

ampa
events

Training Manual

File Maker

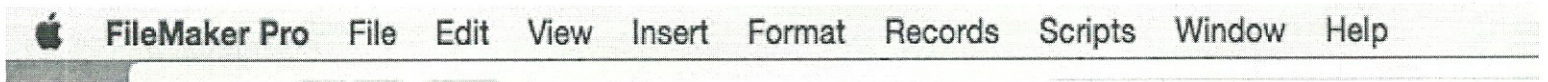
800.358.5451

www.ampaevents.com

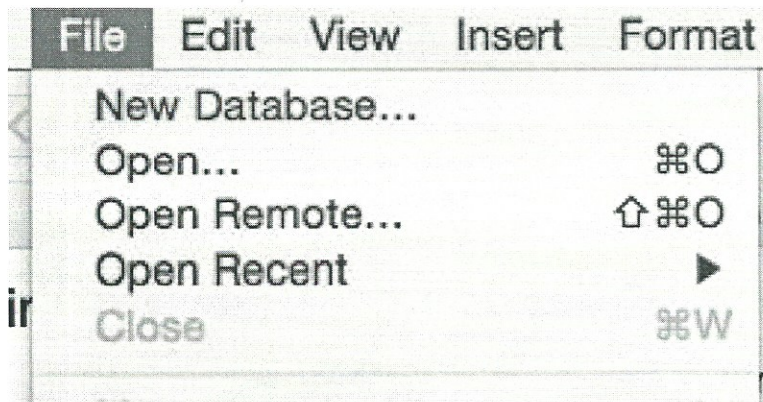
Opening FileMaker Pro



This icon is FileMaker Pro. You can find it on your desktop if the shortcut has been created. If it has not, go to your applications on your computer and find the program and pin it to your desktop.

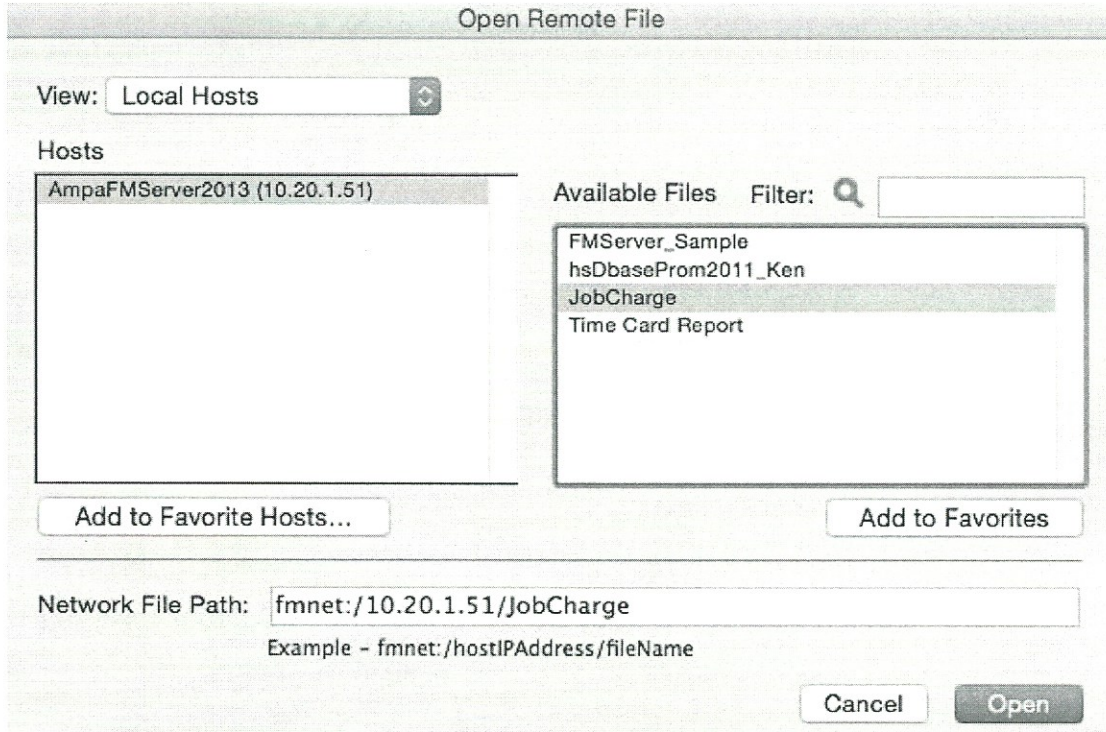


When you open the application, a bar at the top of your desktop will appear.

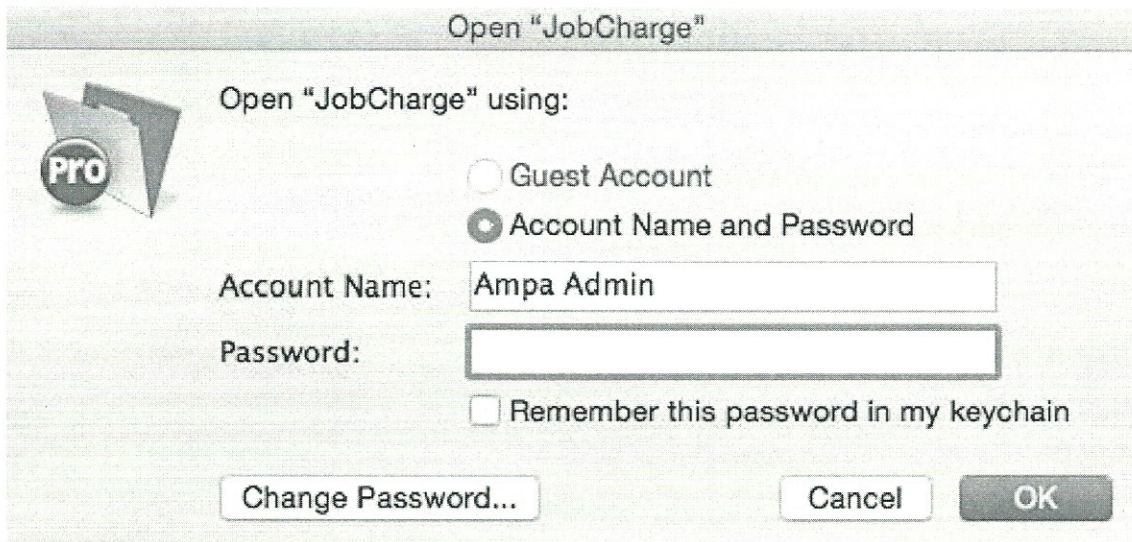


You will then click on **F**ile and open Remote. Once you Open it for the day you can then select open recent.

After clicking on open remote the box below will show. Click on the AmpaFMServer in the hosts box. In the Available Files box you will click on JobCharge. Last, click open.



This would then take you to the window below. Here you will login to the database. Login info will be created for you. After you login it will take you to the next slide.



MAIN MENU



JobCharge Customized for:
AMPA EVENTS
 6701 JANWAY RD
 HENRICO, VA 23228



Active Jobs

Active Proposals

Reconciliation

Job #	Inv?	Job Name	Type	Client	Date	Time	Location	Agent
10698	<input checked="" type="checkbox"/>	RSN Symposium		CPR Multimedia	07/26/16	8:00 AM	Sheraton Tysons Hotel	Chris Mollen
10433	<input type="checkbox"/>	Flag Pick-Up Order	Pick Up	Premier Exhibit & Event	07/29/16		event location is in Ohio	Emily Dearing
10683	<input checked="" type="checkbox"/>	N Metro Church	Scene Shop	David Taylor	07/29/16		North Metro Church	Amanda Gough
10677	<input type="checkbox"/>	Rustic Casino Theme -	Rental w/	WINDOWS CATERING	07/30/16	7:00 PM	client's residence	Ted Rubis
10691	<input type="checkbox"/>	South Beach Themed Party	Rental w/	Christina Calvert	07/30/16	6:00 PM	Brittland Manor	Amanda Gough
10689	<input checked="" type="checkbox"/>	NexGen Summit-Stage Set	Rental w/	NexGen	07/31/16	8:00 AM	Renaissance Downtown, DC	Amanda Gough
10346	<input checked="" type="checkbox"/>	Linen Pick Up	Pick Up	Estes Forwarding	08/11/16		The Boathouse	Emily Dearing
10603	<input checked="" type="checkbox"/>	Havana Nights Party	Rental	Estes Forwarding	08/12/16	7:00 PM	The Reservoir- Moseley, VA	Emily Dearing
10413	<input checked="" type="checkbox"/>	International Prop Rental:	Rental	Select Event Group	08/28/16		Gaylord National Hotel	Shari Clark
10653	<input checked="" type="checkbox"/>	Red Carpet Rental - Polo	Pick Up	Commonwealth Tents	09/06/16			Paula Shrum
10389	<input checked="" type="checkbox"/>	Wedding at the John Marshall	Rental w/	Alyson Taylor Events	10/01/16	5:00 PM	John Marshall Ballrooms/ Hotel	Emily Dearing
10597	<input checked="" type="checkbox"/>	Flag Rental	Pick Up	Visit Fairfax, Fairfax County	10/05/16		PICK UP	Emily Dearing
10434	<input checked="" type="checkbox"/>	Literary Awards	Rental w/	LIBRARY OF VIRGINIA	10/15/16		LIBRARY OF VIRGINIA	Ted Rubis
10576	<input checked="" type="checkbox"/>	Groban Barmitzvah	Rental w/	Rave Reviews	10/22/16	5:00 PM	Julia Bindeman Center -	Shari Clark
10584	<input checked="" type="checkbox"/>	Wedding at Hyatt Regency	Rental w/	Heather Brown	10/22/16	5:30 PM	Hyatt Regency Reston	Emily Dearing
10325	<input checked="" type="checkbox"/>	Young Adult Ministry	Rental w/	Mt Gilead Full Gospel	10/28/16		Mt Gilead Full Gospel	Annie Balint
10611	<input checked="" type="checkbox"/>	Prom 2017 Theme TBD		Manchester High School	05/06/17		Doubletree Southside	Emily Dearing
10452	<input checked="" type="checkbox"/>	Wedding	Rental	Ashley Renkes	05/13/17	5:00 PM	National Press Club	Megan Paraiso

This is the main menu of FileMaker Pro. You can get to any section of the database from the main page.

There are 3 different tabs to choose from.

1. Active Jobs - Jobs that have signed contract
2. Active Proposals - Jobs waiting for a contract
3. Reconciliation - Finished Jobs

To open a specific job, click the Blue arrow.

These are the tabs that you will find along the top of File Maker Pro on the home page.



Home

— The home button takes you back to the main page of the database.



Main

— The main button is another way to search through clients and give you more specific info on current proposals.



Legacy

— The legacy button will take you to the legacy database.



Calendar

— The calendar button will take you to our calendar where you can find different info on events.



Schedule

— The schedule button shows a list of what you have done on the database.



Admin

— The admin button is also used to take you back to the main page of the database.



Inventory

— The inventory button will take you to all of our inventory. Here you can look up exactly what we have and see a picture of it.



Clients

— The clients button will take you to a list of our clients. This is where you can look up a current client or add a new one.



Vendors

— The vendors button will take you to a list of our vendors that we use to get additional products.

Main



Design & Production Services

Label Date

800.358.5451

ampaevents.com

Home

Calendar

New

Find

Billing

Inventory

List

Dupe

Contract

Pick List

Delivery Report

Flag Report



Labels

Find

Agent

Agent 2

Client **midlothian high** (+)

Contact Jonathan Ireland 02/10/15

Email

Address 1 100 Kinloch Lane

Address 2

City Manakin- VA 23103 USA

Phone/Fax 804-784-8000

URL

Contact 1 Morgan Stanely (+)

Title

Phone/Fax

Email

Contact 2 (+)

Title

Phone/Fax

Email

Contract History

9482	05/24/06
12	05/24/06

Record Date 03/02/08 Active?

Status

Proposal

Event

Expired

Contract 09/16/10

Out

In

In with Deposit

Event Name Regency Ballroom Dinner

Preferred Contact Method Phone

Event Date	Start Time	End Time	Service Type
Wednesday, 05/24/06	12:00 PM		Dinner

Location HYATT CAPITOL HILL- DC- 400 New Jersey Ave, NW

How did Client find Ampa? Referral

Agent Activity Level

Marketing Cue

No Payment

Notes

Event Information

Schedule

Proposal

Event Activities

Accounting

Map

When you click on the main tab this window opens. On this window you will see the specific details of a client and all of their event activity.

Home

Calendar

New

Find

Billing

Inventory

List

Dupe

Contract



Pick List

Delivery Report

Flag Report



Labels

These tabs are listed on the side of the main page. Here you can find different things that you will need when you are working on an event for a client.



Find Agent Stephanie Blannard Agent 2

Client Training Manual Practice Client +

Contact Alisa Bailey 08/04/10

Email alisab@gmail.com

Address 1 901 EAST BYRD ST

Address 2

City Richmond VA 23220 USA

Phone/Fax 888-888-8888

URL http://www.vatc.org/

Contact 1 +

Title

Phone/Fax

Email

Contact 2 +

Title

Phone/Fax

Email

Contract History

10710	07/29/16
-------	----------

Record Date 07/29/16 **Active?**

Status

Proposal

Event

Expired

Contract

Out

In

In with Deposit

Job # 0710 **Event Name** Training Manual Mock Event

Event Date Friday, 07/29/16 **Start Time** 5:00 PM **End Time** 10:00 PM **Service Type** Design & Production Services

Location Convention Center

Preferred Contact Method

How did Client find Ampa?

Agent Activity Level

Marketing Cue

No Payment

The top section of this shows the client information and where it is in the design process. It also shows a contract history and this will show all previous event we have done with this client,

To search for a client on this page, click command and the f key and it will clear the table. Then you can type in the client or keyword to find a client.

You can also add a new client here. You clear the field by clicking command and the F key. Then you hit the blue + button next to the clients name. From there you can type in all the info to add the client. But it is preferred to add the client on the clients tab and not here.

Notes

Event Information

Schedule

Proposal

Event Activities

Accounting

Map

Any Important information about the EVENT

The notes section is for you to input any info on the specific event that is IMPORTANT for the rest of the team to know.

Notes	Event Information	Schedule	Proposal	Event Activities	Accounting	Map															
Event Date Friday, 07/29/16		Start Time 5:00 PM	End Time 10:00 PM	Proposal Sections		Proposal History															
Event Location <input type="button" value="Same as Client"/>		Current Versions		Previous Versions		Version															
Location Convention Center	<input type="button" value="Preview"/> <input type="button" value="Photo"/> <input type="button" value="Spelling"/> <input type="button" value="Reset"/>																				
Address 1 1000 fake rd	<table border="1"> <thead> <tr> <th>#</th> <th>Name</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1.A</td> <td>Lighting</td> <td>\$643.39</td> </tr> <tr> <td>2.A</td> <td>Decorations</td> <td>\$15.80</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">Total</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">\$659.19</td> </tr> </tbody> </table>		#	Name	Total	1.A	Lighting	\$643.39	2.A	Decorations	\$15.80			Total			\$659.19				
#	Name	Total																			
1.A	Lighting	\$643.39																			
2.A	Decorations	\$15.80																			
		Total																			
		\$659.19																			
Address 2	Deposit Required																				
City dc																					
Phone 888-888-888																					
Room Name																					
Service Type Design & Production Services																					
# Attendees																					
Tax Rate 5.30%																					
Manual Disc.																					
Additional Notes to be printed at end of Proposal/Contract:																					
<input type="text"/>																					

When you click the proposal tab you will see the proposal info of the event for your client.

This is also where you input a new proposal. You do this by clicking the + button in the middle section. This will open a new window to start your proposal.

SECTION 10710.1.A - CURRENT DEFINITIVE VERSION

Job # 10710 Job Name **Training Manual Mock Event** Client Name Training Manual Practice Client

Section # 1 Rev. Section Header A Lighting

Narrative Description

Item Filter Find

Item	Description Display	Flag? Photo?	Size	Color	Rate	Tax? Rate Calc	Quantity	Disc. %	Charge
								Revenue Type	Sort
Lighting: Ellipsoidal, Gobo Tower	<input checked="" type="radio"/> Short <input type="radio"/> Long	<input type="checkbox"/> <input type="checkbox"/>			575.00	<input checked="" type="checkbox"/> 575.00	1		\$575.00
A free standing lighting tower with fixtures used to project images or logos								Rental	Sort
Lighting: Par 64	<input checked="" type="radio"/> Short <input type="radio"/> Long	<input type="checkbox"/> <input type="checkbox"/>	9" x 8" x 15"	Chrom	35.00	<input checked="" type="checkbox"/> 35.00	1		\$35.00
								Rental	Sort

Notes

Created by: Ampa Admin 07/29/16
Modified by: Ampa Admin 07/29/16

Total	\$610.00
Tax	\$32.34
Discount	
Grand Total	\$642.34

Sections for Job # 10710

#	Name	Total
1.A	Lighting	\$642.34
		Total
		\$642.34

Definitive Revision for Section #1, Lighting

Section Sort Order for Job # 10710

Printout Sort Order

1.A Lighting

Done Photo Proposal Test Photo Proposal PDF

On this page you will enter everything that your client needs for their event.

The proposal will be broken down into different sections so that it is easy to understand. This includes specified product, labor and delivery,

To start you will notice that the is section 1A, Name the section based on what you are going to be adding Ex: Lighting, Here you would put in all of the lighting elements for the event,

To add the inventory click the Find button. This will bring you to to a new window.

Inventory Find

Item	Category	LxWxH	Color
Continue	a	a	a

Find

Continue

The above image is what will appear next. To add an item type in the box all or part of an inventory item that you are looking for. After that click continue.

Below is that Window that will appear next. This is a list of item that you can choose from based on that you used for your search. Click on the correct inventory item and it will add it back to your proposal.

Inventory Find							
Item	Category	LxWxH	Color	Rental Price	Quantity		
Signs: Caesar (flashing light) Sign	Sign	2'4"x3'4"		\$75.00	1		
Christmas: Snow Flake Lights 15"	Lights	x 15" x		\$50.00	6		
Props: Lollipop - Giant Light Pink, 24"	Prop - medium	14 x 48 x 3		\$35.00	3		
Lighthouse Entrance columns	Entranceway				2		
Confetti: Electric Cannon - Remote Fire - Lighting Board	Rental Equipment	6"x8"x6"		\$175.00	2		
Lighthouse: Cape Henry Chesapeake Bay Lighthouses	Prop - Large	8'		\$475.00			
Lighting: UV-Wash	Lighting	16 x 10 x 8		\$45.00	4		
Lighting: UV-Cannon (Black Lighting)	Lighting	16" diameter		\$100.00	2		
Lighting: American DJ Strobe	Lighting Effect	8" x 9" x 8"		\$25.00	2		
Lighting: LED: Par: 64	Lighting	8" D x 14" x		\$90.00	1		
Lighting: Lantern Fire Bowl	Lighting	16" D x 3" x		\$25.00	8		
Lighting: Par: 64	Lighting	9" x 8" x 15"	Chrome	\$35.00	2		
Lighting: Single Oscillating Pin Spots	Lighting	6" D x 12" x		\$20.00	11		
Lighting: Altman Cyc Light	Lighting	11" x 9" x 12"		\$25.00	8		
Lighting: Ellipsoidals, Axial (360Q series)	Lighting	8" x 10" x 30"		\$200.00	1		
Lighting: Ellipsoidal Tower 4	Lights			\$750.00	2		
Lighting Support: Soffet Crossbar, White Wood	Light Support	2"x2"x~3-4'	white		4		
Lighting: Tripod Stand with T	Light Support			\$25.00	4		
Lighting: Sound activated DJ package	A/V Equipment			\$350.00			
Lighting: Support, 10ft Pipe and Base	Light Support	2ftx10ftx		\$50.00	2		
Lighting: Support, 8ft Pipe and Base	Light Support			\$50.00	2		
Lighting Kit - 30ft Fly Rig Truss with Fixtures	PROPOSAL ITEM			\$3000.00			
Lighting Kit - Mac 250 (4) Kit and Control	Lights			\$1000.00			
Installation: Lighting Designer & Event Ops (400/8hrDay)	Light Support			\$400.00			
Lighting: Uplighting Kit 2 (30 Par 38's)	Lights		Various	\$300.00			
Lighting Controller Board: ADJ LED Touch	A/V Equipment			\$100.00	17		
Spandex Drape and Lighting Design Kit - 2 Long Walls	PROPOSAL ITEM			\$3750.00			
Lighting: Kit - Display Illumination	A/V Equipment			\$250.00			
Lighting: Gobo, Standard Steel Retail Duplicate??	Lighting Component			\$12.50			
Centerpiece: Lamp Light	PROPOSAL ITEM			\$75.00			
Lighting: LED: Rope Lights: 50 Light set	Lighting			\$10.00			
Lighting: Wedding Lighting Kit 2	Lighting			\$900.00			
Lighting: NovaLight Single Max Search Light - 1K	Lighting	13" x 26" x 15"		\$350.00	1		
Lighting: Kit - Stage Illumination - 2 Towers	Lighting			\$550.00			
Lighting: Follow Spot: Altman Comet Follow Spot	Lighting	13" x 12" x 33"		\$150.00	1		
Lighting: Gel Paper, Retail	Lighting Gel	2'x3'		\$7.00			
Lighting: Fly Rig Lighting Kit - Base	Lighting			\$2000.00			
Lighting: C Clamps Small	Light Support	1" x 4" x		\$1.00	9		
Lighting: Controller: Stage Setter 8 Rental	Lighting Controller	9" x 3" x 12"		\$125.00	2		
Lighting: Gobo: Custom Steel	PROPOSAL ITEM			\$95.00			
Effects: Bliss Light (Night Sky Effect)	Lighting Effect	5" x 8" x 8"		\$250.00	4		
Lighting: Kit: Source 4 Par Dance Floor Wash	Lighting			\$500.00			
Wreath: Pine 10ft with Lights	Christmas			\$500.00	1		
Caesar Palace - Flashing Light Sign 8ft	Sign			\$350.00			
Truss: Inverted U for Club Lighting	PROPOSAL ITEM	11ftx11ftx2ft		\$295.00			
Lighting: High Volume Smoke Machine	QUESTIONABLE			\$100.00			

100 Browse

SECTION 10710.1.A - CURRENT DEFINITIVE VERSION

Job # 10710 Job Name Training Manual Mock Event Client Name Training Manual Practice Client

Section # 1 Rev. A Section Header Lighting

Narrative Description

Item	Description Display	Flag? Photo?	Size	Color	Rate	Tax?	Rate Calc	Quantity	Disc. %	Charge
Lighting: Ellipsoidal, Gobo Tower	<input checked="" type="radio"/> Short <input type="radio"/> Long	<input type="checkbox"/> <input type="checkbox"/>			575.00	<input checked="" type="checkbox"/>	675.00	1		\$575.00
A free standing lighting tower with fixtures used to project images or logos									Rental	Sort
Lighting: Par: 64	<input checked="" type="radio"/> Short <input type="radio"/> Long	<input type="checkbox"/> <input type="checkbox"/>	9' x 8' x 15'	Chrom	35.00	<input checked="" type="checkbox"/>	35.00	1		\$35.00
									Rental	Sort

Notes

Created by: Ampa Admin 07/29/16
Modified by: Ampa Admin 07/29/16

Total: \$610.00
Discount % Tax: \$32.34
Discount:
Grand Total: \$642.34

Done Photo Proposal Test Photo Proposal PDF

Sections for Job # 10710

#	Name	Total
1.A	Lighting	\$642.34
Total:		\$642.34

Definitive Revision for Section #1, Lighting
 A

Section Sort Order for Job # 10710

#	Name	Printout Sort Order
1.A	Lighting	

After you input your item it will bring you back to the above image, Here you can continue adding items for the event. When you are done with the section hit the Done Button at the bottom and it will take you back to the main proposal page.

Next, You can add your next section to your proposal until all of the sections are completed.

Proposal Sections

Current Versions Previous Versions

Preview Photo Spelling Reset

#	Name	Total
1.A	Lighting	\$643.39
2.A	Decorations	\$15.80

- [Home](#)
- [Calendar](#)
- [New](#)
- [Find](#)
- [Billing](#)
- [Inventory](#)
- [List](#)
- [Dupe](#)
- [Contract](#)
- [Pick List](#)
- [Delivery Report](#)
- [Flag Report](#)
- [Labels](#)

Find Agent Stephanie Blannard Agent 2

Client **Training Manual Practice Client** (+)

Alisa Bailey 08/04/10

Email alisab@gmail.com

Address 1 901 EAST BYRD ST

Address 2

City Richmond VA 23220 USA

Phone/Fax 888-888-8888

URL http://www.vatc.org/

Job # 0710 Event Name Training Manual Mock Event

Event Date: Friday, 07/29/16 Start Time: 5:00 PM End Time: 10:00 PM Service Type: Design & Production Services

Location: Convention Center

Contract History: 10710 07/29/16

Record Date: 07/29/16 Active?

Status: Proposal Event Expired

Contract: Out In In with Deposit

Preferred Contact Method:

How did Client find Ampa?

Agent Activity Level:

Marketing Cue:

Notes | **Event Information** | **Schedule** | **Proposal** | **Event Activities** | **Accounting** | **Map**

Event Date: Friday, 07/29/16 Start Time: 5:00 PM End Time: 10:00 PM

Event Location:

Location: Convention Center

Address 1: 1000 fake rd

Address 2:

City: dc

Phone: 888-888-888

Name:

Type: Design & Production Services

Attendees:

Tax Rate: 5.30%

Manual Disc:

Additional Notes to be printed at end of Proposal/Contract:

Proposal Sections: **Current Versions** | **Previous Versions**

Preview	Photo	Spelling	Reset
<input checked="" type="checkbox"/>			
#	Name	Total	
1.A	Lighting	\$643.39	
2.A	Decorations	\$15.80	
		Total	\$659.19

Proposal History:

When you are completed with your Proposal for the client you will preview it and send the preview to your client for approval.

To do this there is a preview button (shown Below) in the middle section of the Above image, Once you click Preview a new window will appear.



PROPOSAL

ampa events

6701 Janway Rd, Henrico, VA 23228
info@ampaevents.com

Client: Training Manual Practice Client
Agent: Stephanie Blannard
Address: 901 EAST BYRD ST
Richmond, VA 23220

Job #: 10710
Event Site: Convention Center
Event Date: Friday, 07/29/16 5:00 PM
Load In: 07/29/16
Load Out: 07/29/16

Training Manual Mock Event

I. Lighting :

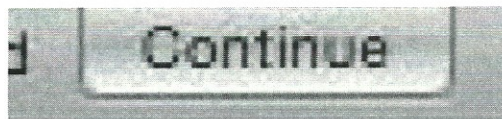
	<u>Qty.</u>	<u>Retail</u>	<u>%</u>	<u>Extended</u>	<u>Total</u>
1. Lighting: Ellipsoidal, Gobo Tower A free standing lighting tower with fixtures used to project images or logos	1	\$575.00		\$575.00	\$575.00
2. Lighting: Par: 64 Size: 9" x 8" x 15" Color: Chrome	1	\$35.00		\$35.00	\$35.00
3. Lighting Fixture Mount Size: 5" x 1" x 6"	1	\$1.00		\$1.00	\$1.00
Lighting Subtotal:					\$611.00

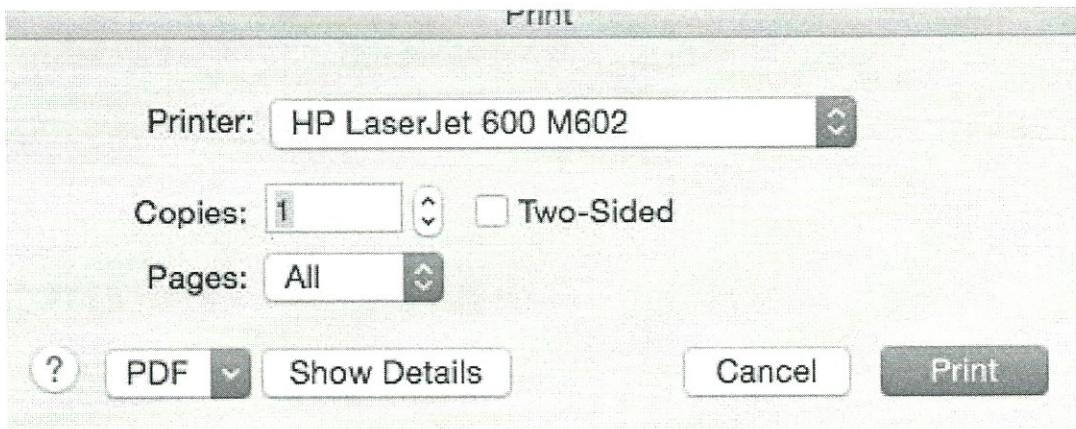
II. Decorations :

	<u>Qty.</u>	<u>Retail</u>	<u>%</u>	<u>Extended</u>	<u>Total</u>
1. Paper Lanterns: 18" Orange on Lamp Wire Size: 18 x 18 x 18 Color: Orange	1	\$15.00		\$15.00	\$15.00
2. Centerpiece: Triangle vases, metal Size: -8"	1				\$0.00
Decorations Subtotal:					\$15.00

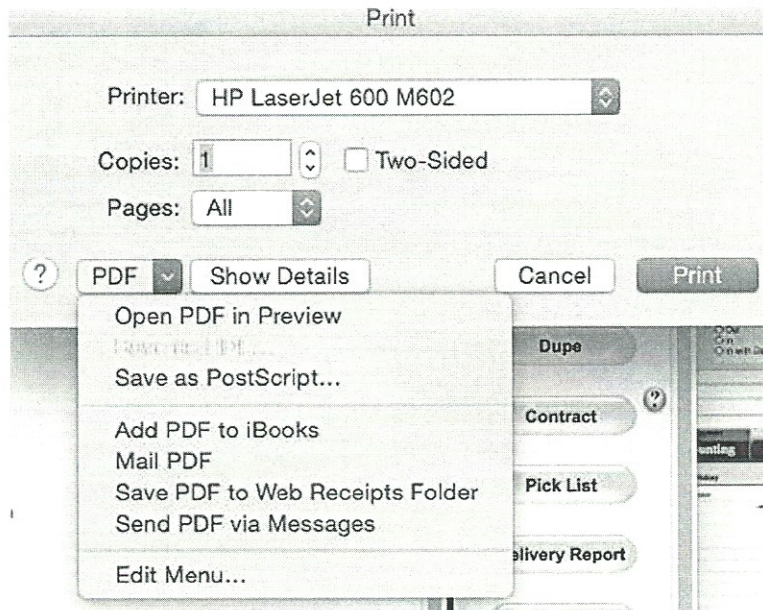
Subtotal Nontaxable	\$0.00
Subtotal Taxable	\$626.00
Subtotal	\$626.00
5.3% Sales Tax	\$33.19
Retail Total	\$659.19

Next, the preview of the Proposal will appear. To save or print the preview hit the continue button (shown below) that is at the top right hand corner of the preview page.

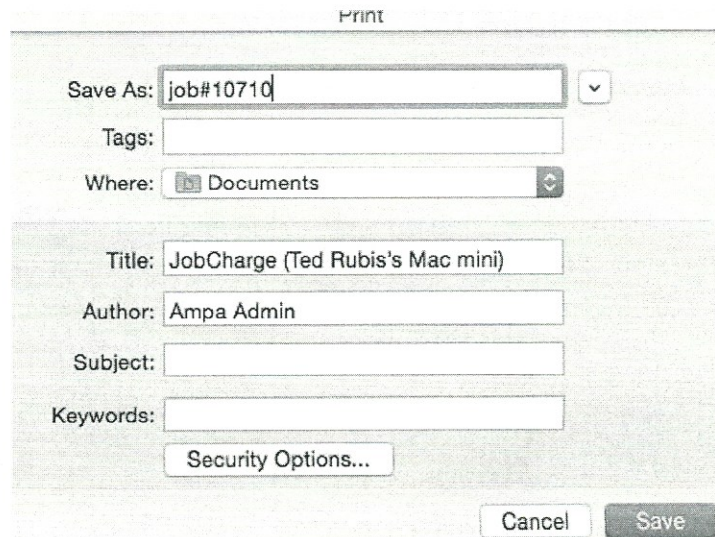




Next, the above window will appear.



Click the Blue dropdown arrow to save the file as a pdf or print to print the File. Below is how you want to save the job proposal. Save it as Job#(the number of your Job). Found on the original proposal page. Then click save.





Find Agent Stephanie Blannard Agent 2

% Client **Training Manual Practice Client**

Contact Alisa Bailey 08/04/10

Email alisab@gmail.com

Address 1 901 EAST BYRD ST

Address 2

City Richmond VA 23220 USA

Phone/Fax 888-888-8888

URL http://www.vatc.org/

% Contact 1

Title

Phone/Fax

Email

% Contact 2

Title

Phone/Fax

Email

Contract History

#	10710	07/29/16
---	-------	----------

Record Date 07/29/16

Active?

Status

Proposal

Event

Expired

Contract

Out

In

In with Deposit

Job # 10710 Event Name Training Manual Mock Event

Preferred Contact Method

How did Client find Ampa?

Agent Activity Level

Marketing Cue

Event Date Start Time End Time Service Type

Friday, 07/29/16 5:00 PM 10:00 PM Design & Production Services

Location Convention Center

No Payment

Notes **Event Information** **Schedule** **Proposal** **Event Activities** **Accounting** **Map**

Event Date Start Time End Time

Friday, 07/29/16 5:00 PM 10:00 PM

Event Location

Location Convention Center

Address 1 1000 fake rd

Address 2

City dc

Phone 888-888-888

Room Name

Service Type Design & Production Services

Attendees

Tax Rate 5.30%

Manual Disc.

Additional Notes to be printed at end of Proposal/Contract:

Proposal Sections

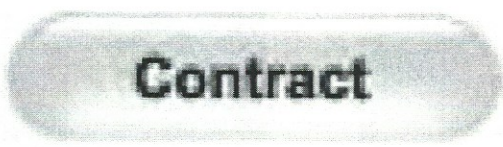
Current Versions		Previous Versions	
Preview	Photo	Spelling	Reset
#	Name	Total	
1.A	Lighting	\$643.39	
2.A	Decorations	\$15.80	
Total		\$659.19	

Proposal History

Version

-
-
-
-
-
-
-
-
-
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-
-
-

After everything for the event is approved you will save and print a contract for the client to sign. To do this go to the proposal page and on the right hand side click the contract button (shown Below).



Contract Type:

Next, The above window will appear. Choose Standard for the Contract Type.

After that, the below window will appear. Click the continue button.

Enter "Y" to indicate attachment of Additions and Addenda.

Attachment?

- Home
- Calendar
- New
- Find
- Billing
- Inventory
- List
- Dupe
- Contract
- Pick List
- Delivery Report
- Flag Report
- Labels

AMPA EVENTS
 6701 JANWAY RD
 HENRICO, VA 23228

v 804-358-5451 / 800-358-5451 f 804-358-0572

Event Date: **July 29, 2016 (Friday)** Contract Date: July 29, 2016
 5:00pm - 10:00pm Job #: 10710

Event: Training Manual Mock Event Phone: 888-888-8888
 Client: Training Manual Practice Client Fax:
 Alisa Bailey Cell:
 901 EAST BYRD ST Email:
 Richmond, VA 23220 Agent: Stephanie Blannard

Event Site: Convention Center Service Type: Design & Production Services
 Load In: 07/29/16
 Load Out: 07/29/16

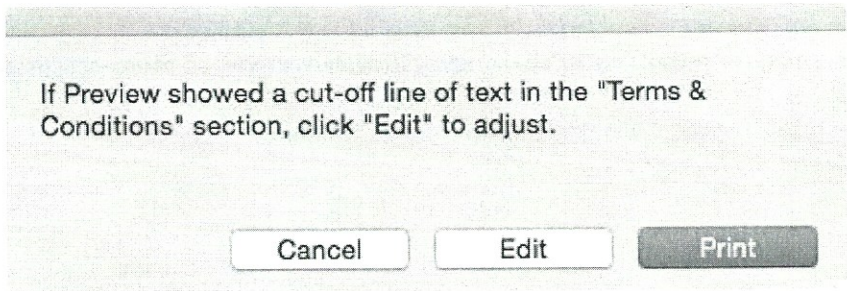
THIS CONTRACT, made on this 29th day of July, 2016, by and between Training Manual Practice Client (herein "Client,") its authorized agent, and Ampa Entertainment, Inc., dba Ampa Events (herein "Ampa,") provides for event and/or scene shop services and/or lease of equipment for Client's Event as described and to be conducted at a place of the Client's choosing, as detailed below:

Total Contract Amount: \$659.19 Deposit: _____ Balance Due: \$659.19

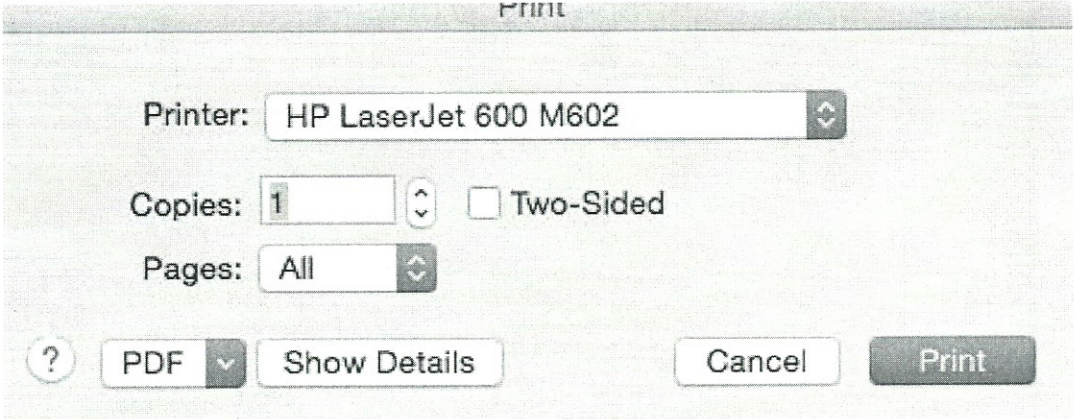
	<u>Retail</u>	Courtesy	<u>Extended</u>	Qty.	Total
. Lighting					
1. Lighting: Ellipsoidal, Gobo Tower	\$575.00		\$575.00	1	\$575.00
2. Lighting: Par: 64	\$35.00		\$35.00	1	\$35.00
3. Lighting Fixture Mount	\$1.00		\$1.00	1	\$1.00
. Decorations					
1. Paper Lanterns: 18" Orange on Lamp Wire	\$15.00		\$15.00	1	\$15.00
2. Centerpiece: Triangle vases, metal				1	
			Subtotal Nontaxable		\$0.00
			Subtotal Taxable		\$626.00
			Subtotal		\$626.00
			5.3% Sales Tax		\$33.19
			Total		\$659.19
			Courtesy Deduction		< \$0.00 >

Last, the above contract will appear. Click the Continue Button (shown below) in the top right hand corner of the page to either save or print the contract.

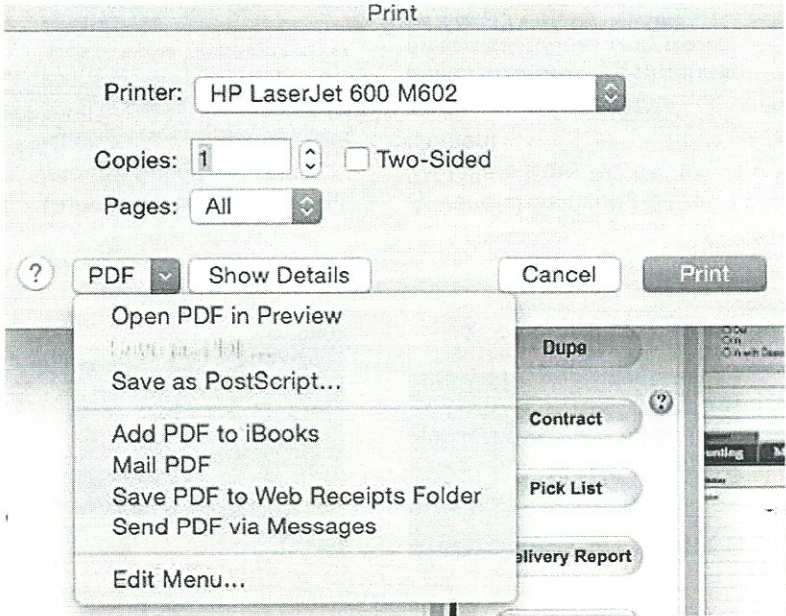




The Above box will appear next. Click the Print Button. That will bring up the image below.



From here you can save the contract as a pdf and save it the same way you do when it is a preview. You can also print the contract here.



Legacy

Legacy

STEP #1 --> Collect Complete and Accurate Client Information and Event Needs

Client Information	Record Created 3/5/2003	Label Date 6/23/2011	Record Type: AGENT	AGENT2
--------------------	----------------------------	-------------------------	--------------------	--------

Customer: Spectrum Sports	O-1 888-563-0163	F: 1-435-713-0364	
Contact:	O-2	cell:	
Address: PO BOX 326	Home 435-563-0163	e: kevin@spectrumsports.	
	H-2	we: www.spectrumsports.	
	Other Contact: 800-243-1133		
City St Z: Smithfield UT 84335	Other C-Phones		

How Did You Find Out About AMPA? **Mail Marketing Program**

Worked w/ Ampa Before? What Ad or Mktng Material

Who is the DecisionMaker? Specific

Event Information	Client Type: Vendor	Service Type:
-------------------	----------------------------	---------------

Date: **7-2-2003** Day: **Wednesday** Title: No.:

NOTES & DESCRIPTION: Location:

ROD LEISHMAN
TODD MCGREGOR/KEVIN ROHWER SPECTRUM STEEL - 435-245-3128 or 888-563-0163f

CABLE LENGTHS - Outside lanes, about 61 feet, inside lanes 62 feet
TYPE OF JACK ON OUTRIGGERS: Bulldog marked MEX 1C0 (which Bulldog says is not their number, now handled by Hammerblow Industries.

Services/Needs	Scene Shop	Order Needed	Gobo Needed	Lighting A/V SFX
----------------	------------	--------------	-------------	------------------------

STEP #2 --> Mail Marketing Material, Develop Action Plan , Follow Up Regularly - SERVICE

Mail Marketing	Action Plan & FollowUp
3 LANE = 4600 4 LANE = 5200 lbs	<ol style="list-style-type: none"> 1. Follow Up Regular for Superb Customer Services 2. Use "Action Plan Button" to develop and track your Plan 3. Use "Follow Up Month Field" to sort/plan Follow Up Schedule. Follow Up Month: <input type="text"/> ACTION PLAN

Letter 1Page	Proposals	Mail Label	Cost Report	Search List	OPERATIONS & INVENTORY CHECK		
Letter 3Pages	Event Memo	Envelopes	Vendor Tracking		Event Brief	Inventory	bk/rev label
L w/Pg2 Ad	MEMO	NovC	DI	Basic			

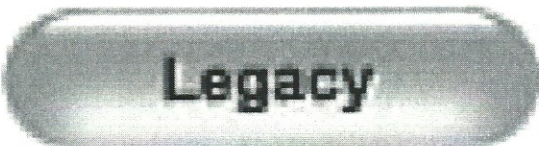
Home

Keep?

View JobCharge Record

Transfer to JobCharge

When you Click on the Legacy Tab, The legacy database will open. Continued on the next two pages are reference pictures of the database. We use the legacy database to find vendors and manufactures that we need.



Location Info

Location: Name, Description, & Details:

DIRECTIONS:

[Empty text box for location details]

[Empty text box for directions]

Location Phone: []
Location Contact: []
Event Day Cell: []

NOTE - Directions: Directions from several sources, including client and web, are BEST. Ask client to give direction over the phone including road names, numbers and land marks. Be thorough.

Load In: Have client describe the Load In. Stairs? Doors? Loading Bay? SPECIAL DELIVERY?
Tell client: - ALL DELIVERIES ARE TBA PER AMPA SCHEDULE -

Contract Information

- STEP #1 --> Varyify all information for Correctness
- STEP #2 --> Fill in addition required fields
- STEP #3 --> See note for different contract Info

Client Information

Legal Singee? Who has legal authority to sign for the client? []

Gig Date:
July 2, 2003
Wednesday
Time

Set up Time

Contract Date

Spectrum Sports

PO BOX 326

Home Phone
435-563-0163

Phone_General
888-563-0163

Smithfield, UT 84335

NOTE: Separate Services May Need to Appear on Separate Contracts. See Mgt

Technical Information: electrical requirements and other items need for Ampa to provide service. Tell the client what we need. Ask the Client to confirm facility can accommodate our needs.

>>> Number of Electrical Outlets Required by Equipment: []

Payment Info

Total Contract Price >0 [] Deposit Balance \$0.00.....

Payments due as follows Balance Due Upon Arrival Balance by Mail on or Before []

DEPOSIT CHECK PAYABLE TO: AMPA []

BALANCE CHECK PAYABLE TO: AMPA []

Sum of Taxable Items: [] SalesTax = []

Sales Tax applies to all non-operated inflatables and games and rental items. When in doubt, charge sales tax and check with management.

TAX EXEPT STATUS:
Client MUST attach their TAX EXEMPT form to the CONTRACT and return with deposit to avoid Sales Tax

Calendar

MONTH		WEEK		DAY		This Month		JULY 2016							
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday			
Jun 26		Jun 27		Jun 28		Jun 29		Jun 30		1		2			
3		4 Independence Day		5		6		7		8		9			
10		11		12		13		14		15		16			
17		18		19		20		21		22		23			
24		25		26		27		28		29		30			
31		Aug 1		Aug 2		Aug 3		Aug 4		Aug 5		Aug 6			

Filters:

Job: _____

Status: _____

Person: _____ All

- Lynn, Virginia
- Marcus, Tripp
- Mollen, Chris
- Moore, Terry
- Suaris, Cyril

Line Display:

Event Name Personnel

Type Display:

Event

Proposal

Event/Proposal

Activity


Individual

When you click on the calendar tab this window will appear. Here you can find some event information.

Inventory

Inventory Item In Stock Order Build Repair Rental

00001 Sign: Margaritaville

WH Location: Janway 2	Rental Price: 25	
Category: Sign	Qty: 1	
Shelf #: K.6.3	Weight: 1LB	
Purchased:	WxHxD: x x	
Manufacture:	Color:	
Cost:	Replacement Cost:	
ReOrder Qty:	Market Price:	
ReOrder Point:	Wholesale Rate:	
Repair Status:	Discount:	
Taxable? <input checked="" type="checkbox"/> Lock? <input checked="" type="checkbox"/>	Extended Price: 25	

Revenue Type: Rental

Serial Number:

Buttons: Theme, Find Themes

Repair Description:

Proposal Description (Short): Proposal Description (long):

Technical Requirements & Repair Notes:

Kit? Kit Parts: (This is a Kit part for another Item; click to view.)
water balls / bucket assembly / curved pipe and hose assembly / batter chargers

Notes | Modification History | Kit Notes

cs07/13
Large Margaritaville sign (entranceway size), Small Margaritaville sign (booth size)

Instructions Text: Instructions File:

Created on: Data Entry Complete? Active? Kit Only?

The inventory tab takes you to this screen.

Here you can type in all or part of a piece of our inventory and get information on it. To do this, Hit the command and f buttons on your keyboard, this will clear the field and allow you to search for different inventory.

Also, you can use the arrows at the bottom of the page to flip through the entire list of our inventory.

Enter data for Inventory

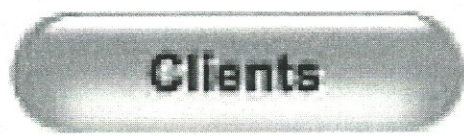
WEB Name: Sign: Margaritaville	Weight: 1LB
CAT/NAV Name:	Dimension WEB:
Width:	Install Time:
Height:	Web Qty:
Depth:	
Retail Price:	
Color or ATTRIBUTE:	
Confirmed DATE:	
Confirmed NAME:	
Small Image:	
Large Image:	
Web Note:	
Description:	

rev 11/17/2015 2:45:58 PM

Clients

Client #	Client Name	Client Type	Client List	Region	Category	Phone	F	Contact	Contact Phone	Contact Cell Phone	Active?	Keep?	Agent
1 00153	AIPLA A. Intellectual Property Law	ISES DC	ISES DC	NOVA	Not for Profit	703-412-4357		Iris Howell	703-415-0780		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ted 1
2 01784	Company 20					212-461-4088 / 212-784-212-987-2590		Karen Caccese	212-784-6452		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3 01896	CSI - Capital Services, Inc	Planner: DC	Planner	DC	Planner	703-584-2460		Sue Jeon	703-664-2483	574-263-6935	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ted Rubis
4 02719	Federal Reserve Bank	Government		Richmond/Peter		804-697-8159		Bonnie G. Falls	697-8114		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5 04881	Midlohan High School	High School	School	Richmond/Peter		804-378-2440		Ma. Beth Heavrin	378-2440		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Leslie Amason
6 07566	Tidewater Productions	Partner				412-965-4048		Ken Carmichael	757-628-6482	412-965-4048	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ted Rubis
7 08416	Weinstein Jcc	NonProfit				804-545-8608		Debbie Newman	545-8645		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8 08733	GEP Washington	DMC		DC		202-777-7800	x	Allison Bishop			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ted Rubis
9 08736	USS Theodore Roosevelt	Military				757-443-7868		Hedy Schenck	757-534-1188	850-529-9825	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ted Rubis
10 08737	Design Cuisine	Caterers	Internally	NOVA		703-979-9400		Kathy Valentine			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ted Rubis
11 08738	USS Enterprise	Military				757-444-4938		Monica Connon	757-444-4938		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Leslie Amason
12 08745	The Republic of Venezuela					(202) 342-2214	(202) 342-0820				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13 08747	The Fairfax Hotel at Embassy Row	Venue: Hotel	Hotel	DC		(202) 293-2100		Boat'oo Baskery/ll			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Leslie Amason
14 08748	The Madison	Hotel	Hotel	DC		(202) 862-1600		Scott Bilton			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
15 08750	National Building Museum	Museum	Internally	DC	Not for Profit	202-272-2448		Chris Frame			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Leslie Amason
16 08759	Blackdog Catering Company	Caterers				757-857-8734					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	William Landon
17 08760	The Bellwood Club at the Defense Logistics Agency	Social /	Venue	Richmond/Peter		804-278-3772	804-279-5022	Betra Lambert	804-278-3772	804-399-5179	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ted Rubis
18 08761	DeFazio's					337-9561	565-9400	Joseph DeFazio			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

1 of 11,003 found



The clients tab will bring you to the entire list of our clients. You can click on a specific client and pull up their information by using the blue button at the beginning of their info.



1 of 11,003 found
11,003 Total




Detail

These are the buttons that are at the bottom of the clients tab. These are use to flip through the entire client list.



Sort

 **Client List**

Export Contacts

Labels

This is the screen that appears when you click on a specific client.

CLIENTS					Date		
Client #	Client Name	General Phone	General Fax	Active?			
153	AIPLA Amer Intellectual Property Law Assoc	703-412-4357		<input checked="" type="checkbox"/>			
Address	Client Type	Client List	Region	Category			
1 18th St. South, Suite 700	ISES DC	ISES DC	NOVA	Not for Profit			
City	State	Zip	Country				
Arlington	VA	22202	USA				
Agent	Agent 2						
Ted Rubis							
Contacts							
First Name	Last Name	Title	Phone_General	Cell Phone	Date	Email	Default?
Caro		Meeting Planner	703-412-4357		07/16/2016	icaro@aipla.org	<input type="checkbox"/> <input checked="" type="checkbox"/> -
Cathleen	Clime		703-412-4341		09/03/2009	CATHLEEN@aipla.org	<input type="checkbox"/> <input checked="" type="checkbox"/> -
Wneka St.	Gerard		703-412-4357		09/03/2009		<input type="checkbox"/> <input checked="" type="checkbox"/> -
ris	Howell		703-415-0780		09/03/2009		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> -
Windsay	maleniko		703-412-4357		10/10/2014		<input type="checkbox"/> <input checked="" type="checkbox"/> -
Client Jobs					Tax Rate	5.3%	
Job #	Date	Job Name	Notes				
6297	10/27/16	DC Street Fest - Food Truck					
10685	10/28/16	Welcome to Washington - A Night on					
<p>1 of 11,003 found 11,003 Total</p> <p> <input type="button" value="List"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="Client List"/> <input type="button" value="View Legacy Record"/> </p>							

Correspondence/Activities

Date	Activity	Employee	
03/11/16	TEST LETTER	Paraiso, Megan	-
05/29/15	Phone Call	Hudson, Heather	-
04/28/15	Phone Call	Dearing, Emily	-
10/10/14	Phone Call	Capo, Chase	-
03/21/12	Email	Nickerson, Virginia (ALIAS: ...)	-

On this screen you can search for a client. To do this, Hit the command and f buttons on your keyboard, this will clear the field and allow you to search for a client. You can type in the full name of the client or keywords to search for them.

CLIENTS							Date	
Client #	Client Name			General Phone	General Fax	Active?		
00153	AIPLA Amer Intellectual Property Law Assoc			703-412-4357		<input checked="" type="checkbox"/>		
Address				Client Type	Client List	Region	Category	
241 18th St. South, Suite 700				ISES DC	ISES DC	NOVA	Not for Profit	
City	State	Zip	Country	Agent		Agent 2		
Arlington	VA	22202	USA	Ted Rubis				
URL								
Contacts								
<input checked="" type="checkbox"/>	First Name	Last Name	Title	Phone_General	Cell Phone	Date	Email	Default?
<input checked="" type="checkbox"/>	Ivy	Caro	Meeting Planner	703-412-4357		07/16/2016	icaro@aipla.org	<input type="checkbox"/> <input checked="" type="checkbox"/> -
<input checked="" type="checkbox"/>	Cathleen	Clime		703-412-4341		09/03/2009	CATHLEEN@aipla.org	<input type="checkbox"/> <input checked="" type="checkbox"/> -
<input checked="" type="checkbox"/>	Nneka St.	Gerard		703-412-4357		09/03/2009		<input type="checkbox"/> <input checked="" type="checkbox"/> -
<input checked="" type="checkbox"/>	Iris	Howell		703-415-0780		09/03/2009		<input type="checkbox"/> <input checked="" type="checkbox"/> -
<input checked="" type="checkbox"/>	lyndsay	maleniko		703-412-4357		10/10/2014		<input type="checkbox"/> <input checked="" type="checkbox"/> -

The top section of the client tab shows all of the info needed to make contact with the client. When you want to see detailed info of the contacts for you client you click the blue arrow next to the contact's name. This will bring you to the screen shown below. To get back to the entire client information simply click on the blue arrow next to the client like in the contact section.


To add a new contact to the client list use the blue + button at the top of the contacts section. You should add your client here and not in the Admin tab.

CONTACT					Allison Bishop		STATUS: ACTIVE	
Default?	M	First Name	Last Name	Person #	Email			Active?
<input type="checkbox"/>		Allison	Bishop	12062	abishop@gepwashington.com			<input checked="" type="checkbox"/>
Title		Creative Service Manager		Address Preference		<input checked="" type="radio"/> Work <input type="radio"/> Home		Company
Client		08733 GEP Washington		Home Address				Fax X
Address		1111 19th Street NW - Suite 680						Direct
		Washington DC 20036						Fax
Country		USA						Mobile
								Date
								07/03/2010
Jobs for Allison Bishop					GEP Washington Contacts			
<input checked="" type="checkbox"/>	Job #	Job Name		Event Date		<input checked="" type="checkbox"/> Contact		
<input checked="" type="checkbox"/>	6313	Under the Sea - October Baltimore Convention		10/21/2010		<input checked="" type="checkbox"/> Bishop, Allison		
<input checked="" type="checkbox"/>	6317	Neighborhood Theme - October Baltimore						
Jobs for GEP Washington					Notes			
<input checked="" type="checkbox"/>	Job #	Job Name		Event Date				
<input checked="" type="checkbox"/>	6313	Under the Sea - October Baltimore Convention		10/21/2010				
<input checked="" type="checkbox"/>	6317	Neighborhood Theme - October Baltimore						

Client Jobs			Tax Rate 5.3%
Job #	Date	Job Name	Notes
6297	10/27/16	DC Street Fest - Food Truck	
10685	10/28/16	Welcome to Washington - A Night on	

On the clients page, the bottom section will show you the jobs that were done for the client. This will show are previous and current proposals. To see the detail on a specific job, click on the blue arrow next to the job that you want to look at. This will bring you to the screen below.

To add a new job click the + button in blue at the top of the section, Please refer to the main tab section of the manual to find info on how to navigate through the screen below. This is the admin screen. You always want to start on the clients tab to create the job.


Design & Production Services
Label Data

800.358.5451 ampaevents.com

Client **GEP Washington** +

Contact Allison Bishop 07/03/10

Email abishop@gepwashington.com

Address 1 1111 19th Street NW - Suite 680

Address 2

City Washington DC 20036 USA

Phone/Fax 202-777-7800 x

URL gepdmc.com

Job # 6313 **Event Name** Under the Sea - October Baltimore Convention Center Rm G

Contact 1 Allison Bishop +

Title Creative Service Manager

Phone/Fax 202.419.1491 202.777.1222

Email abishop@gepwashington.com

Contact 2 +

Title

Phone/Fax

Email

Contract History

Record Date 07/03/10

Active?

Status

Proposal

Event

Expired

Contract

Out

In

In with Deposit

Event Date Thursday, 10/21/10

Location Baltimore CC Rm G

Service Type Rental/Installation Theme Decor

Preferred Contact Method

How did Client find Ampa?

Agent Activity Level

Marketing Cue

Notes
Event Information
Schedule
Proposal
Event Activities
Accounting
Map

Home

Calendar

New

Find

Billing

Inventory

List


Dupe

Contract

Pick List

Delivery Report

Flag Report



Labels

Correspondence/Activities

Date	Activity	Employee	
03/11/16	TEST LETTER	Paraiso, Megan	—
05/29/15	Phone Call	Hudson, Heather	—
04/28/15	Phone Call	Dearing, Emily	—
10/10/14	Phone Call	Capo, Chase	—
03/21/12	Email	Nickerson, Virginia (ALIAS: ...)	—
			—

The last section in clients is the correspondence/activities section. Here you can see all of the contact that has been made between Ampa and the client.

To see a detailed view of the different activities, click of the blue arrow of the desired activity,

This will take you to the screen below. Depending on the type of Activity you click on the screen will vary.

To add an activity, Click on the open space at the bottom of the activity list. This is where you add your own correspondence with the client.

Client Activity

Records: 1 / 48873 Found (Unsorted)

Show All New Record Delete Record Find Sort

Layout: Sales Activity Detail View As: Preview Aa Edit Layout

SALES ACTIVITY DETAIL

Sales Activity: TEST LETTER, 03/11/2016

Date: 03/11/2016 Date Sent: By: Paraiso, Megan
Description: Job Client: AIPLA Amer Intellectual Property Law

Notes

Megan Paraiso
Sales Associate
Ampa Events
804-358-5451

John Doe
Events Coordinator
John Doe Association
XXX River Rd
Richmond, VA XXXXX

Hi John,

I hope you are having a wonderful day. I want to introduce myself to you and take a moment to share a little bit about how Ampa can be of service to you. With all of your upcoming meetings and conferences, I know planning is probably in full swing and you are working hard to make them great. I would love to talk with you about how we can help make your events even greater!

Ampa is a direct source for unique inventory, technical, and design services. In business for 20 years, Ampa produces fun opening night events, branded stage sets for general meeting sessions, and beautiful award gala dinner parties. From staging and lighting to planning your excursions or providing gaming, we can be as big or as small as you need us to be. We want to help make your event smooth and memorable!

Ampa's team is extremely talented, educated and creative. We are dedicated to making our work valuable to you. Don't hesitate to reach out to me - we would love to work with you.

Warmly,

Megan Paraiso
Sales Associate
Ampa Events
meganp@ampaevents.com

Done

Vendors

Vendors

Vendor #	Vendor	Address	City	State	Zip	General Phone	Fax	Contact Last/First	Email	Home Phone	Cell	URL
1027	Design Legacy	141 - Glass St	Dallas	TX	75207	214-748-6118	1-800-631-7666	Tanya	Tanya@legacytrading.com			http://www.design-
1035	VOGUE FLORIST	1114 N. BLVD	Richmond	VA	23230	353-9600 X12	353-0699	Papoulakos Steve	stevep@voguelowers.com	798-0161		
1036	Dave's Moonwalks & More	2854 Nicholas Ave	Roanoke	VA	24012	(540) 427-5100	540-427-5199	Breen David	dave@davesmoonwalks.com		(540) 293-0587	http://www.
1037	VICTOR PRODUCTS COTTON	328 NORTH 18TH STREET	Richmond	VA	23223	643-9091		Victor Products Mitch				
1038	David H. Berry	8001 Franklin Farms Drive	Richmond	VA	23268	(804) 288-0670	288-0669		dhbpc@juno.com			
1039	FANCY FACES - LIGHTED	73128 Hwy 1077	Covington	LA	70433	985-893-2652		Hamel Steve	shfaces@bellsouth.net			
1040	ALLSTATE FLORAL all state	Headquarters: 14038 Park Place	Cerritos	CA	90703	704-347-0900	704-347-4477	bishop chris	cbishop175@aol.com	704-905-2388		www.allstatefloral.com
1042	SIEWERS Lumber	1001 ELLEN ROAD	Richmond	VA	23230	358-2103	359-6986	?? Michael				siewers.com
1043	DAZIAN FABRICS - SPANDEX	124 ENTERPRISE AVE SOUTH	Secaucus	NJ	07094	877-232-9426	201 549 1055	Tannenbaum Chasity		201-549-1011		dazian.com
1044	ARC A & E graphics Printers	1905-C Westwood Ave	Richmond	VA	23227	356-8601		Thompson Andy	ographics@a-e-supply.com			http://www.a-arc.
1028	CMO Graphics - Large format	2041 Walmesley Blvd	Richmond	VA	23234	800 888 4844	804 271 4864	Craig	craig@cmographics.biz			
1045	WOLFF- FORDING COMPANY	2220 E. MAIN ST.	Richmond	VA		8431793		Calvin Jeff				
1046	APOLLO DESIGN COBO DEALER KEITH KANKOVSKY - dealer		Fort Wayne	IN	46818	800-288-4626	1-269-497-9192	Prumer David	sales@apolloesign.net	XT 115		www.apolodesign.net
HEALY GROUP, LTD - AMERICAN 2830	Ackley Avenue	Richmond	VA	23228	804-553-4933	804-553-9422	Healy Chris	chris@thehealygroup.com		301-7326		
1048	Munsey entertainment masino	5711 GREENDALE	Richmond	VA	23228	752-2929	270-1322	Munsey James	james@massinos.com	683-3849		
1029	BUDGET		DICKENS RD			804-281-0022		CHARLES				
1049	Foust Textiles - wholesale fabric	608 Canterbury Rd. PO Box 576	Kings Mountain	NC	28086	800-258-9816	800-358-3949	Trey	trey@fousttextiles.com	800-258-9816 xt		www.fousttextiles.com
1030	CNC Routing		Richmond					Greg Frederick		405 4976		
1050	Prop Shop, The	1512 Belleville Street	Richmond	VA	23230	804 228 1100	804 228 1856	Not known	chardonney vicki@propshoppartyrentals.com			thepropshop.net

1 of 287 found
287 Total

Standard

Print

When you click on the vendors tab the list of our vendors will appear. Here you can click through the list of our vendors using the arrows below. To view a specific vendor click on the blue box in front of the desired vendor.

VENDORS Date

Vendor #	Vendor Name	General Phone	General Fax	Active?
1027	Design Legacy	214-748-5118	1-800-531-7556	<input checked="" type="checkbox"/>
Address		Vendor Type	Keywords	
141 - Glass St			HighPoint Contact - Circus + ShadowBox	
City	State	Zip	Country	
Dallas	TX	75207		
URL				
http://www.design-legacy.com/wp-login.php				

Contacts

First Name	Last Name	Title	General Phone	Cell Phone	Email
Tanya					Tanya@legacytrading.com

Notes

Web login: ampaevents
password: apma1105
ANY ORDER UNDER \$250 IS CHARGED AN EXTRA 25% ADDITIONAL.

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141 - Glass St - Dallas, TX 75207 - 214-748-5118 - fax: 1-800-531-7556
all images, products, concepts, visions and even the stuff we haven't thought of yet © design legacy 1990-

⏪ ⏩
1 of 287 found
287 Total
⏪ ⏩
List
+ -
Vendor List
View Legacy Record
Add to Clients

When you Click on a vendor this window will show. Here you will see detailed info on the specific vendor. You can also use the arrows below to view each vendor one by one.

To search for a vendor, Hit the command and f buttons on your keyboard, this will clear the field and allow you to search for different vendors.

From: **Amanda Gough** amandag@ampaevents.com
Subject: CC Form
Date: August 4, 2016 at 2:44 PM
To: Books books@ampaevents.com



Ampa Events accepts Visa, Mastercard, and Discover. We do not Accept AMEX.

Authorization for Credit Card Sale

Please note that this form must be filled out by the cardholder and returned to Ampa in order for a credit card sale to be processed. Reservations are not confirmed until Ampa has received and processed a _____ % deposit. A 3% administrative fee applies to all credit card transactions

Today's Date

Job # (see contract)

Customer Name (if different than cardholder)

Date of Production/Rental/Installation/Sale

Company/Organization

VISA/MasterCard /Discover _____
Accepted only Credit Card Number Expiration Date

Name as it Appears on Credit Card (Please Print) CVV number

Billing Address City State Zip Code

Driver's License Number State

I, the cardholder certify that all the information above is true, and I hereby authorize Ampa Entertainment to charge \$ _____
plus 3% administrative fees: \$ _____ for a

Grand Total: \$ _____

To the best of my knowledge, this represents: (please check)

A deposit on the services requested.

A Grand Total of \$ _____ paid in full.

I agree to make this credit card available to Ampa for an imprint on a credit card slip at the time of provision of the contracted goods/services.

Signature of Cardholder Printed Name of Cardholder Date

From: **Amanda Gough** amandag@ampaevents.com
Subject: CC Form
Date: August 4, 2016 at 2:44 PM
To: Books books@ampaevents.com



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State

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Signature of Cardholder

Printed Name of Cardholder

Date

Ampa Entertainment Inc.

1105 N Blvd, Richmond VA 23230. Phone: 804.358.5451 Fax: 804.358.0572 ampaevents.com