



Lynnwood Convention Center
3711 196th Street S.W.
Lynnwood WA 98036
425-778-7155 / 425-778-7965

Invoice

Client

Brent Pomeroy
Pacific Northwest AIAA
PO BOX 2636
Woodinville, WA 98072
USA

Invoice Number: 6737

Invoice Date: 11/23/2019
Due Date: 12/23/2019
Event Name: 2019 AIAA Conference
Reservation No.: 11706
Phone: 425-234-5799

Bookings / Details

Quantity Price Amount

Saturday, November 16, 2019**6:00 AM - 5:00 PM 2019 AIAA Conference (Contracted) 1A**

Room Charge:	1	\$340.00	\$340.00
Audio Visual Equipment:			
6:00 AM - 5:00 PM Audio Visual			
Electrical Services:			
6:00 AM - 5:00 PM Electrical Hook-Ups			
LCC Equipment:			

6:00 AM - 5:00 PM 2019 AIAA Conference (Contracted) 1BC

Room Charge:	1	\$480.00	\$480.00
Audio Visual Equipment:			
6:00 AM - 5:00 PM Audio Visual			
Electrical Services:			
6:00 AM - 5:00 PM Electrical Hook-Ups			
LCC Equipment:			

6:00 AM - 5:00 PM 2019 AIAA Conference (Contracted) 1DEF

Room Charge:	1	\$2,280.00	\$2,280.00
Less 100% Discount			-\$2,280.00

Agenda:

6:00 AM - 7:15 AM Client access set up
7:00 AM - 8:00 AM Breakfast
8:00 AM - 9:05 AM 1st keynote in 1DEF
9:05 AM - 9:10 AM Break/ move to breakouts
9:10 AM - 10:10 AM in session all rooms
10:10 AM - 10:25 AM Coffee break
10:25 AM - 11:15 PM in session all rooms
11:15 AM - 11:45 AM Networking and expo
11:45 AM - 12:00 PM Lunch buffet
12:00 PM - 1:00 PM 2nd Keynote in 1DEF
1:00 PM - 1:30 PM in session all rooms
1:30 PM - 2:15 PM Student Poster Session and Expo
1:30 PM - 2:30 PM Cheese break
2:15 PM - 2:55 PM in session all rooms
2:55 PM - 5:00 PM Cookies break
3:05 PM - 4:15 PM Closing keynote in 1DEF
4:15 PM - 6:00 PM egress

Bookings / Details

Quantity	Price	Amount
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F&B Lunch Buffets:

11:40 AM - 1:00 PM Buffet for 220

Audio Visual Equipment:

6:00 AM - 5:00 PM Audio Visual

02- LCD Package - Medium - 9'x12' - 2018

2 \$640.00 \$1,280.00

Less 25% Discount

-\$320.00

05- Dual Screen Support Package

1 \$80.00 \$80.00

Less 100% Discount

-\$80.00

Microphone- Wired Hand Held

2 \$25.00 \$50.00

Less 100% Discount

-\$50.00

Electrical Services:

6:00 AM - 5:00 PM Electrical Hook-Ups

LCC Equipment/Services Costs:

6:00 AM - 5:00 PM LCC Services

LCC Equipment:

6:00 AM - 5:00 PM 2019 AIAA Conference (Contracted) Lower Concourse

F&B Day Package:

6:00 AM - 5:00 PM F & B Day Package for 220

Orcas Package 2019

220 \$55.00 \$12,100.00

F&B Breakfast Buffet:

7:00 AM - 8:15 AM Breakfast Buffet Options for 220

F&B Breaks & Beverages:

10:00 AM - 12:00 PM Breaks for 220

F&B Breaks & Beverages:

1:30 PM - 2:30 PM Breaks for 220

F&B Breaks & Beverages:

2:50 PM - 5:00 PM Breaks for 220

Fresh Baked Cookies 2019

16 \$33.00 \$528.00

Electrical Services:

6:00 AM - 5:00 PM Electrical Hook-Ups

Power Drop (120V 5A)

4 \$60.00 \$240.00

LCC Equipment:

Booth Package A (serves 1)

17 \$25.00 \$425.00

Miscellaneous:

Copies (black & white)

10 \$0.15 \$1.50

Audio Visual Equipment \$960.00

Electrical Services \$240.00

F&B Breaks & Beverages \$528.00

F&B Day Package \$12,100.00

LCC Equipment \$425.00

Miscellaneous \$1.50

Room Charge \$820.00

Subtotal \$15,074.50

Administrative Charge (20%) \$2,525.60

WA State Sales Tax (10.5%) \$1,761.91

Less Deposit(s) -\$18,666.86

Total Remaining Balance \$695.15

A 20% administrative charge is applied to all food and beverage sales (including alcohol). This administrative charge is

Bookings / Details**Quantity Price Amount**

not intended to be a gratuity, tip or service charge for the benefit of employees. Charges and taxes are subject to change without notice.

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Thank you for choosing Lynnwood Convention Center!