



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002478

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **04/19/16** PO Method: **DG** Dispatch: **Dispatch** Rev Dt: **Via Print**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: LMREC CDO I REO V INC
DBA HOLIDAY INN AUSTIN MIDTOWN
6000 MIDDLE FISKVILLE RD
AUSTIN TX 787524315
United States

Ship To: 1P10 - Enforcement Division
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1271203105 8

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

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

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.

Authorized Signature

Paula Ramsey, CTM, CTM

04/20/2016



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002478

Page: 2 of 2

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Meeting space for Austin Dealer Training Seminar and Ad Seminar on August 17-18, 2016.	971/65	3700.0000	UNT	\$1.00	\$3,700.00	04/22/2016
						Schedule Total	\$3,700.00
						ReqID: 0000002730	
						Item Total for Line # 1	\$3,700.00

Total PO Amount \$3,700.00

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

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

04/20/2016

Holiday Inn Austin Midtown
6000 Middle Fiskville Road
Austin, TX 78752
Phone 512-451-5757 Fax 512-206-3017
CATERING CONTRACT

TODAY'S DATE: April 20, 2016
SIGNED CONTRACT DUE: 05/05/2016
ACCOUNT: Texas Department of Motor
Vehicals (DMV)
ADDRESS: 4000 Jackson Ave.
CITY: Austin
STATE: TX
ZIP CODE: 78731

MENU DUE:
DEPOSIT DUE: \$
READER BOARD: Texas Department of Motor Vehicals
(DMV)
CONTACT: Stacey Cullen
ON-SITE CONTACT: Stacey Cullen
TELEPHONE: 512-465-4164
FAX:
EMAIL: stacey.cullen@bxdmv.gov

DAY	DATE	START	END	FUNCTION	ROOM	SETUP	ATTD	RENTAL
Wednesday	08/17/2016	11:am 1:00pm	11:59pm 2:30pm	Set up Meeting	Ballroom A- C	Classroom	250 50	\$
Thursday	08/18/2016	6:00am	6:00pm	Meeting	A-C	Classroom	250	\$3,000.00

Room rental charge of \$3,000.00 plus 21% service charge and 6% occupancy tax to be added to room rental
Group is sales tax exempt not occupancy tax exempt.

8/17- Ballroom A-C set up day and meeting 1pm-2:30pm meeting for 50 people after meeting set up resumes
Room to have a 24 hour hold.
8/18- Ballroom A-C available 6am-5pm
3-6x30' tables with 2 chairs at each in foyer for registration
2- Tables together for name badges (1) off to the side for standby list
Client will provide all A/V and set up
Beverage station in back of the room

Tax & Service Charge: To ensure the superior service of Holiday Inn Austin Midtown, 21% service charge will be added to all food, beverage, room rental and audiovisual costs. Current sales tax will apply.

Guarantee: In order to provide for all attendees, a guaranteed count will be needed 72 hours in advance of the function. Unfortunately, this number may not be reduced. This will be the final number to determine payment, and if you go over the count, you will be charged accordingly. Should you be unable to provide us with a count, Holiday Inn Austin Midtown will refer to the originally contracted number and prepare accordingly. This will ensure the comfort of all in attendance.

Labor Charge: In the case on-site changes are requested, additional labor fees may be assessed. The hotel reserves the right to assess a \$175.00 change fee, if set up changes are made within 24 hours of Event.

Food & Beverage:

- Due to licensing and insurance requirements, all food and beverage to be served on Hotel property must be supplied and prepared by Hotel. In addition, no remaining food or beverage shall be removed from the premises. At the conclusion of the function, such food and beverage becomes the property of Hotel.
- Menu prices may not be confirmed more than three (3) months prior to scheduled function.
- Food and beverage prices are subject to service charge and sales tax, currently at 21% and 8.25% respectively. The service charge is taxable.
- Final menu selections must be submitted to Hotel's Catering Officer at least three (3) business days in advance; otherwise, items selected cannot be guaranteed.
 - The Catering Office must be notified of the guarantee attendance no later than 72 hours prior to the scheduled function. Guaranteed attendance for functions scheduled Monday or Tuesday must be received by noon on the preceding Friday. Hotel agrees to set 2% percent over the guaranteed attendance for banquets. Guarantees of attendance are not subject to reduction and Hotel will charge the Master Account, at a minimum, the amount due in accordance with the guaranteed attendance. If the actual attendance at the function exceeds the guaranteed attendance, hotel will charge for the actual number of guests served. Should your guarantee not be received by the above time the original estimated attendance will be charged.

Room Rental: Room rental fees are determined upon original program details. Revisions from the original contract may necessitate a revision in room rental fees. 6% tax and 21% service charge is added to all room rental fees.

Room Assignments: The Catering Department reserves the right to reassign functions rooms to best service and utilize space according to the final guaranteed number of guests.

Security: A security guard will be present for all events where alcohol is served (such as wedding receptions, fundraisers, wine tastings, corporate parties or receptions). 1 security guard per every 100 people is required, this service is nonnegotiable. Cost of the service will be charged to the client.

Boxes: Holiday Inn Austin Midtown will gladly receive the supplies necessary for any function. The shipment of such material will be accepted no sooner than 3 days prior to the function. The hotel will charge a \$0 package handling fee for up to (3) boxes. After that, the fee will be \$5.00 per additional box.

Audio Visual: Ideal Productions is the preferred provider of in house audiovisual services (available 24 hours a day). For orders placed with less than 24 hour notice, there will be a \$75 Delivery Charge. Orders cancelled less than 24 hour notice will incur a single day rental charge. Ideal Productions is not on-property. All POP-UP orders will take a minimum of 30 minutes to be delivered. Should you choose to utilize an outside provider; a twenty one (21) percent service fee will be charged based on current equipment prices. This does not apply to customer owned equipment.

Signage and Banners: Signs and banners are not permitted in the hotel lobby. In an effort to maintain appearances, the attachment of these items to function walls, floors, ceilings or curtains is also prohibited. Should these restrictions be of concern, please discuss them with your Catering Manager.

Billing: We are pleased to offer you this payment structure for your event:

- Purchase order will be provided for payment with signed contract.

Cancellations: Holiday Inn Austin Midtown is holding the aforementioned space for the exclusive use by your group. Should the entire or partial program cancel, the Hotel will collect as liquidated damages, fees according to the following schedule:

Cancellation Prior Total Estimated Revenue

0-2 months	100%
3-6 months	75%
7-9 months	50%
10-12 months	25%

Acceptance: Space will be confirmed on a definite basis with the return of your signed agreement by 04/15/2016 Failure to do so will result in function space being released and contract void.

Client Approval

Title

Date

Stacy Miller
Staff Services Officer
4-20-16

Millie Medina

Catering Sales Manager

April 20, 2016

Millie Medina
4/20/16