeks after departure without shipping instructions will be disposed of. DoubleTree Suites Hotel is not responsible for articles left on the premises prior to or following a function.

**Audio-visual Equipment and Electrical Connections**

Standard audiovisual equipment is available through our banquet department. Equipment that is a special request can be ordered through a rental company with taxes, delivery & service fee added.

**Security**

The Catering Manager at the guest's expense will arrange for additional security for groups as follows:

- 50-150 guests = 1 Guard required
- 150-300 guests = 2 Guards required

At \$35.00 per hour per guard. Starting 1/2 hour prior to the start of the event and 1/2 hour after the event ends.

**Parking**

Free self-parking is available in our 4 story parking garage located on the north side of hotel or around the 1st floor parking around the hotel.

**Miscellaneous**

Use of DoubleTree Suites phone number, logo, or address in advertising is prohibited without the written permission of the Embassy Suites Hotel. Embassy Suites reserves the right to inspect and control private parties, meetings and receptions being held on the premises and to limit the noise volume for the consideration of others. Gambling is not allowed.

Patron undertakes to conduct the function in an orderly manner and in full compliance with applicable laws, regulations and hotel rules. Patron assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of the hotel premises or theft of property.

The hotel cannot assume responsibility for the damage and loss of any personal property or equipment brought into the hotel prior to, during, and following a function.

X Customer Signature

*Stacey Cullen*

Date

*1-25-16*