



Texas Department of Insurance
Business Unit # 45400
Purchase Order # 17-0237
Purchase Order Change Notice (# 2)

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **09/01/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **12/02/16**

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

Vendor: HILTON AUSTIN AIRPORT HOTEL
 9515 Hotel Drive
 Austin TX 78719
United States

Ship To: 2M0003 - No Physical Shipment
 No Physical Shipment

Vendor ID: 1742908213 8

Bill To: Attn: Acctng - Mail Code 108-3A
 P. O. Box 149104
 Austin TX 78714-9104
 United States

Purchaser: Chastity Marion
Phone: 512/676-6151
Fax: 512/463-6159
Email: chastity.marion@tdi.texas.gov

Fax:
Email: Invoices@tdi.texas.gov

PO Information:

Vendor, Hilton Austin Airport, shall provide Meeting Rooms, Catering and Audio-Visual Equipment for the TDI-DWC Designated Doctor Case Based Workshop on October 14, 2016.

Services shall be provided in accordance with this purchase order and the following document, incorporated herein by reference for all purposes: Catered Event Agreement between Hilton Austin Airport and TDI-DWC dated 8/26/16.

TDI-DWC Contact:
 Angelia Johnson, (512) 804-4530; angelia.johnson@tdi.texas.gov
 Miriam Rubio, (512) 804-4209; miriam.rubio@tdi.texas.gov
 Karen Urban, (512) 676-6172; karen.urban@tdi.texas.gov

Hilton Contacts:
 Josh Delgado, 512-634-2163; josh.delgado@hilton.com
 Jenni Carver, 512-634-2166; jenni.carver@hilton.com

Invoicing. To ensure prompt payment, the vendor must include the following information on all invoices: (1) the above reference PO Number, (2) the above referenced Vendor ID No., and (3) any other relevant information that will confirm purchase. Failure to comply may delay payment process or cause invoice to be returned.

Certification. The terms of the contract are considered complete and payment can be made when the terms and conditions of the order have been met and the goods and/or services have been certified.

POCN #1: To add line 9 for room rental fee and adjust the food and beverage quantity on lines 1-3 based on revised number of attendees. CRM 10/17/16.

POCN #2: To add language to line 4 to include room rental and adjusted line amount in accordance with actual charges. CRM 12/2/16

Authorized Signature

Chastity Marion, CTCM, CTAM

12/02/2016



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| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|----------|-----------------------|----------------------|----------|-----|-----------------------------|--------------------------------|------------|
| 1- 1 | Breakfast Buffet | 961/15 | 6.0000 | EA | \$25.00 | \$150.00 | 10/14/2016 |
| | Ship To: | 2M0003 | | | | | |
| | | No Physical Shipment | | | | | |
| | | | | | | Schedule Total | \$150.00 |
| | | | | | <u>ReqID:</u> 0000016570 | | |
| | South Austin Taco Bar | | | | | | |
| | \$25.00 pp | | | | | Item Total for Line # 1 | \$150.00 |
| 2- 1 | Lunch Buffet | 961/15 | 6.0000 | EA | \$33.00 | \$198.00 | 10/14/2016 |
| | Ship To: | 2M0003 | | | | | |
| | | No Physical Shipment | | | | | |
| | | | | | | Schedule Total | \$198.00 |
| | | | | | <u>ReqID:</u> 0000016570 | | |
| | Home Style Buffet | | | | | | |
| | \$33.00 pp | | | | | Item Total for Line # 2 | \$198.00 |

Authorized Signature

Charity Major, CTCM, CTAM

12/02/2016



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| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|----------|--|----------------------|----------|-----|-----------------------------|--------------------------------|------------|
| 3- 1 | All Day Beverage | 961/15 | 6.0000 | EA | \$23.00 | \$138.00 | 10/14/2016 |
| | Ship To: | 2M0003 | | | | | |
| | | No Physical Shipment | | | | | |
| | | | | | | Schedule Total | \$138.00 |
| | | | | | <u>ReqID:</u> 0000016570 | | |
| | All Day Beverage \$23.00 pp | | | | | Item Total for Line # 3 | \$138.00 |
| 4- 1 | Food Service Charge and Room Rental | 961/05 | 1.0000 | EA | 388.04000 \$ | 388.040 \$ | 10/14/2016 |
| | Ship To: | 2M0003 | | | | | |
| | | No Physical Shipment | | | | | |
| | | | | | | Schedule Total | \$388.04 |
| | | | | | <u>ReqID:</u> 0000016570 | | |
| | Price Details Food Service Charge - \$106.92 Room Rental - \$281.12 Total: \$388.04 | | | | | Item Total for Line # 4 | \$388.04 |

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| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|----------|-------------------------|----------------------|----------|-----|----------------------|--------------------------------|---------------------------------------|
| 5- 1 | Meeting Support Package | 985/12 | 1.0000 | DAY | \$148.50 | \$148.50 | 10/14/2016 |
| | Ship To: | 2M0003 | | | | | |
| | | No Physical Shipment | | | | | |
| | | | | | | Schedule Total | <input type="text" value="\$148.50"/> |
| | | | | | ReqID: 0000016570 | | |
| | | | | | | Item Total for Line # 5 | <input type="text" value="\$148.50"/> |
| 6- 1 | Power Packages | 985/12 | 1.0000 | DAY | \$225.00 | \$225.00 | 10/14/2016 |
| | Ship To: | 2M0003 | | | | | |
| | | No Physical Shipment | | | | | |
| | | | | | | Schedule Total | <input type="text" value="\$225.00"/> |
| | | | | | ReqID: 0000016570 | | |
| | | | | | | Item Total for Line # 6 | <input type="text" value="\$225.00"/> |
| 7- 1 | Internet Access | 915/51 | 1.0000 | DAY | \$90.00 | \$90.00 | 10/14/2016 |
| | Ship To: | 2M0003 | | | | | |
| | | No Physical Shipment | | | | | |
| | | | | | | Schedule Total | <input type="text" value="\$90.00"/> |
| | | | | | ReqID: 0000016570 | | |
| | | | | | | Item Total for Line # 7 | <input type="text" value="\$90.00"/> |

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| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|----------|------------------------------------|----------------------|----------|-----|----------------------|--------------------------------|---|
| 8- 1 | Service Charge AV | 985/12 | 1.0000 | EA | \$113.30 | \$113.30 | 10/14/2016 |
| | Ship To: | 2M0003 | | | | | |
| | | No Physical Shipment | | | | | |
| | | | | | | Schedule Total | <input type="text" value="\$113.30"/> |
| | | | | | ReqID: 0000016570 | | |
| | 22% | | | | | Item Total for Line # 8 | <input type="text" value="\$113.30"/> |
| 9- 1 | Room rental and service charge 22% | 971/65 | 1.0000 | DAY | \$1,300.00 | \$1,300.00 | 10/14/2016 |
| | Ship To: | 2M0003 | | | | | |
| | | No Physical Shipment | | | | | |
| | | | | | | Schedule Total | <input type="text" value="\$1,300.00"/> |
| | | | | | ReqID: 0000017172 | | |
| | | | | | | Item Total for Line # 9 | <input type="text" value="\$1,300.00"/> |
| | | | | | | Total PO Amount | <input type="text" value="\$2,750.84"/> |

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.

The Purchase Order Terms and Conditions can be found at:
<http://www.tdi.texas.gov/general/aspurch.html>

Authorized Signature
Charity Major, CTCM, CTAM
12/02/2016