



June 10, 2009

General Land Office
Resource Management Program Area
1700 N. Congress Avenue, Room 617
Austin, TX 78701-1495

Attn: Ms. Melissa Porter

Re: Bay Day
GLO Contract No. 09-026
Deliverable #6-Final Report

Dear Ms. Porter:

Enclosed please find deliverable #6 for the Bay Day Project. Deliverable #6 includes the final report and pictures from the Bay Day festival. Included within this report you will also find deliverable #4 (list of agreements for services and rental equipment).

We are extremely pleased with the success of the Bay Day festival! We had a great turn out for the event and we have received many compliments. GBF is extremely grateful for the CMP grant that allowed the execution of this project.

Please feel free to call me at (281) 332-3381 extension 207 with any questions you may have regarding the project. We are currently preparing the final invoice and the appropriate match documentation.

Again, thank you for your support. I look forward to working with you in future projects.

Sincerely,

A handwritten signature in black ink, appearing to read "V. Mintzer", is written over a light blue horizontal line.

Vanessa Mintzer
Director of Community Programs

Enclosure: Final Report, Deliverable #6

Final Report
GLO Contract No. 09-026
Bay Day 2009

Overview of Project:

Bay Day, a one-day festival presented by the Galveston Bay Foundation (GBF) and numerous partners in the Galveston Bay community, occurred from 11:00am-5:00pm on Saturday, May 16, 2009, at Kemah Boardwalk in Kemah, Texas. The event raised awareness about Galveston Bay for thousands of area residents and students that attended. The 2009 celebration included hands-on, interactive exhibits, activities, and demonstrations that emphasized the multiple uses of Galveston Bay system, including free Bay cruises on the R.V. Karma.

Task 1. Identify and recruit volunteer steering committee and coordinate meetings.

The Bay Day Steering Committee consisted of 12 members who met to determine the festival's scope, activities, and logistics. Members included: William Baker (Reliant Energy), Della Barbato(GBF), Glenda Callaway(Ekistics Corporation); Vicki Conley(GBF), Kayleigh Finley(GBF), Gene Fisseler (NRG), Linda Merritt (Reliant Energy), Vanessa Mintzer(GBF), Ken Murphy (CenterPoint Energy), Bob Stokes(GBF), Mary Villareal(Galveston Bay Estuary Program), and Brenda Weiser(Environmental Institute of Houston, UHCL).

Meetings were held to address festival planning. The meetings, held at the GBF office in Webster, TX, increased in frequency as the festival date approached. Committee members assisted in the planning of the festival logistics, recruitment of exhibitors and volunteers, music and entertainment, marketing, sponsor enrollment, and other essential tasks.

Task 2. Evaluate previous Bay Day celebrations, develop project budget, and solicit sponsors.

During the early stages of planning for Bay Day 2009, the Steering Committee met to discuss prior Bay Day celebrations. Items evaluated included: sponsorships, exhibitors, entertainment, and educational activities.

A festival budget was developed prior to May 16 based on the Bay Day 2007 and 2008 budget. The Steering Committee estimated costs and was able to create a realistic budget that allowed for a successful festival. A copy of the draft budget is included in Attachment A and a final budget will be included with the final invoice*.

Sponsors were solicited to underwrite festival costs not covered under the agreement between the General Land Office Coastal Management Program and the Galveston Bay Foundation. With input from members of past and present event steering committees, lists of

sponsors from prior Bay Day festivals, GBF Executive Board ideas, and GBF staff suggestions, a list of potential sponsors was compiled. A sponsor packet (Attachment B) was mailed to all companies, firms, and organizations on the list. GBF was pleased with the level of sponsorship commitment. Over \$60,000 was donated in support of Bay Day *. A list of Bay Day 2009 sponsors is included in Attachment C.

* Invoices and donations for Bay Day are still being processed.

Task 3. Recruit exhibitors and volunteers

Similar to the potential sponsors list, the list of potential exhibitors was created from past participation as well as steering committee, GBF board, and staff suggestions. This list was continually added to up until the month of the festival. Exhibitors on this list were contacted by postal mail and e-mail with an invitation and exhibitor application (Attachment D). The mailing was followed by an electronic version sent to all exhibitors we had collected email addresses from. Exhibitors had the opportunity to reply and commit to participating in Bay Day. Due to the committee's efforts, 42 exhibits were displayed in the 2009 Bay Day Festival. A complete list of participating exhibitors was included in the Bay Day program (Attachment E).

GBF was extremely pleased with the number of volunteers that signed up to help with Bay Day. Volunteer tasks included: coordinating volunteer and exhibitor check-in, passing out Bay Day programs, helping exhibitors and entertainers set up and tear down, manning t-shirt sales, manning GBF booths, and coordinating and manning Texas Parks and Wildlife Department – Coastal Expo education booths. A total of 68 individuals volunteered at Bay Day working shifts throughout the day. Volunteers were recruited through the Bay Day webpage and an e-mail flyer circulated among partners, members, and past GBF volunteers.

Task 4. Determine site needs, execute service agreements, hire contractors

The Steering Committee met with Kemah Boardwalk management frequently to discuss the event layout and rental needs. One Stop Party Shop was hired to provide tents, tables, and chairs for the event. Kemah Boardwalk was instrumental in facilitating trash disposal, security, and electrical needs. The rental agreements are included in Attachment F.

Task 5. Develop media and outreach strategy and secure education partners

Media and Outreach Strategy

The committee routinely discussed various ways to promote the festival at meetings. By the day of the festival, GBF had promoted the celebration in the following ways: purchasing print media space in area papers including the Houston Chronicle, Houston Press, Bellaire Examiner, Bay Area Citizen, Friendswood Journal, Pearland Journal, River Oaks Examiner, and West University Examiner; securing four billboards in high-traffic areas; distributing a press release to GBF's media contact list; distributing flyers to over 300 local schools; printing an ad

in the *GBF Gazette*; creating a festival web page (http://galvbay.org/events_bayday.html); displaying online ads on houstonpress.com and wiredin.cc; sending event emails to colleagues, members, partners; and having Bay Day information featured in partner newsletters. GBF hired a graphic design artist to design the advertisement materials.

In addition to the above mentioned advertisement, GBF hosted a media kick-off event on May 13, 2009 and May 15, 2009 on board the R.V. Karma. The invitation to the event was sent to everyone on GBF's media contact list and event sponsors. The R.V. Karma was docked at the Kemah Boardwalk where guests and media personnel gathered for the boat tour and lunch. Several reporters attended the event and as a result the event was featured on the front page of the Bay Area Citizen. The www.wiredin.cc also featured an online story and interviews about the festival, <http://www.league-city-news.com/Events/Bay%20Day%205-09/index.htm>. Students from Westburty Christian School and Post Oak Montessori School were invited to the media kick-off events to enjoy the educational boat ride.

Education Partners and Student Involvement

While at Bay Day, students visited exhibitor booths, participated in the scavenger hunt, and listened to environmental entertainers. The Blue Crab Scavenger Hunt attracted approximately 100 students. It provided an educational and fun activity for their entire family.

Furthermore, GBF teamed up with Reliant Energy and Texas Sea Grant Extension Program to provide the Floating Classroom Program at Bay Day. This program consisted of the presence of the R.V. Karma. The R.V. Karma was docked at Kemah Boardwalk and provided hour long cruises for Bay Day visitors. The crew demonstrated trawling and scientific techniques, and introduced and handled Bay creatures.

Educational performances for children included *The Ways of the Bay* by Billy B, *The Fisherman and his Wife* by Calliope Puppets, and *A Party with A Porpoise* by Bill Oliver.

Bay Day 2009 also marked the inception of the Centerpoint Energy sponsored Bay Gazer Photo Contest. The contest was open to students in 7th-10th grade. Admitted photos had to be taken on or nearby Galveston Bay. The top photos were judged at Bay Day 2009 by festival attendees and the winner was announced at the festival. The contest was a new avenue to encourage student participation and attendance at Bay Day.

Task 6. Host Bay Day 2009

The 2009 Bay Day Festival was held on Saturday, May 16, 2009, from 11:00am to 5:00pm at Kemah Boardwalk in Kemah, Texas. Thanks to the many exhibitors, sponsors, and partners, the event was very successful. Thousands of people attended the celebration throughout the day. As visitors arrived, they were given a flyer listing the festival exhibitors, attractions, entertainers, and sponsors (Attachment E). Participants were treated to environmental entertainers: Billy B, Bill Oliver, and Calliope Puppets. Highlights of the day included participation in the popular Blue Crab Scavenger Hunt, activities coordinated by the Texas Parks and Wildlife Coastal Expo, and cruises on the R.V. Karma. Kemah Boardwalk again proved to be a great location for the festival: the location is well known across the

Houston area and facilitated an increase in attendance. The Kemah Boardwalk management was instrumental in helping with Bay Day logistics. Please see photos from the 2009 Bay Day festival for an overview of participants and activities (Attachment G).

Overall, GBF has received great reviews of the festival. A formal evaluation was sent to exhibitors and responses are currently being compiled to assist in the planning of Bay Day 2010

GLO Contract No. 09-026
Bay Day Festival Final Report
Attachment A

EXPENSES

	<u>Projected</u>
Salary	\$10,200.00
Fringe	\$1,800.00
Travel	\$400.00
Supplies	\$2,000.00
Printing	\$3,100.00
Postage	\$700.00
Telephone	\$100.00
Website Ads	\$1,000.00
Newspaper Ads/Billboards/Radio Spots	\$12,650.00
Graphic Design Artist	\$1,400.00
Volunteer food	\$500.00
Scavenger Prizes	\$500.00
Event T-Shirts	\$3,000.00
Event Bags	\$1,000.00
Sound system	\$500.00
Tents/Site equipment	\$8,000.00
Site decorations, banners, signs	\$2,000.00
Entertainment	\$4,850.00
Photography Contest	\$1,900.00
R.V. Karma	\$10,000.00
Other	\$300.00
<u>TOTAL OF PROJECTED EXPENSES</u>	\$65,900.00

REVENUE

	<u>Projected</u>
Exhibitor Rentals	
Commercial (1 @\$100)	\$200.00
Nonprofit	\$0.00
Sub Total	\$200.00
CMP Grant	\$30,000.00
Sponsor Contributions	\$35,800.00
Sub Total	\$65,800.00

TOTAL OF PROJECTED REVENUES	\$66,000.00
Projected Revenue - Projected Expense	\$100.00



BAY DAY 2009 FESTIVAL

AT KEMAH BOARDWALK

May 16, 2009

Benefiting
Galveston Bay

Sponsorship Opportunities

Flagship Sponsor	\$ 10,000
Charter Club	\$ 5,000
Admirals Club	\$ 2,500
Commodores Club	\$ 1,000
Friends of the Bay	\$ 250
Billboard Sponsor*	\$ 3,000

..... 2
.....
..... 281 332 338 207.

Bay Day Trademark Registered in Texas

Flagship Sponsor

The Bay Day Celebration will provide the following for your **10,000** gift:

- The opportunity to use sponsorship as a promotional tool for print, radio, and television advertising;
- Prominent logo inclusion in on-site banner of Bay Day sponsors;
- Prominent logo inclusion in Bay Day Festival Program;
- Sponsor exhibit space (up to 10' x 20') as needed, three tables and eight chairs;
- The opportunity to use Bay Day Celebration name and logo in company print or electronic media advertising;
- The opportunity to have volunteers present at Bay Day in sponsor attire;
- The opportunity to introduce new products and services at tent exhibit;
- The opportunity to promote with premiums as giveaways;
- Frequent recognition announcements on entertainment stage;
- Prominent logo recognition in GBF Newsletter;
- Prominent logo placement on Galveston Bay Foundation/Bay Day website;
- Prominent logo on Bay Day event flyer;
- Name recognition in press releases;
- Prominent logo placement on Bay Day bags;
- Prominent logo recognition on Bay Day posters;
- Logo inclusion on signage displayed in entrance and entertainment areas; and
- Logo placement on Bay Day t-shirts.

Charter Club

The Bay Day Festival will provide the following for your . 5,000 gift:

- The opportunity to use sponsorship as a promotional tool for print, radio, and television advertising;
- Logo inclusion in on-site banner of Bay Day sponsors;
- Logo inclusion in Bay Day Festival Program;
- Sponsor exhibit space (up to 10' x 20') as needed, three tables and eight chairs;
- The opportunity to use Bay Day Celebration name and logo in company print or electronic media advertising;
- The opportunity to have volunteers present at Bay Day in sponsor attire;
- The opportunity to introduce new products and services at tent exhibit;
- The opportunity to promote with premiums as giveaways;
- Frequent recognition announcements on entertainment stage;
- Logo recognition in GBF Newsletter;
- Logo placement on Galveston Bay Foundation/Bay Day website;
- Logo on Bay Day event flyer;
- Name recognition in press releases;
- Logo placement on Bay Day bags; and
- Logo recognition on Bay Day posters.

Admirals Club

The Bay Day Festival will provide the following for your . 2,500 gift:

- The opportunity to use sponsorship as a promotional tool for print, radio, and television advertising;
- Logo inclusion in on-site banner of Bay Day sponsors;
- Logo inclusion in Bay Day Festival Program;
- Sponsor exhibit space (up to 10' x 20') as needed, three tables and eight chairs;
- The opportunity to use Bay Day Celebration name and logo in company print or electronic media advertising;
- The opportunity to have volunteers present at Bay Day in sponsor attire;
- The opportunity to introduce new products and services at tent exhibit;
- The opportunity to promote with premiums as giveaways;
- Frequent recognition announcements on entertainment stage;
- Logo recognition in GBF Newsletter; and
- Logo placement on Galveston Bay Foundation/Bay Day website.

Commodores Club

The Bay Day Festival will provide the following for your . 1,000 gift:

- The opportunity to use sponsorship as a promotional tool for print, radio, and television advertising;
- Logo inclusion in on-site banner of Bay Day sponsors;
- Logo inclusion in Bay Day Festival Program;
- Sponsor exhibit space (up to 10' x 20') as needed, three tables and eight chairs;
- The opportunity to use Bay Day Celebration name and logo in company print or electronic media advertising;
- The opportunity to have volunteers present at Bay Day in sponsor attire;
- The opportunity to introduce new products and services at tent exhibit; and
- The opportunity to promote with premiums as giveaways.

Friends of Bay Day

The Bay Day Festival will provide the following for your **.250** " **.999** gift:

- The opportunity to use sponsorship as a promotional tool for print, radio, and television advertising;
- Logo inclusion in on-site banner of Bay Day sponsors; and
- Logo inclusion in Bay Day Festival Program.

Billboard Sponsor

Exclusive opportunity to reach your customers while supporting Bay Day.

The Bay Day Festival will provide the following for your **.3,000** billboard sponsor gift:

- The opportunity to use sponsorship as a promotional tool for print, radio, and television advertising;
- Logo inclusion in on-site banner of Bay Day sponsors;
- Logo recognition in GBF Newsletter;
- Logo placement on Galveston Bay Foundation/Bay Day website; and
- Exclusive prominent logo inclusion in Bay Day promotional billboards.

GLO Contract No. 09-026
Bay Day Festival Final Report
Attachment C

2009 Bay Day Sponsors

Friends of the Bay
BASF
Ekistics Corporation
Ethyl Corporation
JSC Federal Credit Union
Moffat and Nichol
TMCA

Commodore Club
Anheuser-Busch Houston Brewery
Gulf Coast Waste Disposal Authority
Houston Pilots Association
Intercontinental Terminals Company
Oxyvinyls
Shell Deer Park
United Space Alliance

Admirals Club
CenterPoint Energy
John P. McGovern Foundation
Port of Houston
Senf Design

Charter Club
City of Kemah
ExxonMobil
KBR
Kirby Corporation

Flagship
Galveston Bay Estuary Program
Kemah Boardwalk
Reliant Energy



Celebrating the Bay!

Presented by the Galveston Bay Foundation



Join us for the 2009 Bay Day Festival at Kemah Boardwalk!

Exhibitor Application

Non-Profits & Commercial Exhibitors

The *Galveston Bay Foundation (GBF)* invites you to submit an application to participate in the *Bay Day Festival, Saturday, May 16, 2009 – 11:00am – 5:00pm*

The *Bay Day Festival* is a premier, one-day, outdoor event featuring a variety of colorful Bay activities and exhibits, arts and crafts, and musical entertainment. These exhibits will serve to develop public awareness about the diverse resources and multiple uses of the Galveston Bay system. Highlights include live entertainment and a scavenger hunt which can help increase traffic to your booth.

The *Bay Day Festival* provides a unique arena for Bay businesses, industries, nature organizations, and local, state and federal resource agencies to showcase their relationship to Galveston Bay. The *Bay Day Festival* is highly promoted within the four-county area surrounding Galveston Bay.

Over 5,000 people are expected to attend Bay Day 2009!

Exhibitor Rules and Information

- 1 Once accepted, an entrant is committed to show.
- 2 No refunds are made for entrant withdrawal or rain.
- 3 There is no rain date.
- 4 All exhibitors will be housed under tents provided by GBF for shelter from sun and rain.
- 5 Shared spaces are available: each entrant intending to share a space must make separate entry and be willing to take the space singly if only one is accepted to exhibit.
- 6 *Bay Day* Steering Committee and GBF assume no liability for damage, loss or theft of displays.
- 7 Entrant transacts all sales. There are no commissions.
- 8 **NO** food, candies or beverages may be sold or given away by exhibitors.
- 9 Exhibitors may sell items consistent with the *Bay Day* theme. *Bay Day* Steering Committee must approve all sale items.
- 10 *Bay Day* Steering Committee must pre-approve give-away items.
- 11 **NO** helium balloons or “Silly String” are permitted.
- 12 Space is limited. If space is unavailable at the time an application is submitted the application fee will be returned to the applicant.
- 13 Live animals may **NOT** be sold, raffled or given away at *Bay Day*.
- 14 Exhibitors **MUST** remain open until **5:00pm**
- 15 Make checks payable to Galveston Bay Foundation.
- 16 You **must send fee** with application form.
- 17 Additional exhibitor requirements and instructions will be sent to you before the event date.
- 18 Submission of an entry to *Bay Day* festival constitutes agreement on the part of the entrant to the terms and conditions set forth in this application.

Exhibitor Application: 2009 Bay Day Festival

Commercial and nonprofit applicants will receive:

6' x 30'' table and two chairs (covered space)
Electricity is available upon request and for an additional charge.
Bay Day provides NO additional display equipment.

Exhibitor Name: _____

Contact Name: _____

Phone: _____ Fax: _____ E-mail _____

Address: _____

City: _____ State: _____ Zip: _____

Exhibit Description: _____

Please check which category best fits the topic of your exhibit:

Wildlife Habitat Human Uses Other _____

I want to participate in the Scavenger Hunt

Enclosed: Commercial fee, \$100 Nonprofit fee, \$0

You will be notified of acceptance within two weeks after we receive your application.

Commercial Exhibitors - Application is not accepted without accompanying check made payable to the Galveston Bay Foundation.
If space is unavailable at the time an application is submitted the application fee will be returned to the applicant.

CALENDAR:

Deadline for Applications: April 17, 2009

Set-up: Saturday, May 16, 8:00am-10:45am

Bay Day Festival: Saturday, May 16, 11:00am –5:00pm

Take-Down: Saturday, May 16, 5:00pm-8:00pm

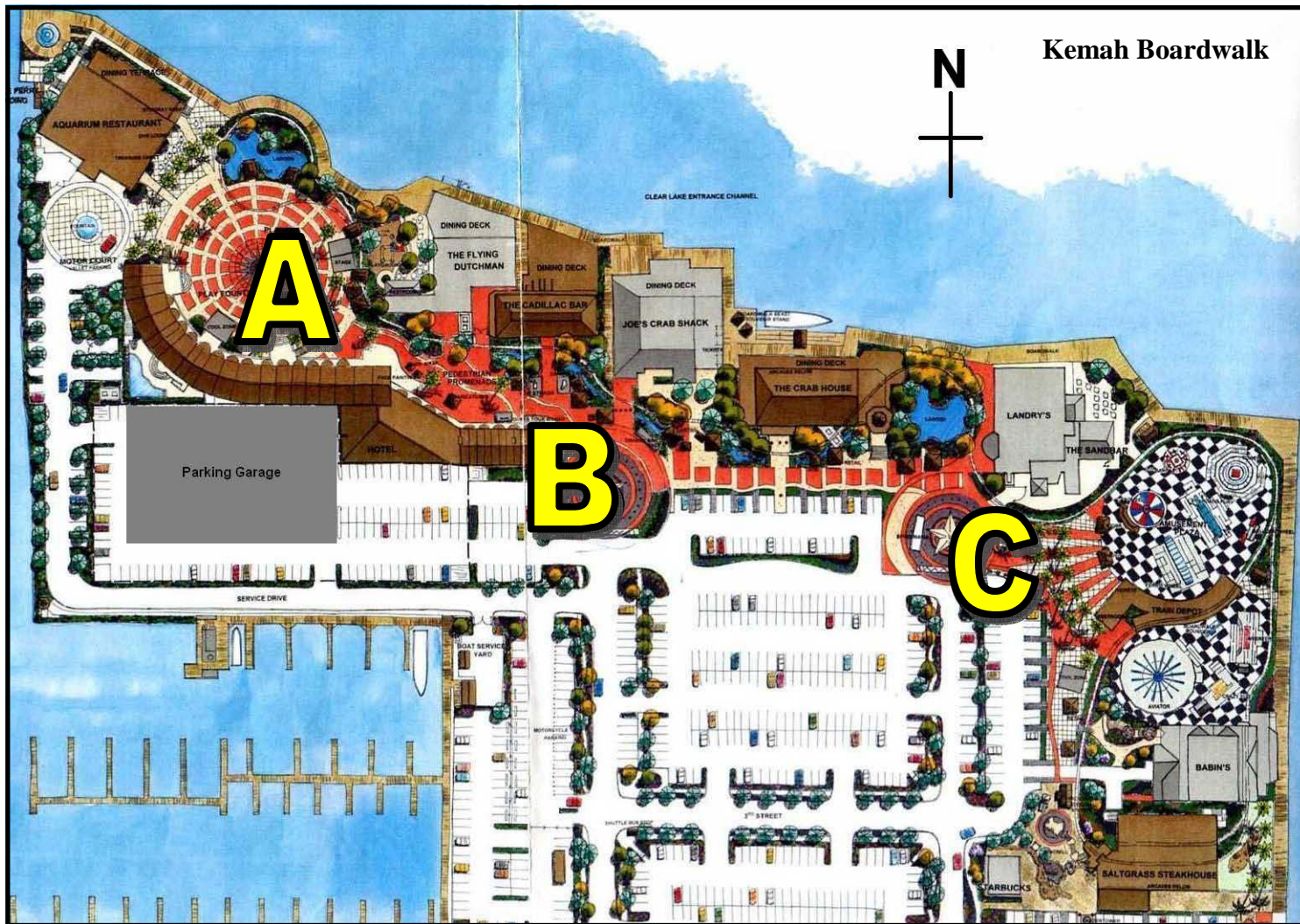
Please mail completed form to:

Galveston Bay Foundation
Attn: Bay Day Committee
17330 Highway 3
Webster, TX 77598

For information call:

Vanessa Mintzer at 281-332-3381 Ext. 207

Bay Day Exhibitor Guide



A

B

C

Anheuser-Busch, Inc.
 City of Houston - Department of Solid Waste Management
 Galveston Bay Estuary Program
 Galveston Bay Foundation
 Galveston Bay Information Center
 NRG
 Reliant Energy
 Texas Marine Mammal Stranding Network

Anahuac National Wildlife Refuge
 Buffalo Bayou Partnership
 EIH/UHCL
 Gulf Coast Bird Observatory
 Shell - Deer Park
 Surfrider Foundation
 The John C. Freeman Weather Museum
 Texas Master Naturalists
 Texas Parks and Wildlife Department
 Waterborne Education Center

Artist Boat
 Baytown Nature Center
 Clear Creek Nature and Cultural Tourism Council
 Eddie V. Gray Wetland Center
 Friends of Galveston Island State Park
 Houston Canoe Club
 Houston Galveston Area Council
 Texas A&M Sea Camp
 Texas A&M University at Galveston

Participate in the Blue Crab Scavenger Hunt for a chance to win great prizes!
 Visit Area B

Don't Forget to Meet Commander Quest, Sharkey & Octavius



Discover a coastal touch tank and meet live animals!
 Visit Area C

Pick up a free reusable grocery bag!
 Visit Area B

Find out how you can get a Bay Day t-shirt and a free Bay Day bag!
 Visit Area A

Discover the Bay on the R.V. Karma! Get your free tickets in Area A!



Celebrating Galveston Bay!

May 16, 2009, 11:00am- 5:00pm

Presented by the Galveston Bay Foundation

www.galvbay.org



Bay Day Family Entertainment (Plaza Stage/Area A)

11:00am-5:00pm	Music by DJ Eric Smith
11:00am-5:00pm	Meet Commander Quest, Sharkey and Octavius
12:00pm	Mr. Habitat Presents "A Party with a Porpoise"
2:00pm	Billy B Presents "The Ways of the Bay"
3:00pm	Scavenger Hunt Prize Drawing and Remarks from the President of the Galveston Bay Foundation
3:30pm	Calliope Puppets presents "The Fisherman and his Wife"
4:30pm	Scavenger Hunt Prize Drawing and Photo Contest Awards

Sponsored By:



John P. McGovern
Foundation



Ekistics Corporation



ONE STOP PARTY SHOP

Party & Event Rentals

18217 Hwy 3, Webster Texas 77598
281-338-9898 (24 Hrs.) 1-800-480-1113
281-338-7373 (Fax) www.onestopparty.com
M-F 8:30 - 5:30 Sat. 9:00 - 1:00

INVOICE 59268 Pg: 1
05/13/2009 11:33:33 AM

EVENT DESC: BAY DAY
EVENT DAY: SATURDAY DATE: 05/16/2009
EVENT TIME: 11:00 AM
DELIVERY: FRI 05/15/2009 START AT 6AM
PICKUP: MON 05/18/2009 AT 6:00 PM
SALES PERSON: TO PURCHASE ORDER #:
ORDER DATE: 05/05/2009 TERMS: NET 10 DAYS

VANESSA MINTZER (281) 332-3381 x207
B GALVESTON BAY FOUNDATION
I 17330 HWY 3
L
L WEBSTER TX 77598
TEL: (281) 332-3381 FAX: (281) 332-3153

VANESSA (352) 359-5633
S KEMAH BOARD WALK
H FOUNTAIN AREA
I KEMAH TX
P

QTY	ITEM DESCRIPTION	PRICE	TOTAL
11	TENT, FRAME, 10' X 10' MARQUEE	150.00	1,650.00
13	TENT, FRAME, 10' X 10' TOP TECH	125.00	1,625.00

SPECIAL INSTRUCTIONS:
USED WITH #56318
LABOR = EARLY FRIDAY DELIVERY AND LATE SAT. PICK UP

SUBTOTAL: 3,275.00
DELIVERY:
LABOR: 0.00
DAMAGE WAIVER: 327.50
SALES TAX: 0.00
TOTAL: 3,602.50

Customer Acceptance Signature
Credit Card Authorization Signature

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ONE STOP PARTY SHOP

Party & Event Rentals

INVOICE 56318 Pg: 1
05/13/2009 11:35:04 AM

18217 Hwy 3, Webster Texas 77598
281-338-9898 (24 Hrs.) 1-800-480-1113
281-338-7373 (Fax) www.onestopparty.com
M-F 8:30 - 5:30 Sat. 9:00 - 1:00

EVENT DESC: BAY DAY
EVENT DAY: SATURDAY DATE: 05/16/2009
EVENT TIME: 11:00 AM
DELIVERY: FRI 05/15/2009 START AT 6AM
PICKUP: SAT 05/16/2009 AT 6:00 PM
SALES PERSON: TO PURCHASE ORDER #:
ORDER DATE: 12/10/2008 TERMS: NET 10 DAYS

VANESSA MINTZER (281) 332-3381 x207
B GALVESTON BAY FOUNDATION
I 17330 HWY 3
L
L WEBSTER TX 77598
TEL: (281) 332-3381 FAX: (281) 332-3153

VANESSA (352) 359-5633
S KEMAH BOARD WALK
H FOUNTAIN AREA
I KEMAH TX
P

QTY	ITEM DESCRIPTION	PRICE	TOTAL
2	10' X 40' EXPANDABLE	375.00	750.00
1	10' X 30' EXPANDABLE	300.00	300.00
7	TENT, FRAME, 10' X 10' MARQUEE	150.00	1,050.00
40	CONCRETE BASES	0.00	0.00
40	WATER BARRELS	10.00	400.00
40	WATER BARREL COVER	0.00	0.00
52	TABLE, RECT. - 6' X 30"	7.50	390.00
160	CHAIR, FOLDING - BONE	1.05	168.00
52	SETUP/ TAKE DOWN TABLE	1.50	78.00
160	SETUP/ TAKE DOWN CHAIR	0.50	80.00
52	SETUP/ TAKE DOWN TABLE COVERING	1.50	78.00
52	KWIK COVER, 30 X 72" WHITE	4.00	208.00
2	RAFFLE DRUM, MEDIUM	20.00	40.00

SPECIAL INSTRUCTIONS:
WITH #59268
LABOR = EARLY FRIDAY DELIVERY AND LATE SAT. PICK UP

SUBTOTAL: 3,542.00
DELIVERY: 100.00
LABOR: 850.00
DAMAGE WAIVER: 309.80
SALES TAX: 0.00
TOTAL: 4,801.80

Customer Acceptance Signature
Credit Card Authorization Signature

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