

For Six Month Period Ending 5/31/2010
(Insert date)

I - REGISTRANT

1. (a) Name of Registrant

Lee Hammond & Assoc

(b) Registration No.

5935

(c) Business Address(es) of Registrant

*39 East 51st Street
New York, N.Y. 10022*

2. Has there been a change in the information previously furnished in connection with the following:

- (a) If an individual:
 - (1) Residence address(es) Yes No
 - (2) Citizenship Yes No
 - (3) Occupation Yes No
- (b) If an organization:
 - (1) Name Yes No
 - (2) Ownership or control Yes No
 - (3) Branch offices Yes No
- (c) Explain fully all changes, if any, indicated in items (a) and (b) above.

IF THE REGISTRANT IS AN INDIVIDUAL, OMIT RESPONSE TO ITEMS 3, 4 AND 5(a).

3. If you have previously filed Exhibit C¹, state whether any changes therein have occurred during this 6 month reporting period.

Yes No

If yes, have you filed an amendment to the Exhibit C? Yes No

If no, please attach the required amendment.

NSD/CES/REGISTRATION
UNIT
2010 JUL -6 PM 5: 25

4. (a) Have any persons ceased acting as partners, officers, directors or similar officials of the registrant during this 6 month reporting period? Yes No

If yes, furnish the following information:

Name	Position	Date connection ended
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(b) Have any persons become partners, officers, directors or similar officials during this 6 month reporting period?

Yes No

If yes, furnish the following information:

Name	Residence address	Citizenship	Position	Date assumed
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5. (a) Has any person named in item 4(b) rendered services directly in furtherance of the interests of any foreign principal?

Yes No

If yes, identify each such person and describe his service.

(b) Have any employees or individuals, who have filed a short form registration statement, terminated their employment or connection with the registrant during this 6 month reporting period? Yes No

If yes, furnish the following information:

Name	Position or connection	Date terminated
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(c) During this 6 month reporting period, has the registrant hired as employees or in any other capacity, any persons who rendered or will render services to the registrant directly in furtherance of the interests of any foreign principal(s) in other than a clerical or secretarial, or in a related or similar capacity? Yes No

If yes, furnish the following information:

Name	Residence address	Citizenship	Position	Date assumed
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6. Have short form registration statements been filed by all of the persons named in Items 5(a) and 5(c) of the supplemental statement?

Yes No

If no, list names of persons who have not filed the required statement.

II - FOREIGN PRINCIPAL

7. Has your connection with any foreign principal ended during this 6 month reporting period?

Yes No

If yes, furnish the following information:

Name of foreign principal

Date of termination

8. Have you acquired any new foreign principal² during this 6 month reporting period?

Yes No

If yes, furnish the following information:

Name and address of foreign principal

Date acquired

9. In addition to those named in Items 7 and 8, if any, list foreign principals² whom you continued to represent during the 6 month reporting period.

Caribbean Tourism Organization

10. EXHIBITS A AND B

(a) Have you filed for each of the newly acquired foreign principals in Item 8 the following:

Exhibit A³ Yes No
Exhibit B⁴ Yes No

If no, please attach the required exhibit.

(b) Have there been any changes in the Exhibits A and B previously filed for any foreign principal whom you represented during the 6 month period? Yes No

If yes, have you filed an amendment to these exhibits? Yes No

If no, please attach the required amendment.

² The term "foreign principal" includes, in addition to those defined in Section 1(b) of the Act, an individual organization any of whose activities are directly or indirectly supervised, directed, controlled, financed, or subsidized in whole or in major part by a foreign government, foreign political party, foreign organization or foreign individual. (See Rule 100(a) (9).) A registrant who represents more than one foreign principal is required to list in the statements he files under the Act only those principals for whom he is not entitled to claim exemption under Section 3 of the Act. (See Rule 208.)

³ The Exhibit A, which is filed on Form NSD-3 (Formerly CRM-157), sets forth the information required to be disclosed concerning each foreign principal.

⁴ The Exhibit B, which is filed on Form NSD-4 (Formerly CRM-155), sets forth the information concerning the agreement or understanding between the registrant and the foreign principal.

III - ACTIVITIES

11. During this 6 month reporting period, have you engaged in any activities for or rendered any services to any foreign principal named in Items 7, 8, and 9 of this statement? Yes No

If yes, identify each such foreign principal and describe in full detail your activities and services:

- 1) Preparation of material promoting tourism
- 2) Contact w/ media to place material before traveling public
- 3) Organize press trips
- 4) Organize special events

12. During this 6 month reporting period, have you on behalf of any foreign principal engaged in political activity⁵ as defined below? Yes No

If yes, identify each such foreign principal and describe in full detail all such political activity, indicating, among other things, the relations, interests and policies sought to be influenced and the means employed to achieve this purpose. If the registrant arranged, sponsored or delivered speeches, lectures or radio and TV broadcasts, give details as to dates and places of delivery, names of speakers and subject matter.

13. In addition to the above described activities, if any, have you engaged in activity on your own behalf which benefits any or all of your foreign principals? Yes No

If yes, describe fully.

⁵ The term "political activities" means any activity that the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting or changing the domestic or foreign policies of the United States or with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

IV - FINANCIAL INFORMATION

14. (a) RECEIPTS - MONIES

During this 6 month reporting period, have you received from any foreign principal named in Items 7, 8, or 9 of this statement, or from any other source, for or in the interests of any such foreign principal, any contributions, income or money either as compensation or otherwise? Yes No

If no, explain why.

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies⁶.

Date	From whom	Purpose	Amount
12/1/09	5/31/2010	CTO	\$ 41,859.93

See Attached!

\$ 41,859.93
Total

(b) RECEIPTS - FUND RAISING CAMPAIGN

During this 6 month reporting period, have you received, as part of a fund raising campaign⁷, any money on behalf of any foreign principal named in items 7, 8, or 9 of this statement? Yes No

If yes, have you filed an Exhibit D⁸ to your registration? Yes No

If yes, indicate the date the Exhibit D was filed. Date _____

(c) RECEIPTS - THINGS OF VALUE

During this 6 month reporting period, have you received any thing of value⁹ other than money from any foreign principal named in Items 7, 8, or 9 of this statement, or from any other source, for or in the interests of any such foreign principal?

Yes No

If yes, furnish the following information:

Name of foreign principal	Date received	Description of thing of value	Purpose
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6, 7 A registrant is required to file an Exhibit D if he collects or receives contributions, loans, money, or other things of value for a foreign principal, as part of a fund raising campaign. (See Rule 201(e).)

8 An Exhibit D, for which no printed form is provided, sets forth an account of money collected or received as a result of a fund raising campaign and transmitted for a foreign principal.

9 Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks," and the like.

15. (a) **DISBURSEMENTS - MONIES**

During this 6 month reporting period, have you

(1) disbursed or expended monies in connection with activity on behalf of any foreign principal named in Items 7, 8, or 9 of this statement? Yes No

(2) transmitted monies to any such foreign principal? Yes No

If no, explain in full detail why there were no disbursements made on behalf of any foreign principal.

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies, including monies transmitted, if any, to each foreign principal.

Date	To whom	Purpose	Amount
12/1/09	5/31/2010	CTO	Phone calls Faxes Fedexes Photocopies Postage Printing messenger Taxis Airfares Hotels
			5,859. ⁹³ ₋

\$ 5,859.⁹³₋
Total

(b) DISBURSEMENTS – THINGS OF VALUE

During this 6 month reporting period, have you disposed of anything of value¹⁰ other than money in furtherance of or in connection with activities on behalf of any foreign principal named in Items 7, 8, or 9 of this statement?

Yes No

If yes, furnish the following information:

Date disposed	Name of person to whom given	On behalf of what foreign principal	Description of thing of value	Purpose
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(c) DISBURSEMENTS – POLITICAL CONTRIBUTIONS

During this 6 month reporting period, have you from your own funds and on your own behalf either directly or through any other person, made any contributions of money or other things of value¹¹ in connection with an election to any political office, or in connection with any primary election, convention, or caucus held to select candidates for political office?

Yes No

If yes, furnish the following information:

Date	Amount or thing of value	Name of political organization	Name of candidate
------	--------------------------	--------------------------------	-------------------

^{10, 11} Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks" and the like.

V - INFORMATIONAL MATERIALS

16. During this 6 month reporting period, did you prepare, disseminate or cause to be disseminated any informational materials¹²?
Yes No

IF YES, RESPOND TO THE REMAINING ITEMS IN SECTION V.

17. Identify each such foreign principal.

18. During this 6 month reporting period, has any foreign principal established a budget or allocated a specified sum of money to finance your activities in preparing or disseminating informational materials? Yes No

If yes, identify each such foreign principal, specify amount, and indicate for what period of time.

19. During this 6 month reporting period, did your activities in preparing, disseminating or causing the dissemination of informational materials include the use of any of the following:

- Radio or TV broadcasts
- Magazine or newspaper articles
- Motion picture films
- Letters or telegrams
- Advertising campaigns
- Press releases
- Pamphlets or other publications
- Lectures or speeches
- Internet
- Other (specify) _____

20. During this 6 month reporting period, did you disseminate or cause to be disseminated informational materials among any of the following groups:

- Public officials
- Newspapers
- Libraries
- Legislators
- Editors
- Educational institutions
- Government agencies
- Civic groups or associations
- Nationality groups
- Other (specify) _____

21. What language was used in the informational materials:

- English
- Other (specify) _____

22. Did you file with the Registration Unit, U.S. Department of Justice a copy of each item of such informational materials disseminated or caused to be disseminated during this 6 month reporting period? Yes No

23. Did you label each item of such informational materials with the statement required by Section 4(b) of the Act? Yes No

¹² The term informational materials includes any oral, visual, graphic, written, or pictorial information or matter of any kind, including that published by means of advertising, books, periodicals, newspapers, lectures, broadcasts, motion pictures, or any means or instrumentality of interstate or foreign commerce or otherwise. Informational materials disseminated by an agent of a foreign principal as part of an activity in itself exempt from registration, or an activity which by itself would not require registration, need not be filed pursuant to Section 4(b) of the Act.

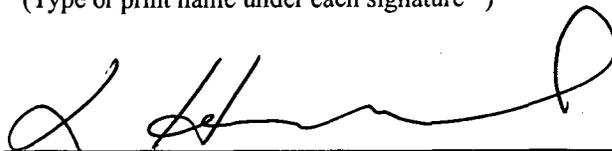
VI – EXECUTION

In accordance with 28 U.S.C. §1746, the undersigned swear(s) or affirm(s) under penalty of perjury that he/she has (they have) read the information set forth in this registration statement and the attached exhibits and that he/she is (they are) familiar with the contents thereof and that such contents are in their entirety true and accurate to the best of his/her (their) knowledge and belief, except that the undersigned make(s) no representation as to the truth or accuracy of the information contained in the attached Short Form Registration Statement(s), if any, insofar as such information is not within his/her (their) personal knowledge.

(Date of signature)

(Type or print name under each signature¹³)

June 23, 2010



LOU HAMMOND

¹³ This statement shall be signed by the individual agent, if the registrant is an individual, or by a majority of those partners, officers, directors or persons performing similar functions, if the registrant is an organization, except that the organization can, by power of attorney, authorize one or more individuals to execute this statement on its behalf.

UNITED STATES DEPARTMENT OF JUSTICE
FARA REGISTRATION UNIT
NATIONAL SECURITY DIVISION
WASHINGTON, D.C. 20530

NOTICE

Please answer the following questions and return this sheet in triplicate with your Supplemental Statement:

1. Is your answer to Item 16 of Section V (Informational Materials – page 8 of Form NSD-2, formerly Form CRM-154 Supplemental Statement):

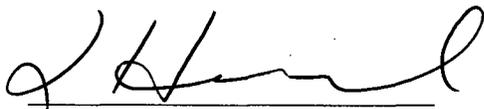
YES _____ or NO _____

(If your answer to question 1 is “yes” do not answer question 2 of this form.)

2. Do you disseminate any material in connection with your registration:

YES _____ or NO _____

(If your answer to question 2 is “yes” please forward for our review copies of all material including: films, film catalogs, posters, brochures, press releases, etc. which you have disseminated during the past six months.)



Signature

6-23-10

Date

Lou Rena Hammond

Please type or print name of
Signatory on the line above

Chairman

Title

NSD/OES/REGISTRATION
UNIT
2010 JUL -6 PM 5:25

CARIBBEAN TOURISM ORGANIZATION		
INVOICES FROM 12/1/2009 TO 5/31/2010		
DATE	RETAINER	OUT-OF-POCKET
12/7/2009	6,000.00	
12/15/2009		4,472.38
1/1/2010	6,000.00	
1/22/2010		780.35
2/1/2010	6,000.00	
2/26/2010		405.35
3/1/2010	6,000.00	
4/1/2010	6,000.00	
4/26/2010		201.85
5/3/2010	6,000.00	
TOTAL	36,000.00	5,859.93



LOU HAMMOND & ASSOCIATES, INC.

39 East 51st Street, New York, NY 10022-5901 • 212-308-8880 • Fax 212-891-0200 • e-mail lha@lhammond.com
www.louhammond.com

Invoice

Bill To
Sylma Brown Bramble Director (Ag.) CARIBBEAN TOURISM ORGANIZATION-USA, Inc. 80 Broad St Ste 3200 New York, NY 10004

Date	Invoice #
12/15/2009	32121

FOR: Out-of-pocket expenses incurred on your behalf during the month of November.

Item	Description	Amount
Federal Express	FedEx packages	89.41
Audio/Video Services	Purchase digital clips	521.82
Travel/Entertainment Expen...	Roundtrip airfare for Michelle Horn to Boston for Caribbean Day in New England; client cancelled event after ticket purchase	239.19
Telephone	Long distance telephone	33.23
Travel/Entertainment Expen...	Roundtrip flights to Toronto for Caribbean Week in Canada, taxis, meals and incidental room charges -- Emily Santos	846.43
Art Service	Layout and programming of CTO e-Newsletter October 2009 issue	500.00
Photography	Location photography during Caribbean Week in Canada	969.15
Travel/Entertainment Expen...	Copies/printing for Canada Week in Canada, InterContinental Business Center -- Susannah Gregory	151.20
Art Service	Layout and Programming of CTO e-Newsletter August 2009 issue	500.00
Labor	Copy press clips and bind September-October 2009 Reports	17.00
Travel/Entertainment Expen...	Airfare for Susannah Gregory to Caribbean Week in Canada	511.44
Deliveries	Deliveries	38.00
CD Duplication	Burn CDs	20.00
Photocopying	Color copies of September and October clips	21.75
Photocopying	Copy September-October 2009 Reports	13.76
		MSD/CES/REGISTRATION UNIT 2010 JUL - 6 PM 5: 26
<i>Payable within 30 days of invoice. A charge of 1.5% per month will be made thereafter.</i>		Total \$4,472.38



Dropped off: Nov 23, 2009

Cust. Ref: [REDACTED]

Ref.#2:

Payor: Shipper

Ref.#3:

- Fuel Surcharge - FedEx has applied a fuel surcharge of 6.00% to this shipment
- Discount applied is the greater of volume discount or dropoff discount. No additional discount applies.

Tracking ID 857891453355
Service Type FedEx Intl Economy
Package Type FedEx Envelope
Orig./Dest JRB/BGI
Zone I
Packages 1
Rated Weight 0.5 lbs
Delivered Nov 25, 2009 16:29
Signed by E.ELLIOT
FedEx Use G0984/US0010/_
Customs
Entry Date Nov 24, 2009

Sender
S. GREGORY
LOU HAMMOND & ASSOCIATES
39 E 51 ST
NEW YORK
NEW YORK NY 10022 US

Recipient
SHARON COWARD
CARIBBEAN TOURISM ORGANIZATON
ONE FINANCIAL PLACE
COLLYMORE ROCK 11115 BB

Transportation Charge	54.81
Discount	-9.87
Fuel Surcharge	2.70
Total Transportation Charges	USD \$47.64

89.41



Invoice Number
5-678-37185

Invoice Date
Nov 16, 2009

Account Number
1015-9292-8

FedEx Express Shipment Detail By Reference (Original)

Picked up: Nov 10, 2009 Cust. Ref: [REDACTED] Ref.#2:
Payor: Shipper Ref.#3: [REDACTED]

- Fuel Surcharge - FedEx has applied a fuel surcharge of 6.00% to this shipment.
- FedEx has audited this airbill for correct pieces, weight, and service. Any changes made are reflected in the invoice amount.

Tracking ID	857891454112	Sender	Recipient
Service Type	FedEx Intl Priority	LOU HAMMOND	[REDACTED]
Package Type	FedEx Pak	LOU HAMMOND & ASSOCIATES INC	[REDACTED]
Orig./Dest.	JRB/AUA	39 EAST 51 STREET	[REDACTED]
Zone	I	NEW YORK NY 10022 US	[REDACTED]
Packages	1		
Rated Weight	0.8 lbs		
Delivered	Nov 11, 2009 16:44		
Signed by	LFIGAROA	Transportation Charge	
FedEx Use	G5498/US0010/_	Discount	
Customs		Fuel Surcharge	
Entry Date	Nov 11, 2009	Total Transportation Charges	USD
			Reference Subtotal
			USD

Picked up: Nov 09, 2009 Cust. Ref.: 393 Ref.#2:
Payor: Shipper Ref.#3:

- Fuel Surcharge - FedEx has applied a fuel surcharge of 6.00% to this shipment.

Tracking ID	798123173880	Sender	Recipient
Service Type	FedEx Intl Economy	LOU HAMMOND	SUSAN WEBB
Package Type	FedEx Envelope	LOU HAMMOND & ASSOCIATES, INC.	CARIBBEAN TOURISM DEVELOPMENT COMP
Orig./Dest.	JRB/YOO	39 EAST 51 STREET	2 BLOOR STREET WEST
Zone	A	NEW YORK NY 10022 US	SUITE 2601
Packages	1		TORONTO ON M4W 3E2 CA
Rated Weight	0.5 lbs		
Delivered	Nov 11, 2009 10:02		
Signed by	.DEANNE	Transportation Charge	48.06
FedEx Use	P7911/US0010/_	Discount	-8.65
Customs		Fuel Surcharge	2.36
Entry Date	Nov 10, 2009	Total Transportation Charges	USD
			393 Reference Subtotal
			USD
			\$41.77
			Total FedEx Express
			USD



CISION

Ok to pay - 393 (C/O)
[Signature]

Invoice

1-800-621-0561
www.cision.com
TAX ID: 36-4011543

Invoice Date **Invoice #**

11/5/2009

3962230056

Bill To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Ship To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Payment Due	Terms	Client Ref / PO#	Sales Order No.	Account Executive
12/5/2009	Net 30		Sales Order #S347911	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
*E-mail				

Cision Item	Ta...	Qty	Subject / Description	Market	Station	Program Title	Air Date	Time	TRT	Unit Price	Total Price
Digital Clip	Yes	1	CITY Breakfast Television Ft. Caribbean Week w/ Chef Darryl	QJ: Toronto-Hamil...	CITY	Breakfast Television	11/4/2009	8:40 am	5:40	165.75	165.75
Canada	Yes	1	CITY Breakfast Television Ft. Caribbean Week w/ Chef Darryl	QJ: Toronto-Hamil...	CITY	Breakfast Television	11/4/2009	8:40 am	5:40	75.00	75.00

Subtotal **240.75**
 Shipping Cost (*E-mail) **0.00**
 Tax (NY-NEW YORK 8.375%) **20.16**
 Total **260.91**
 Amount Due **\$260.91**

**OUR REMITTANCE ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:
Cision US, Inc.
P.O. Box 98869
Chicago, IL 60693-8869

Total:
521.82

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962230056

Please Enter Your Credit Card Information
 Type: Discover Master Card Visa AMEX
 Credit Card #: _____
 Expiration Date: _____ Month _____ Year
 Signature: _____

Make Checks Payable To
 Cision US, Inc.
 P.O. Box 98869
 Chicago, IL
 60693-8869

1-800-621-0561
www.cision.com
TAX ID: 36-4011543

Invoice Date	Invoice #
11/4/2009	3962229927

Oct pay - CTD (3963)
SJ

Bill To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Ship To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Payment Due	Terms	Client Ref / PO#	Sales Order No.	Account Executive
12/4/2009	Net 30		Sales Order #S347700	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
*E-mail				

Cision Item	Ta...	Qty	Subject / Description	Market	Station	Program Title	Air Date	Time	TRT	Unit Price	Total Price
Digital Clfp	Yes	1	Canwest Global TV Ft. The Rum & Rhythm Festival	OJ: Toronto-Hamil...	CIII	News Final	10/30/2009	11:45 pm	00:39	165.75	165.75
Canada	Yes	1	Canwest Global TV Ft. The Rum & Rhythm Festival	OJ: Toronto-Hamil...	CIII	News Final	10/30/2009	11:45 pm	00:39	75.00	75.00

Subtotal **240.75**
Shipping Cost (*E-mail) **0.00**
Tax (NY-NEW YORK 8.375%) **20.16**
Total **260.91**
Amount Due **\$260.91**

**OUR REMITTANCE ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:
Cision US, Inc.
P.O. Box 98869
Chicago, IL 60693-8869

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962229927

Please Enter Your Credit Card Information
Type: Discover Master Card Visa AMEX
Credit Card #: _____
Expiration Date: _____ Month _____ Year
Signature: _____

Make Checks Payable To
Cision US, Inc.
P.O. Box 98869
Chicago, IL
60693-8869

CREDIT CARD FORM (FORM K)

Use of company credit card: Immediately after charging on your group's credit card you must complete the following and give to the Controller:

AMERICAN EXPRESS VISA

TO: CONTROLLER

DATE: 10/26/09

VENDOR: Orbitz

CLIENT & CODE CTO 393

APPROX. AMOUNT: 239.19

DESCRIPTION: One roundtrip ticket for Michelle Horn to Boston for Caribbean Day in New England. Client cancelled event after ticket purchase.

NAME: Michelle Horn

Charges over \$2,000 must have the Chairman or President's approval.

Approved by Chairman / President: _____

Date: _____



ITEMIZED CALL DETAIL

DATE OF INVOICE 11.15.09
INVOICE PERIOD 10.15.09 - 11.14.09

INVOICE NUMBER 51947143
ACCOUNT NUMBER 4358104
PAGE 21

\$ 33.23

LONG DISTANCE OUTGOING CALL DETAIL (CONT'D) - 4358104 LOU HAMMOND & ASSOCIATES

Table with columns: REFERENCE, DATE, TIME, # CALLED, LOCATION, MINUTES, AMOUNT. Contains two main sections for Caribbean Tourism Department with detailed call records including times, durations, and amounts.



ITEMIZED CALL DETAIL

DATE OF INVOICE 11.15.09
 INVOICE PERIOD 10.15.09 - 11.14.09

INVOICE NUMBER 51947143
 ACCOUNT NUMBER 4358104
 PAGE 22

LONG DISTANCE OUTGOING CALL DETAIL (CONT'D) - 4358104 LOU HAMMOND & ASSOCIATES

Caribbean Tourism Department (212) 542-9930							Caribbean Tourism Department (212) 542-9930						
REFERENCE	DATE	TIME	# CALLED	LOCATION	MINUTES	AMOUNT	REFERENCE	DATE	TIME	# CALLED	LOCATION	MINUTES	AMOUNT
378077382	10/28	01:49 PM	416 205-6201	TORONTO ,ON	0.5	0.0400	15504047351	11/10	05:32 PM	210 476-1039	SAN ANTONIO,TX	1.7	0.0000
378077382	10/28	02:04 PM	416 736-5293	TORONTO ,ON	0.6	0.0500	380585892	11/12	09:17 AM	905 220-3833	BURLINGTON,ON	1.0	0.0700
378077382	10/28	02:15 PM	416 537-1088	TORONTO ,ON	1.4	0.1000	380585892	11/12	10:24 AM	905 220-3833	BURLINGTON,ON	8.2	0.5700
378077382	10/28	02:43 PM	416 736-5293	TORONTO ,ON	0.8	0.0600	15527002006	11/13	03:15 PM	310 350-5512	TORRANCE ,CA	0.1	0.0000
378077382	10/28	02:48 PM	416 944-1133	TORONTO ,ON	0.5	0.0400	Total for: (212) 542-9930				190 Calls	332.3	
378077382	10/28	02:49 PM	416 925-6666	TORONTO ,ON	0.7	0.0500	Total for: Caribbean Tourism Department				190 Calls	332.3	
378077382	10/28	02:51 PM	416 925-6666	TORONTO ,ON	0.5	0.0400							
378077382	10/28	02:54 PM	416 537-1088	TORONTO ,ON	7.0	0.4900							
378077382	10/28	03:05 PM	416 935-8298	TORONTO ,ON	0.7	0.0500							
378077382	10/28	03:15 PM	416 979-5251	TORONTO ,ON	0.9	0.0700							
378077382	10/28	03:20 PM	416 205-3311	TORONTO ,ON	1.1	0.0800							
378077382	10/28	03:23 PM	416 205-3311	TORONTO ,ON	0.5	0.0400							
378077382	10/28	03:29 PM	416 482-0973	TORONTO ,ON	0.7	0.0500							
378077382	10/28	03:33 PM	416 213-1035	TORONTO ,ON	1.3	0.0900							
378077382	10/28	03:37 PM	416 213-1035	TORONTO ,ON	1.0	0.0700							
378077382	10/28	03:39 PM	416 213-1035	TORONTO ,ON	1.0	0.0700							
378077382	10/28	03:45 PM	416 785-8729	TORONTO ,ON	0.6	0.0500							
378077382	10/28	03:48 PM	416 205-3311	TORONTO ,ON	0.5	0.0400							
378077382	10/28	03:52 PM	416 214-5000	TORONTO ,ON	0.7	0.0500							
378077382	10/28	04:50 PM	604 946-5505	LADNER ,BC	5.4	0.3800							
378149851	10/29	11:24 AM	416 205-3888	TORONTO ,ON	0.7	0.0500							
378149851	10/29	12:01 PM	416 364-0321	TORONTO ,ON	1.4	0.1000							
378149851	10/29	12:33 PM	416 350-6150	TORONTO ,ON	0.5	0.0400							
378149851	10/29	12:49 PM	416 384-7363	TORONTO ,ON	1.0	0.0700							
378149851	10/29	12:56 PM	416 205-3311	TORONTO ,ON	0.5	0.0400							
378149851	10/29	12:59 PM	416 205-3213	TORONTO ,ON	0.5	0.0400							
378149851	10/29	01:01 PM	416 205-6309	TORONTO ,ON	0.9	0.0700							
15439583923	11/02	03:07 PM	310 350-5512	TORRANCE ,CA	4.0	0.0000							
15439583922	11/02	03:12 PM	310 403-8214	SAN MONICA,CA	1.2	0.0000							
15439583883	11/02	04:22 PM	310 403-8214	SAN MONICA,CA	0.2	0.0000							
378964914	11/03	10:12 AM	649 946-2321	GRAND TURK,TC	0.5	0.1600							
378964914	11/03	10:13 AM	649 946-4970	GRAND TURK,TC	1.6	0.5000							
378964914	11/03	10:20 AM	649 946-4970	GRAND TURK,TC	0.5	0.1600							
379034700	11/03	12:38 PM	416 661-4460	TORONTO ,ON	1.6	0.1200							
15453871336	11/04	10:39 AM	781 229-6565	BURLINGTON,MA	2.3	0.0000							
379271230	11/04	02:07 PM	416 967-1174	TORONTO ,ON	2.4	0.1700							
379271230	11/04	03:41 PM	613 594-3300	OTTAWAHULL,ON	2.7	0.1900							
379483528	11/05	01:54 PM	416 661-4460	TORONTO ,ON	1.4	0.1000							
379483528	11/05	02:46 PM	403 240-9059	CALGARY ,AB	0.5	0.0400							
379483528	11/05	02:47 PM	250 477-6091	VICTORIA ,BC	2.5	0.1800							
379483528	11/05	02:56 PM	250 477-6091	VICTORIA ,BC	0.5	0.0400							
379483528	11/05	05:07 PM	250 477-6091	VICTORIA ,BC	1.0	0.0700							
379692784	11/06	01:13 PM	649 946-2321	GRAND TURK,TC	0.5	0.1600							
379692784	11/06	01:14 PM	649 946-4970	GRAND TURK,TC	5.0	1.5500							
379692784	11/06	02:01 PM	649 946-4970	GRAND TURK,TC	0.5	0.1600							
379692784	11/06	02:01 PM	649 946-4970	GRAND TURK,TC	0.5	0.1600							
379692785	11/06	02:33 PM	403 444-2704	CALGARY ,AB	0.5	0.0400							
15473475988	11/06	03:17 PM	630 359-3535	ELMHURST ,IL	1.2	0.0000							
379692785	11/06	03:39 PM	905 472-5923	MARKHAM ,ON	1.4	0.1000							
379692784	11/06	04:23 PM	649 946-4970	GRAND TURK,TC	0.8	0.2500							
15473475977	11/06	04:27 PM	203 253-4014	STAMFORD ,CT	2.5	0.0000							
15473475970	11/06	05:05 PM	203 253-4014	STAMFORD ,CT	2.8	0.0000							
15478384373	11/06	05:34 PM	203 253-4014	STAMFORD ,CT	3.1	0.0000							
15478384363	11/06	05:58 PM	203 253-4014	STAMFORD ,CT	1.1	0.0000							
15489567442	11/09	12:36 PM	203 253-4014	STAMFORD ,CT	0.5	0.0000							
15489567420	11/09	01:56 PM	203 252-4014	STAMFORD ,CT	0.3	0.0000							
15489567418	11/09	01:57 PM	203 253-4014	STAMFORD ,CT	1.3	0.0000							
15489567387	11/09	02:53 PM	310 350-5512	TORRANCE ,CA	5.1	0.0000							
15491167805	11/09	05:09 PM	203 253-4014	STAMFORD ,CT	6.5	0.0000							
380103366	11/09	05:35 PM	758 484-0720	CASTRIES ,SA	2.1	0.7400							
15504047433	11/10	12:01 PM	203 253-4014	STAMFORD ,CT	0.1	0.0000							
15504047437	11/10	12:07 PM	203 253-4014	STAMFORD ,CT	1.0	0.0000							

EXPENSE REPORT (FORM M)

PAGE 1 OF 1

CLIENT CODE: 393	NAME: Emily Santos	DATE: 11/2/09	
• CLIENT-RELATED (Billable and Non-billable)			
DATE	DESCRIPTION*	TOTAL AMOUNT	WORK CODE
	Round-trip flights to Toronto for Caribbean Week in Canada	496.55	C
10/29	Taxi from Toronto Airport to InterContinental for CWinCanada	\$58	C
10/29	Dinner with S. Gregory in Toronto during CWinCanada	\$65.90	B
10/30	Taxi from InterContinental to Distillery - Rum & Rhythm	\$13	E
10/30	Taxi from Distillery to InterContinental following morning CWinCanada events	\$12	E
10/29	Taxi to LGA from apartment for flight to Toronto (CWinCanada)	\$38	C
10/30	Incidental room charges at InterContinental inc. two days of WiFi Internet access, breakfast for T. Gallagher, S. Gregory and E. Santos and dinner for E. Santos following Rum & Rhythm	\$162.98	E
• NON-CLIENT-RELATED BUSINESS (Description)			

Employee Signature *Emily Santos*
 Approval: *TS*
 Date: 11/2/09

Total Expenses	\$846.43
(-) Less Advances	\$ _____
(+) Due Employee	\$846.43
(-) Due LHA	\$ _____

Work Codes: A: Entertainment *(indicate name, title, company, type: lunch, dinner, etc.); B: Business Meals *(see above); C: Travel;

Your itinerary includes a code-share flight. Please remember to check in with the operating carrier for your flight(s).

[My itineraries](#)

[Frequently asked questions](#)

[EasyUpdate](#)

Passenger(s)

Name	EMILY N MISS SANTOS	Flight	Seat
Type	Adult	8231	
Email	EMILYS@LHAMMOND.COM	8572	
Phone	917-689-1707		

Purchase summary

Ticket price			
Credit card: Mastercard xxxxxxxxxxxx7062	Receipt number L64KGU	496.55 USD	

Total: 496.55 USD



Book your hotel

Location	Dates of stay	Hotel	Rating	Price
Toronto	10/29-10/31	Cosmopolitan Toronto Centre Hotel and Spa	★★★★☆	As low as USD157.44 per night Book now
Toronto	10/29-10/31	Pantages Hotel Toronto Centre	★★★★☆	As low as USD157.44 per night Book now
Toronto	10/29-10/31	Hotel Le Germain Toronto	★★★★☆	As low as USD267.65 per night Book now

[More hotels](#)



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INFORMATION INVOICE

Membership No. :
A/R Number :
Group Code : CTL
Company Name :

Emily Santos

CA

Room No. : 0711
Arrival : 10-29-09
Departure : 10-31-09
Page No. : 1 of 1
Folio No. : 158167
Conf. No. : 1277184
Cashier No. : 6
GST Reg No. : 121956932

Date	Text	Reference	Charges	Credits
10-29-09	Internet Access	24 hrs Internet acce	9.95	
10-30-09	Azure B/fast - Food	Room# 0711 : CHECK# 2227	97.36	
10-30-09	Internet Access	24 hrs Internet acce	9.95	
10-30-09	Private Dining - Food	Room# 0711 : CHECK# 4890	45.72	
10-31-09	Mastercard			162.98
		XXXXXXXXXXXX7062		
	F&B PST	0.00 CAD		
		8.20 CAD		
		0.00 CAD		
	F&B GST	5.33 CAD		
		0.00 CAD		
		Total	162.98	162.98
		Balance	0.00	CAD

CTDC -393

10/29/09 TR 3003
START END MILES
09:38 09:59 11.5
Regular Fare
RATE 1:\$ 26.50
SURCH: \$ 0.00
TIP : \$ 5.30
TOTAL: \$ 31.80
#38.00
Card Type: MC

137681

T-43

K I T K A T

Italian Bar & Grill
297 King St. W.
Toronto

416/977.4461

GST# R899439145

TRANSACTION RECORD 091029/18:57

KIT KAT BAR & GRILL
297 KING ST W
TORONTO ONTARIO
M5V1J5

Table #43

Trans#: 137681 Serv: Donna
10/29/2009 6:40:02 PM # Cust:2

Quan	Descript	Cost
1	G1. Cabernet	\$7.50
1	Small Mineral	\$2.50
1	Organic Greens	\$8.50
1	Caprese Salad	\$11.95
1	1/2 Bolognese	\$8.50
1	1/2 Penne Sausage	\$9.50

Net Total: \$48.45
PST \$3.28
GST \$2.42
BAR \$0.75

TOTAL : \$54.90

Food: \$38.45
Beverage: \$2.50
Liquor: \$7.50
www.kitkattoronto.com

Thank you for coming
If Al's not here he is at
CLUB LUCKY!
KitKat Too !!
www.kitkattoronto.com

TERM ID: 03117392
ID: 31334920
VC: 00000000
CARD # XXXXXXXXXXXX7062
ACCT TYPE: MC
CF NO: 0007752

PURCHASE AMOUNT \$54.90

TIP: \$ 11.00

TOTAL: \$ 65.90

01) APPROVED - THANK YOU AUTH #15396

CARDHOLDER AGREES TO PAY ISSUER SUCH
TOTAL IN ACCORDANCE WITH ISSUER'S
AGREEMENT WITH CARDHOLDER

EPT

FARE#: DATE: 10/30/09
CAB NO.: AMOUNT \$: 13.00
DRIVER'S NAME:
FROM: Intercontinental
TO: Distillery
NOTE: AMOUNT SHOWN ABOVE INCLUDES G.S.T.
Driver is an Independent Contractor, any G.S.T. input Credit may be claimed as "NOTIONAL" or applied to DRIVER'S Registration Number, not CO-OP CABS.

CARDHOLDER SIGNATURE

ROYAL TAXI (416) 777-9222

www.royaltaxi.ca

DATE 10/30/09 AMT. \$ 200/-
FROM ~~Toronto Airport - Intercon~~ Distillery #12.00
TO InterContinental
DRIVER'S NAME _____ GST# _____
CAB# 140 FARE INCLUDES GST

From Toronto Airport - Intercon

CAR: 630
DATE: 29/10/2009
AMOUNT PAID: \$58.00
DRIVER: *[Signature]*

Thanks

The driver is an Independent Contractor, any GST input credit may be claimed as 'notional' or applied to the driver's GST registered number, not Royal Taxi Inc.

THANK YOU



INVOICE

Taylor Design
51 Bank Street
Stamford, CT 06901

TEL. 203.969.7200
FAX. 203.969.0594

No: **9431-0**

Lou Hammond & Associates
39 East 51 Street
New York NY 10022
Attn: Terence Gallagher

Date: 10-Nov-2009
Title: CTO e-Newsletter October 2009 Issue Job #: 9431

Project Description: Terry Gallagher of Lou Hammond & Associates requested the layout and programming of the October 2009 issue of the new electronic newsletter for the Caribbean Tourism Organization. HTML files were supplied to the client for use in disseminating the e-newsletter to members.

Scope of Work	Cost
Programming	
- Client conferences and project management	\$500.00
- Imported text and made edits	
- Designed and laid out diagrams and charts as needed	
- Prepared and presented a complete representative layout (showing all text and art in position)	
- Laid out and typed revisions	
- HTML programming and testing	
- Final HTML files sent to client	
	<hr/>
	SubTotal \$500.00
	<hr/>
	Total \$500.00
	<hr/>

Terms: NET 30 days. Thank you.

ef TG
Bill CTO-393
11/11/09

TOM SANDLER PHOTOGRAPHY
 48 Abell St #232, Toronto Ont M6J3H2
 416 534-5299 / 416 536-1868 fx
 tsandler@total.net
 GST R121203418

Invoice

Account #
 Susannah Gregory, Account Executive
 Lou Hammond & Associates
 39 East 51st Street
 New York, NY
 10022

11/9/09	2344
Invoice Date	Invoice #
PO #	Terms

QUANTITY	PART NO.	DESCRIPTION	PRICE/UNIT	AMOUNT
		Location Photography		
		Friday, October 30, 2009		
		Caribbean Week, Fermenting Cellar	\$850.00	
		Incl., Media Marketplace, Awards Luncheon, Rum & Rhythm		
		Incl., Shooting Time 2 DVD's		
		Burned on Site, 1 DVD's Sent		
		Fed Ex \$43.00, Parking \$30.00	\$73.00	

Subtotal:	\$923.00
Tax:	Exempt
GST:	\$46.15
TOTAL:	\$969.15

393
 —

Pay upon receipt. Remit to:



2% Interest will be charged on all accounts over thirty days



Wednesday, November 04, 2009

[My Accounts](#) > Account Activity

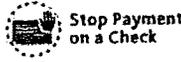
Account Activity

[Print](#) [Help with this page](#)

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- [Pay bills](#)
- [See Account Statements](#)
- [See account notifications](#)
- [See more choices](#)

▶ Note for former WaMu customers: [Learn more about using Chase.com to manage your accounts.](#)



Activity for CHASE COLLEGE (...9894)

[Show](#)

Details for CHASE COLLEGE (...9894)

Present Balance	\$17.86
Available Balance	\$17.86

Show me...

All Transactions

[Show](#)

Transaction Results (1 - 32) for CHASE COLLEGE (...9894)

[Search Transactions](#)

Date	Type	Description	Debit	Credit	Balance
11/03/2009	Debit Card Trans:		\$16.32		\$17.86
11/03/2009	ACH r		\$123.00		\$34.18
11/03/2009	Debit Trans:		\$193.55		\$157.18
11/03/2009	Misc.		\$10.00		\$350.73
11/03/2009	Misc.			\$350.00	\$360.73
11/02/2009	Debit Card Transaction	BUSINESS CTR-INTRCNL T 10/30BUSINESS CA DOLLAR 3.00 X 0.9366667 (EXCHG RTE) + 0.08 (EXCHG RTE ADJ)	\$2.89		\$10.73
11/02/2009	Debit Card Transaction	BUSINESS CTR-INTRCNL T 10/30BUSINESS CA DOLLAR 3.70 X 0.9378378 (EXCHG RTE) + 0.10 (EXCHG RTE ADJ)	\$3.57		\$13.62
11/02/2009	Debit Card Transaction	NYC TAXI MED 4F62 LONG I 11/01NYC TAXI	\$9.60		\$17.19
11/02/2009	Debit Card Transaction	RELAY #4762 MISSISSAUGA 10/31RELAY #47 CA DOLLAR 11.20 X 0.9366071 (EXCHG RTE) + 0.31 (EXCHG RTE ADJ)	\$10.80		\$26.79
11/02/2009	Debit Card Transaction		\$16.95		\$37.59
11/02/2009	Debit Card Transaction	BUSINESS CTR-INTRCNL T 10/30BUSINESS CA DOLLAR 18.15 X 0.9371901 (EXCHG RTE) + 0.51 (EXCHG RTE ADJ)	\$17.52		\$54.54
11/02/2009	Debit Card Transaction	BUSINESS CTR-INTRCNL T 10/30BUSINESS CA DOLLAR 25.25 X 0.9370297 (EXCHG RTE) + 0.70 (EXCHG RTE ADJ)	\$24.36		\$72.06
11/02/2009	Debit Card Transaction	BUSINESS CTR-INTRCNL T 10/30BUSINESS CA DOLLAR 38.85 X 0.9369369 (EXCHG RTE) + 1.09 (EXCHG RTE ADJ)	\$37.49		\$96.42
11/02/2009	Debit Card	LENNY'S 9TH NEW YORK NY 11/01LENNY'S 9	\$38.90		\$133.91

Transaction Date	Description	Debit	Credit	Balance
11/02/2009	Transaction Debit Card Transaction	\$42.75		\$172.81
11/02/2009	Transaction Debit Card Transaction BUSINESS CTR-INTRCNTL T-10/30BUSINESS CA DOLLAR 56.55 X 0.9370469 (EXCHG RTE) + 1.58 (EXCHG RTE ADJ)	\$54.57		\$215.56
11/02/2009	Transaction Debit Card Transaction	\$82.99		\$270.13
11/02/2009	Transaction ATM Transaction	\$102.50		\$353.12
11/02/2009	Transaction Debit Card Transaction	\$157.86		\$455.62
11/02/2009	Transaction Debit Card Transaction	\$191.92		\$613.48
11/02/2009	Misc. Debit	\$2.00		\$805.40
11/02/2009	Misc. Debit	\$10.00		\$807.40
11/02/2009	Misc. Credit		\$150.00	\$817.40
10/30/2009	Transaction Debit Card Transaction	\$9.90		\$667.40
10/30/2009	Transaction Debit Card Transaction	\$56.75		\$677.30
10/30/2009	Transaction Debit Card Transaction	\$287.10		\$734.05
10/30/2009	ACH-Credit		\$1,020.82	\$1,021.15
10/29/2009	Transaction Debit Card Transaction	\$7.98		\$0.33
10/29/2009	Transaction Debit Card Transaction	\$10.70		\$8.31
10/28/2009	Transaction Debit Card Transaction	\$8.70		\$19.01
10/28/2009	Transaction Debit Card Transaction	\$9.90		\$27.71
10/28/2009	Transaction Debit Card Transaction	\$10.25		\$37.61

11s

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taylor design

INVOICE

Taylor Design
51 Bank Street
Stamford, CT 06901

TEL 203.969.7200
FAX 203.969.0594

No: **9282-0**

Lou Hammond & Associates
39 East 51 Street
New York NY 10022
Attn: Terence Gallagher

Date: 26-Aug-2009

Title: **CTO e-Newsletter August 2009 Issue** Job #: **9282**

Project Description: Terry Gallagher of Lou Hammond & Associates requested the layout and programming of the August 2009 issue of the new electronic newsletter for the Caribbean Tourism Organization. HTML files were supplied to the client for use in disseminating the e-newsletter to members.

Scope of Work	Cost
Programming	
- Client conferences and project management	\$500.00
- Imported text and edits (two rounds) based on 2-3 pages	
- Designed and laid out diagrams and charts as needed	
- Prepared and presented a complete representative layout (showing all text and art in position)	
- Laid out and typed revisions	
- HTML programming and testing	
- Finalized HTML files and sent to client	
	SubTotal \$500.00
	Total \$500.00

Terms: NET 30 days. Thank you.

#343

CREDIT CARD FORM (FORM K)

Use of company credit card: Immediately after charging on your group's credit card you must complete the following and give to the Controller:

AMERICAN EXPRESS VISA

TO: CONTROLLER

DATE: 10/20/09

VENDOR: Orbitz / united Airlines

CLIENT & CODE 393 (cto)

APPROX. AMOUNT: \$511.44

DESCRIPTION: flight for Susannah Gregory to Caribbean week in Canada

NAME: Susannah Gregory

Charges over \$2,000 must have the Chairman or President's approval.

Approved by Chairman / President: _____

Date: _____

From: OrbitzTLC [travelercare@orbitz.com]
Sent: Tuesday, October 20, 2009 6:52 PM
To: Susannah Gregory
Subject: Travel Document - Toronto 10/28/09



Your Travel Document

Hello John,

Thanks for traveling with Orbitz. This e-mail confirms the ticket number(s) issued for the "Toronto 10/28/09" trip.

Visit "[My Trips](#)" to add this reservation to your calendar.

Your ticketed itinerary involves travel via Canada and this country now requires proof of citizenship. [Click here for more information.](#)

Ticket Information

Passenger(s): SUSANNAH GREGORY

United Airlines record locator: R16F5M

Ticket type requested: electronic (e-ticket)

Orbitz record locator: AP1101014RPJ6SP9

Airline ticket number(s): 0167457406411

Please note: At least one airline in this trip charges an additional fee for checked baggage. This fee is not included in your total trip cost. [See details](#)

Please note: Meal requests are subject to the type of service offered on your flight and cannot be guaranteed by Orbitz or the airline. Special requests should be confirmed directly with the airline 24 hours prior to departure.

Wednesday, October 28, 2009

United Airlines # 8237 Operated by: AIR CANADA -- AC 723 - Please check in with the operating carrier

New York La Guardia (LGA) to Toronto Pearson International (YYZ)

Departure (LGA): October 28, 6:30 PM EDT (evening)

Arrival (YYZ): October 28, 8:05 PM EDT (evening)

Class: Economy

Your flight is confirmed. The airline is assigning seats at check-in [choose seats](#)

View the latest airport conditions at: [LGA](#)

October 20, 2009

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John Collins

2024366360@txt.att.net

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You have purchased **Trip Protector** for the following

Saturday, October 31, 2009

United Airlines # 8572 Operated by: AIR CANADA -- AC 700 - Please check in with the operating carrier

Toronto Pearson International (YYZ) to New York La Guardia (LGA)

Departure (YYZ): October 31, 6:20 AM EDT (morning)

Arrival (LGA): October 31, 7:49 AM EDT (morning)

Class: Economy

Your flight is confirmed. The airline is assigning seats at check-in [choose seats](#)

| [LGA](#)

Have your travel plans changed? Many tickets can be exchanged or cancelled online by visiting "My trips" and clicking the [Change/cancel airline ticket](#) option.

Cost and billing summary

Booking Confirmation

Total airfare: \$511.44USD (including taxes and insurance)

Unless otherwise specified, all costs are provided in US dollars.

Price Assurance: Get a cash refund if another customer books the same flight at a lower price. [How it works](#)

Please note that your fare may carry restrictions. Changes to your itinerary may result in additional fees. Review the fare rules in "[My Trips](#)" to learn more.

Important notice related to ticket [terms and conditions](#).

Billing Information

Credit card holder's name: LOU HAMMOND

Credit card type: American Express

Credit card number: xxxxxxxxxxxx2008

Address:

39 EAST 51ST STREET

NEW YORK, NY 10022

United States

E-mail: susannahg@lhammond.com

traveler(s):

Susannah Gregory

You should have received a separate confirmation e-mail detailing your policy. Please be sure to carry a copy of that confirmation with you on your trip. If you need any assistance with your travel protection, please contact Access America at **877-593-4989**. [See additional coverage options](#)

This booking is subject to our [Privacy Policy](#) and our [Terms and Conditions](#).

At the airport

At the airport

Enjoy a hassle-free airport experience with these travel tips from OrbitzTLC:

- Remember to print a copy of this e-mail and bring it with you to the airport. Your itinerary and ticket numbers may be required for check-in and/or Immigration.
- Remember to bring a valid government-issued photo ID to the airport. Check specific [visa and passport requirements](#).
- Obtain your boarding pass before entering the security checkpoint. See more [check-in tips](#)
- Plan ahead and arrive early for airport security. Please review these updated security and packing [guidelines](#), as they may change periodically.

Check-in Information

Because you're traveling with an e-ticket, no ticket will be mailed to you.

International Travel

Check [visa and passport requirements](#).

Lastly, you can always look up your reservation under "[My Trips](#)" or on your [mobile phone](#) at [mobile.orbitz.com](#). If you have any questions, you can [e-mail](#) us.

Schedule Changes

Schedule Changes

You may receive an e-mail from Orbitz if a schedule change occurs prior to or during your trip. Such changes also will be noted in "[My Trips](#)". We recommend you check there periodically before your trip.

If there are changes to the flight(s), bring a printout with the updated itinerary and ticket number(s) to the airport. We will send you an e-mail 2-3 days before departure.

Thank you for choosing Orbitz.

Enjoy your trip!

OrbitzTLC Team

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RUSH PICK-UP
*10% EXTRA COST

11:00 AM PICK-UP

3:00 PM PICK-UP

RUSH DELIVERY
*10% EXTRA COST

11:00 AM DELIVERY

3:00 PM DELIVERY

3378866

\$19.00

LOU HAMMOND & ASSOCIATES

DELIVERIES/PICKUPS (FORM R)

DATE: 11/4/09

Total: \$38.00

CHARGE: LHA

CLIENT: 393

TO/FROM: Fernando Abreu
Name

TEL: 917-453-2406

COMPANY: Caribbean Tourism Development Company

ADDRESS: 80 Broad Street, Suite 3200 New York, NY 10001
(please include floor and/or suite)

FROM (ACCT. PERSON): Susannah Gregory

SPECIAL INSTRUCTIONS: _____

BILLING DESCRIPTION:

RECEIVED:

SIGNATURE: _____ TIME: _____

PRINT LAST NAME: _____

DELIVERED/PICKED UP BY: _____

NO. TOKENS USED OR CAB FARE: _____

RUSH PICK-UP
*10% EXTRA COST

11:00 AM PICK-UP

3:00 PM PICK-UP

RUSH DELIVERY
*10% EXTRA COST

11:00 AM DELIVERY

3:00 PM DELIVERY

\$19.00

LOU HAMMOND & ASSOCIATES

DELIVERIES/PICKUPS (FORM R)

DATE: 11/24/09

CHARGE: LHA

CLIENT: 393

TO/FROM: Fernando Abreu
Name

TEL: _____

COMPANY: Caribbean Tourism Organization

ADDRESS: 80 Broad Street, Suite 3200 New York, NY 10004
(please include floor and/or suite)

FROM (ACCT. PERSON): Ashley Taylor

SPECIAL INSTRUCTIONS: _____

BILLING DESCRIPTION:

RECEIVED:

SIGNATURE: APO TIME: _____

PRINT LAST NAME: _____

DELIVERED/PICKED UP BY: _____

NO. TOKENS USED OR CAB FARE: _____

Total \$20.00

CD'S TO BURN/COPY OF CD'S

Date: 11/18/09.

For: Susannah S
Account Executive

Client/Charges: CTD # 393

Burn from: Burn Grande WPX-TV on CD.

Computer: _____
(Where is it located/Where to find)

From another CD: _____
Attached

Quantity needed: 1

Total Cost: \$10.00

Gabriel Perez

From: Susannah Gregory
Sent: Wednesday, November 18, 2009 5:57 PM
To: Gabriel Perez
Subject: CD

Hey guys:

Can I get the following video burned onto a CD, please? Charge CTO - 393.

J:\TerryG\Video\CTDC\CWiNY 09\Grenada - 6-09-09 WPIX-TV.wmv

Thx -
SG

Susannah Gregory, Account Executive
Lou Hammond & Associates
39 E 51st St, New York, NY 10022
t: 212-891-0246 f: 212-891-0200
www.louhammond.com
www.twitter.com/louhammondpr

14
11/18/09

CD/DVD TO BURN/COPY OF CD/DVD (FORM AA)

Date: 11/2/09

For: Susannah G

Client/Charges: CTDC

Burn from: Attached

Computer:

Quantity needed: 1 CD

Total Cost: ~~10~~ 10.00

Gabriel Perez

From: Susannah Gregory
Sent: Monday, November 09, 2009 11:10 AM
To: Gabriel Perez
Subject: images

Hi Gabe:

Please copy the images in the folder below onto a disc today – let me know when they're complete and I'll send you the mailing address...thx!

J:\TerryG\Images\Caribbean Tourism Development Company\Events\2009\Caribbean Week Toronto 2009\Images

SG

Susannah Gregory, Account Executive
Lou Hammond & Associates
39 E 51st St, New York, NY 10022
t: 212-891-0246 f: 212-891-0200
www.louhammond.com
www.twitter.com/louhammondpr

COLOR COPIES FORM (FORM Z)

DATE: 11/17/09

ACCOUNT REP: Susannah G

CLIENT CHARGES: Caribbean Tourism # 393

LHA CHARGE:

DESCRIPTION: Color print of September & October 2009 clips

TOTAL # OF COLOR COPIES: 29

TOTAL COST: \$ 21.75

Gabriel Perez

From: Susannah Gregory
Sent: Tuesday, November 17, 2009 1:31 PM
To: Gabriel Perez
Subject: colored copies

Hey guys:

Can I get one colored copy of each clip in the folders below? I need sometime today if possible - please charge CTO (393). THANKS!

J:\TerryG\Images\Caribbean Tourism Development Company\Clips\2009\September - 9 color.
J:\TerryG\Images\Caribbean Tourism Development Company\Clips\2009\October - 20 color.

Susannah Gregory, Account Executive
Lou Hammond & Associates
39 E 51st St, New York, NY 10022
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www.louhammond.com
www.twitter.com/louhammondpr

DATE 11/23/09

CLIENT Caribbean Tourism #393

SUBJECT: Caribbean Tourism September - October 2009 Reports

TOTAL HOURS: 1/2 hr. = \$17.00

DESCRIPTION (Please check [] tasks involved)

- 1. Collating and stuffing releases _____, brochures _____, photos _____ into press kit covers
- 2. Collating and stuffing releases _____, brochures _____, photos _____ and invitations _____ into envelopes
- 3. Stick labels onto envelopes
- 4. Stick labels onto photos
- 5. Stick photos onto caption sheets
- 6. Copy press clips (Organize in chronological order [optional])
- 7. Binding
- 8. Putting signatures on letters/ Matching names of envelopes with letters
- 9. Write out on P-touch tape and stick onto index tabs
- 10. Set up the sixth floor (includes deck)
- 11. Wrap gifts (includes wrapping and tie ribbons)
- 12. Set up gift bags (includes putting tissue and everything inside)
- 13. Outside job (Helping out in press events, etc)
- 14. Other:



LOU HAMMOND & ASSOCIATES, INC.

39 East 51st Street, New York, NY 10022-5901 • 212-308-8880 • Fax 212-891-0200 • e-mail lha@lhammond.com
www.louhammond.com

Invoice

Bill To
Sylma Brown Bramble Director (Ag.) CARIBBEAN TOURISM ORGANIZATION-USA, Inc. 80 Broad St Ste 3200 New York, NY 10004

Date	Invoice #
1/22/2010	32236

FOR: Out-of-pocket expenses incurred on your behalf during the month of December.

Item	Description	Amount
Media Transportation	Airport transfers (taxi/sea shuttle) for "Today" show correspondent Jenna Wolfe and her guest	348.00
Miscellaneous	Telephone roaming charges for Susannah Gregory while in Toronto for Caribbean Week in Canada 2009	83.21
Press Clipping Service	WSEE audience report	10.89
Travel/Entertainment Expen...	Transportation, hotel, meals for Terry Gallagher re Caribbean Week in Toronto	188.27
Transportation	Car service to JFK airport for Michelle Horn - volleyball TV segment	130.05
Telephone	Long distance telephone	1.47
Postage	Postage	3.46
Deliveries	Pick-up from WPIX Morning News	15.00
		NSD/CES/REGISTRATION UNIT 2010 JUL -6 PM 5: 26
Total		\$780.35

Payable within 30 days of invoice. A charge of 1.5% per month will be made thereafter.

CREDIT CARD FORM (FORM K)

Use of company credit card: Immediately after charging on your group's credit card you must complete the following and give to the Controller:

AMERICAN EXPRESS

VISA

TO: CONTROLLER

DATE: 12/9/09

VENDOR: Cap Juluca

CLIENT & CODE CTO -393

APPROX. AMOUNT: \$348.00

DESCRIPTION: CTO is underwriting airport transfers (taxi/sea shuttle) for today show correspondent Jenna Wolfe and her guest during their personal vacation.

NAME: E. Santos

Charges over \$2,000 must have the Chairman or President's approval.

Approved by Chairman / President: _____

Date: _____



Guest Name: Jenna Wolfe

Room #: V016
 Folio#: R02424
 Group #:
 Guests: 2
 Clerk:

Arrive: 01/10/10 Time: Depart: 01/14/10 Time: 05:33:53 Stat: RESV

Date	Description	Comment	Amount
12/07/09	FUN TIME	round trip sea shuttle transfers	\$300.00
12/07/09	TAXI CHARGE	round trip taxi charges to blowing point	\$48.00
12/07/09	PAY AMERICAN EXPRESS	*****2008 163788	\$348.00-

AMOUNT DUE	\$0.00
-------------------	---------------

SIGNATURE

P.O.Box 240, Anguilla, British West Indies
 Telephone: 264-497-6666 Facsimile: 264-497-6617
 Reservations: 264-497-6779 Toll Free: 1-888-858-5822
 Email: capjuluca@anmullanet.com

326	TUE	11/17/2009	9:17PM	917-216-3055	INCOMING CL	15KNW	NW		0.00	0.00	0.00
327	TUE	11/17/2009	9:20PM	662-448-0150	HOUSTON MS	25KNW	NW		0.00	0.00	0.00
328	TUE	11/17/2009	9:24PM	662-448-0150	HOUSTON MS	65KNW	NW		0.00	0.00	0.00
329	TUE	11/17/2009	10:50PM	662-447-2237	OKOLONA MS	95KNW	NW		0.00	0.00	0.00
330	TUE	11/17/2009	11:44PM	917-216-3055	INCOMING CL	55KNW	NW		0.00	0.00	0.00
331	TUE	11/17/2009	11:54PM	917-216-3055	INCOMING CL	75KNW	NW		0.00	0.00	0.00
332	WED	11/18/2009	12:26PM	662-401-0715	TUPELO MS	4MME0	DT	M2MC	0.00	0.00	0.00
333	WED	11/18/2009	12:42PM	662-401-9015	TUPELO MS	1MME0	DT	M2MC	0.00	0.00	0.00
334	WED	11/18/2009	7:07PM	646-289-2866	NEW YORK NY	1RM45	DT		0.00	0.00	0.00
335	WED	11/18/2009	7:08PM	212-754-5258	NEW YORK NY	1RM45	DT		0.00	0.00	0.00
336	WED	11/18/2009	7:54PM	917-216-3055	INCOMING CL	3MME0	DT	M2MC	0.00	0.00	0.00
337	WED	11/18/2009	9:30PM	917-216-3055	INCOMING CL	65KNW	NW		0.00	0.00	0.00
338	WED	11/18/2009	11:01PM	917-216-3055	INCOMING CL	155KNW	NW		0.00	0.00	0.00
339	THU	11/19/2009	6:56PM	917-216-3055	NEW YORK NY	1MME0	DT	M2MC	0.00	0.00	0.00
340	THU	11/19/2009	6:57PM	917-216-3055	INCOMING CL	3MME0	DT	M2MC	0.00	0.00	0.00
341	THU	11/19/2009	7:08PM	662-448-0150	HOUSTON MS	5MME0	DT	M2MC	0.00	0.00	0.00
342	THU	11/19/2009	7:09PM	646-415-3175	INCOMING CL	2MME0	DT	M2MC	0.00	0.00	0.00
343	THU	11/19/2009	7:26PM	646-415-3175	NEW YORK NY	1MME0	DT	M2MC	0.00	0.00	0.00
344	THU	11/19/2009	7:28PM	646-415-3175	INCOMING CL	1MME0	DT	M2MC	0.00	0.00	0.00
345	THU	11/19/2009	8:29PM	917-216-3055	INCOMING CL	5MME0	DT	M2MC	0.00	0.00	0.00
346	THU	11/19/2009	9:20PM	917-216-3055	INCOMING CL	25KNW	NW		0.00	0.00	0.00
347	FRI	11/20/2009	7:27AM	917-216-3055	NEW YORK NY	2MME0	DT	M2MC	0.00	0.00	0.00
348	FRI	11/20/2009	8:12AM	212-982-8690	NEW YORK NY	3RM45	DT		0.00	0.00	0.00
349	FRI	11/20/2009	8:31AM	917-216-3055	INCOMING CL	1MME0	DT	M2MC	0.00	0.00	0.00
350	FRI	11/20/2009	8:36AM	917-216-3055	NEW YORK NY	12MME0	DT	M2MC	0.00	0.00	0.00
351	FRI	11/20/2009	1:28PM	917-216-3055	NEW YORK NY	1MME0	DT	M2MC	0.00	0.00	0.00
352	FRI	11/20/2009	5:32PM	917-216-3055	NEW YORK NY	4MME0	DT	M2MC	0.00	0.00	0.00
353	FRI	11/20/2009	5:53PM	662-401-9015	TUPELO MS	1MME0	DT	M2MC	0.00	0.00	0.00
354	FRI	11/20/2009	5:53PM	917-216-3055	NEW YORK NY	3MME0	DT	M2MC	0.00	0.00	0.00
355	FRI	11/20/2009	6:30PM	212-754-5258	NEW YORK NY	3RM45	DT		0.00	0.00	0.00
356	FRI	11/20/2009	6:56PM	662-401-9015	INCOMING CL	26MME0	DT	M2MC	0.00	0.00	0.00
357	FRI	11/20/2009	7:22PM	917-216-3055	NEW YORK NY	1MME0	DT	M2MC	0.00	0.00	0.00
358	FRI	11/20/2009	7:23PM	917-216-3055	NEW YORK NY	1MME0	DT	M2MC	0.00	0.00	0.00
359	FRI	11/20/2009	7:24PM	917-216-3055	NEW YORK NY	6MME0	DT	M2MC	0.00	0.00	0.00
360	FRI	11/20/2009	8:20PM	917-216-3055	INCOMING CL	1MME0	DT	M2MC	0.00	0.00	0.00
361	FRI	11/20/2009	8:25PM	917-216-3055	NEW YORK NY	2MME0	DT	M2MC	0.00	0.00	0.00
362	FRI	11/20/2009	8:29PM	917-216-3055	NEW YORK NY	3MME0	DT	M2MC	0.00	0.00	0.00
363	FRI	11/20/2009	9:14PM	917-216-3055	INCOMING CL	35KNW	NW		0.00	0.00	0.00
364	FRI	11/20/2009	10:54PM	917-216-3055	NEW YORK NY	25KNW	NW		0.00	0.00	0.00
365	FRI	11/20/2009	11:09PM	917-216-3055	NEW YORK NY	15KNW	NW		0.00	0.00	0.00
366	FRI	11/20/2009	11:13PM	646-415-3175	NEW YORK NY	35KNW	NW		0.00	0.00	0.00
367	FRI	11/20/2009	11:16PM	917-216-3055	CALL WAIT	15KNW	NW	CW	0.00	0.00	0.00
Totals						1503			0.00	0.00	0.00

Roaming Call Detail**202-436-6360**

User Name : PATSY GREGORY

Rate Code: INC0=INCOLLECT .79

Item	Day	Date	Time	Number Called	Call To	Min	Rate Code	Feature	Airtime Charge	LD/Add'l Charge	Total Charge
Charges Incurred While Roaming in HAMILTON, ON											
1	THU	10/29/2009	9:21AM	416-854-1976	TORONTO CL	1	INC0		0.79	0.00	0.79
2	THU	10/29/2009	9:54AM	416-534-5299	TORONTO CL	1	INC0		0.79	0.00	0.79
3	THU	10/29/2009	9:55AM	416-948-5911	TORONTO CL	2	INC0		1.58	0.00	1.58
Charges Incurred While Roaming in TORONTO, ON											
4	WED	10/28/2009	10:49PM	202-436-6360	INCOMING CL	21	INC0		16.59	0.00	16.59
5	WED	10/28/2009	11:11PM	917-216-3055	NEWYORKZN CL	6	INC0		4.74	0.00	4.74
6	THU	10/29/2009	11:03AM	647-408-9480	TORONTO CL	1	INC0		0.79	0.00	0.79
7	THU	10/29/2009	11:20AM	212-308-8880	NEW YORK CL	2	INC0		1.58	0.00	1.58

8	THU	10/29/2009	11:25AM	212-891-0246	NEW YORK CL	1	INCO	0.79	0.00	0.79
9	THU	10/29/2009	11:25AM	212-891-0221	NEW YORK CL	3	INCO	2.37	0.00	2.37
10	THU	10/29/2009	11:31AM	202-436-6360	INCOMING CL	1	INCO	0.79	0.00	0.79
11	THU	10/29/2009	11:33AM	202-436-6360	INCOMING CL	2	INCO	1.58	0.00	1.58
12	THU	10/29/2009	11:59AM	416-534-5299	TORONTO CL	2	INCO	1.58	0.00	1.58
13	THU	10/29/2009	1:13PM	202-436-6360	INCOMING CL	4	INCO	3.16	0.00	3.16
14	THU	10/29/2009	1:33PM	202-436-6360	INCOMING CL	6	INCO	4.74	0.00	4.74
15	THU	10/29/2009	1:43PM	416-384-6277	TORONTO CL	1	INCO	0.79	0.00	0.79
16	THU	10/29/2009	2:33PM	202-436-6360	INCOMING CL	1	INCO	0.79	0.00	0.79
17	THU	10/29/2009	2:37PM	202-436-6360	INCOMING CL	3	INCO	2.37	0.00	2.37
18	THU	10/29/2009	4:06PM	809-320-1200	DOMINICAN CL	2	INCO	1.58	0.00	1.58
19	THU	10/29/2009	4:09PM	829-451-6032	DOMINICAN CL	2	INCO	1.58	0.00	1.58
20	THU	10/29/2009	7:08PM	202-436-6360	INCOMING CL	3	INCO	2.37	0.00	2.37
21	THU	10/29/2009	7:43PM	202-436-6360	INCOMING CL	3	INCO	2.37	0.00	2.37
22	THU	10/29/2009	9:07PM	917-689-1707	NEWYORKZN CL	5	INCO	3.95	0.00	3.95
23	THU	10/29/2009	11:01PM	202-436-6360	INCOMING CL	2	INCO	1.58	0.00	1.58
24	THU	10/29/2009	11:46PM	202-436-6360	INCOMING CL	4	INCO	3.16	0.00	3.16
25	FRI	10/30/2009	8:20AM	416-904-1528	TORONTO CL	2	INCO	1.58	0.00	1.58
26	FRI	10/30/2009	4:38PM	917-216-3055	NEWYORKZN CL	6	INCO	4.74	0.00	4.74
27	FRI	10/30/2009	4:46PM	212-891-0266	NEW YORK CL	9	INCO	7.11	0.00	7.11
28	FRI	10/30/2009	6:17PM	917-593-6267	NEWYORKZN CL	1	INCO	0.79	0.00	0.79
29	FRI	10/30/2009	6:18PM	202-436-6360	INCOMING CL	2	INCO	1.58	0.00	1.58
30	FRI	10/30/2009	9:16PM	917-216-3055	NEWYORKZN CL	2	INCO	1.58	0.00	1.58
31	FRI	10/30/2009	11:41PM	917-216-3055	NEWYORKZN CL	1	INCO	0.79	0.00	0.79
32	FRI	10/30/2009	11:44PM	202-436-6360	INCOMING CL	3	INCO	2.37	0.00	2.37
33	FRI	10/30/2009	11:46PM	202-436-6360	INCOMING CL	2	INCO	1.58	0.00	1.58
34	FRI	10/30/2009	11:48PM	202-436-6360	INCOMING CL	2	INCO	1.58	0.00	1.58
35	FRI	10/30/2009	11:51PM	202-436-6360	INCOMING CL	3	INCO	2.37	0.00	2.37
Totals						112		88.48	0.00	88.48

Data Detail**202-436-6360****User Name : PATSY GREGORY****Rate Code:** INTM=INTMSG1500, DBB6=BBRYUNL_ALL4**Rate Period (PD):** AT=Anytime**Feature:** SMH=IMB SMS \$0.03, GPRR=GPRS \$0.00 rate APN003, MMH=IMB MMS \$0.03

Item	Day	Date	Time	To/From	Type	Msg/KB/Min	Rate Code	Rate Pd	Feature	In/Out	Total Charge
1	WED	10/21/2009	8:37AM	646-226-4947	Text Message	1 Msg	INTM	AT	SMH	Out	0.00
2	WED	10/21/2009	9:04AM	646-226-4947	Text Message	1 Msg	INTM	AT	SMH	In	0.00
3	WED	10/21/2009	9:37AM	646-226-4947	Text Message	1 Msg	INTM	AT	SMH	Out	0.00
4	WED	10/21/2009	2:27PM	646-226-4947	Text Message	1 Msg	INTM	AT	SMH	In	0.00
5	WED	10/21/2009	2:39PM	646-226-4947	Text Message	1 Msg	INTM	AT	SMH	Out	0.00
6	WED	10/21/2009	3:38PM	206-992-4011	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	In	0.00
7	WED	10/21/2009	9:26PM	662-401-0715	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	In	0.00
8	WED	10/21/2009	9:29PM	662-401-0715	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	Out	0.00
9	WED	10/21/2009	9:30PM	646-415-3175	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	Out	0.00
10	THU	10/22/2009	8:59AM	662-401-0715	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	Out	0.00
11	THU	10/22/2009	8:59AM	662-401-0715	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	In	0.00
12	THU	10/22/2009	6:25PM	214-564-4955	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	In	0.00
13	THU	10/22/2009	6:47PM	214-564-4955	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	Out	0.00
14	THU	10/22/2009	6:47PM	214-564-4955	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	In	0.00
15	THU	10/22/2009	7:05PM	214-564-4955	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	Out	0.00
16	THU	10/22/2009	7:19PM	214-564-4955	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	In	0.00
17	THU	10/22/2009	7:21PM	214-564-4955	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	In	0.00
18	THU	10/22/2009	7:37PM	214-564-4955	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	In	0.00
19	THU	10/22/2009	7:37PM	214-564-4955	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	In	0.00
20	THU	10/22/2009	7:48PM	214-564-4955	MTM TEXT MESSAGE	1 Msg	INTM	AT	SMH	Out	0.00

934 SUN	11/15/2009	3:17PM	Data Transfer	Data		9 KB	DBB6	AT	GPRR	Out	0.00
935 SUN	11/15/2009	7:29PM	Data Transfer	Data		19 KB	DBB6	AT	GPRR	Out	0.00
936 MON	11/16/2009	2:29AM	Data Transfer	Data		13 KB	DBB6	AT	GPRR	Out	0.00
937 MON	11/16/2009	11:39AM	Data Transfer	Data		43 KB	DBB6	AT	GPRR	Out	0.00
938 TUE	11/17/2009	2:39AM	Data Transfer	Data		671 KB	DBB6	AT	GPRR	Out	0.00
939 WED	11/18/2009	2:39AM	Data Transfer	Data		31 KB	DBB6	AT	GPRR	Out	0.00
940 WED	11/18/2009	7:07PM	Data Transfer	Data		17 KB	DBB6	AT	GPRR	Out	0.00
941 WED	11/18/2009	7:07PM	Data Transfer	Data		20 KB	DBB6	AT	GPRR	Out	0.00
942 WED	11/18/2009	7:28PM	Data Transfer	Data		2 KB	DBB6	AT	GPRR	Out	0.00
943 WED	11/18/2009	8:08PM	Data Transfer	Data		1 KB	DBB6	AT	GPRR	Out	0.00
944 WED	11/18/2009	9:07PM	Data Transfer	Data		72 KB	DBB6	AT	GPRR	Out	0.00
945 THU	11/19/2009	3:57PM	Data Transfer	Data		11 KB	DBB6	AT	GPRR	Out	0.00
946 THU	11/19/2009	8:08PM	Data Transfer	Data		20 KB	DBB6	AT	GPRR	Out	0.00
947 FRI	11/20/2009	2:08AM	Data Transfer	Data		1,311 KB	DBB6	AT	GPRR	Out	0.00
Subtotal of KB's						7,436 KB					0.00
948 SAT	11/14/2009	9:56PM	662-801-4043	Multimedia Messa		1 Msg	INTM	AT	MMH	In	0.00
Subtotal for MMS Msg's						1 Msg					0.00
Totals											0.00

Roaming Data Detail										202-436-6360	
User Name : PATSY GREGORY											
Rate Code: INTM=INTMSG1500, MK12=INTL ROAM PPU GPRS, MK11=INTL ROAM PPU SMS											
Feature: SMH=IMB SMS \$0.03, GRM=Market - GPRS Canadian Roaming \$0.015 per kb, SRM=Market - SMS International Roaming MO \$0.50 per ms											
Item	Day	Date	Time	To/From	Type	Msg/KB/Min	Rate Code	Fea- ture	In/ Out	Total Charge	
Charges Incurred While Roaming in Brampton, ON											
1	WED	10/28/2009	9:41PM	732-266-8303	Text Message	1 Msg	MK11	SRM	Out	0.50	
2	THU	10/29/2009	10:38AM	662-401-0715	MTM TEXT MESSAGE	1 Msg	MK11	SRM	Out	0.50	
3	THU	10/29/2009	8:18PM	917-216-3055	MTM TEXT MESSAGE	1 Msg	MK11	SRM	Out	0.50	
4	THU	10/29/2009	9:38PM	917-216-3055	MTM TEXT MESSAGE	1 Msg	MK11	SRM	Out	0.50	
5	THU	10/29/2009	11:44PM	917-216-3055	MTM TEXT MESSAGE	1 Msg	MK11	SRM	Out	0.50	
6	FRI	10/30/2009	9:23PM	646-415-3175	MTM TEXT MESSAGE	1 Msg	MK11	SRM	Out	0.50	
7	FRI	10/30/2009	11:49PM	917-216-3055	MTM TEXT MESSAGE	1 Msg	MK11	SRM	Out	0.50	
Subtotal of Msg's						7 Msg				3.50	
Charges Incurred While Roaming in CANADA (DATA), ZZ											
8	WED	10/28/2009	8:05PM	Data Transfer	Data Connect	61 KB	MK12	GRM	Out	0.92	
9	WED	10/28/2009	8:06PM	Data Transfer	Data Connect	14 KB	MK12	GRM	Out	0.21	
10	THU	10/29/2009	2:05AM	Data Transfer	Data Connect	6 KB	MK12	GRM	Out	0.09	
11	THU	10/29/2009	8:20AM	Data Transfer	Data Connect	264 KB	MK12	GRM	Out	3.96	
12	FRI	10/30/2009	2:20AM	Data Transfer	Data Connect	69 KB	MK12	GRM	Out	1.34	
13	SAT	10/31/2009	2:20AM	Data Transfer	Data Connect	4 KB	MK12	GRM	Out	0.06	
Subtotal of KB's						438 KB				6.58	
Totals										10.08	

Go Green and Make a Difference!

Sign up for paperless billing and join AT&T in its efforts

1-800-621-0561
www.cision.com
TAX ID: 36-4011543

Invoice Date	Invoice #
11/30/2009	3962232927

Bill To:
Ashley Taylor
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Ship To:
Ashley Taylor
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Payment Due	Terms	Client Ref / PO#	Sales Order No.	Account Executive
12/30/2009	Net 30		Sales Order #S350907	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
Other				

Cision Item	Ta...	Qty	Subject / Description	Market	Station	Program Title	Air Date	Time	TRT	Unit Price	Total Price
Report, Per Hit (Nat'l)	Yes	1	Audience #'s Sent for WSEE 11/10/09 11pm							10.00	10.00

#393

Subtotal	10.00
Shipping Cost (Other)	0.00
Tax (NY-NEW YORK 8.875%)	0.89
Total	10.89
Amount Due	\$10.89

**OUR REMITTANCE ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:
Cision US, Inc.
P.O. Box 98869
Chicago, IL 60693-8869

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962232927

Please Enter Your Credit Card Information

Type: Discover Master Card Visa AMEX

Credit Card #: _____

Expiration Date: _____ Month _____ Year

Signature: _____

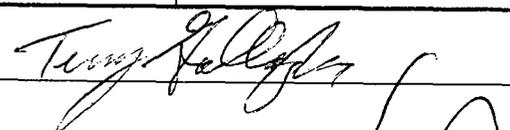
Make Checks Payable To

Cision US, Inc.
P.O. Box 98869
Chicago, IL
60693-8869

EXPENSE REPORT (FORM J)

PAGE 1 OF 1

CLIENT CODE: 393 - CTO		NAME: Terry Gallagher		DATE: 12/21/09	
• CLIENT-RELATED (Billable and Non-billable)					
DATE	DESCRIPTION*	TOTAL AMOUNT	WORK CODE		
10/29/09	NJ Transit Air Train - Newark Airport - Caribbean Week Toronto	5.50			
10/29/09	Airport Lunch -- Caribbean Week Toronto	7.41			
10/29/09	Taxi - Airport to Hotel - Caribbean Week Toronto	51.27			
10/30/09	Taxi - Event to Airport - Caribbean Week Toronto	55.66			
10/30/09	Airport Dinner - Caribbean Week Toronto	10.84			
10/29-30/09	Newark Airport Parking - Caribbean Week Toronto	48.00			
10/30/09	Hotel Intercontinental Internet - Caribbean Week Toronto	9.59			
• NON-CLIENT-RELATED BUSINESS (Description)					

Employee Signature 

Approval: _____

Date: _____

Total Expenses	<u>\$188.27</u>
(-) Less Advances	\$ _____
(+) Due Employee	<u>\$188.27</u>
(-) Due LHA	\$ _____

Work Codes: **A:** Entertainment *(indicate name, title, company, type: lunch, dinner, etc.); **B:** Business Meals *(see above); **C:** Travel; **D:** Media Contacts; **E:** Out-of-Pocket; **F:** Petty Cash Adv.



The Way To Go.

RECEIPT

10/29/09 06:43

NJ TRANSIT Rail

1 ADULT One Way
 EWR AIRTRN
 SERIAL NR : 04369
 FARE : \$5.50

TOTAL : \$5.50

PAYMENT : Credit-VI
 AMOUNT : \$5.50
 MERCHANT : 000260101574
 TRANS. ID : 09273995
 ACCT NO : XXXXXXXXXXXX7486
 NAME : GALLAGHER/TERRY
 AUTH NO : 00416C

357 **EWR**

393 CTR

SSP America
 Friday's American Grill T3
 Lester B. Pearson Intl Airport
 GST # 825875560RT001

497 PAULA G

Chk 9600 3C Gst 0
 Oct30'09 04:59PM

Eat In

1 Burger 7.99
 1 F Diet Coke 16z 2.35

Subtotal 10.34
 10.34 GST 0.52
 10.34 PST 0.83

05:17PM Total 11.69

TalkToUs

x 927781
10-8405P

ORDER # 2040

TWO ITEM COMBO 6.99

SUBTOTAL \$6.99
 TAX 1 \$0.42

SUBTOTAL \$7.41

CASH \$10.00
 CHANGE \$2.59

SYSTEM

#002-060 000348-0001 10/29/2009 19:53:48

MAKING OF JAPAN SET TO 4 WWW.MAKINGOFJAPAN.COM
 TERMINAL 1 PAULA AIRPORT

Receipt

393 CTR

Name:

Date:

Amount \$

02/29/09
55

+932114
5127 USD

Thank you for your business and please call again.

we are welcome

RECEIPT

Cab No. 2678 G.S.T. _____

From _____

To _____

Date 10/29/09 Amount \$ 60.00

Signature [Signature]

x 927781
55.66

Newark Liberty International Airport

Fri Oct 30 2009 21:05

Entry: 10/29/2009 08:15:51 Ln 402
 Exit: 10/30/2009 21:04:56 Ln 405
 Cashier: material

Plate: NJ:WES79G
 I - Public Parker
 Ticket
 040200452493

Fee: \$48.00
 Fee: \$48.00

ent Amount: \$48.00
 VISA
 XXXXXXXXXXXX74f
 05801
 2009103021052SDL04

TAXES INCLUDED

Newark Liberty International Airport Newark, NJ 07114

INFORMATION INVOICE

Membership No. :
A/R Number :
Group Code : CTL
Company Name :

Mr Terry Gallagher

CA

Room No. : 0638
Arrival : 10-29-09
Departure : 10-30-09
Page No. : 1 of 1
Folio No. : 157942
Conf. No. : 1277185
Cashier No. : 2
GST Reg No. : 121956932

Date	Text	Reference	Charges	Credits
10-30-09	Internet Access	06:13 24 hrs Internet acce	9.95	
10-30-09	Visa	XXXXXXXXXXXX7486		9.95
	F&B PST	0.00 CAD		
		Total	9.95	9.95
Balance			0.00	CAD



DialCar, Inc.

DialCar, Inc.

2104 Avenue X

Brooklyn, NY 11235

Tel: 1-(718) 743-8042

Fax: 1-(718) 743-6018

Job #: 378700 On Date: 11/19/2009 00:00:00 Car: 134A Ticket: A2181621

AUTH: <i>Michael R</i>		FARE #	CAR NO. <i>134</i>	LA 2181621
LOW HARMOND + AS		378700	PICKUP TIME <i>4:11</i>	A.M. P.M.
HOURS			DATE <i>11-19</i>	PRICE
FROM UNION CITY			ACTUAL PICKUP TIME <i>4:11</i>	STOPS
TO J.F.K.			STOPS W.T.	PHONE CALLS
<input type="checkbox"/> Personal <input type="checkbox"/> Executive <input type="checkbox"/> Corporate		DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11235 (718) DIAL-CAR		TOLLS
ACCOUNT NO. <i>L0312</i>		DEPT. NO. <i>J698-J.F.K.</i>		GRATUITY
		<i>Combated to item 395 OVER</i>		TOTAL

Fare: \$101.00 SC: \$9.00 AS: \$0.00 Wait: \$4.00 NYSSC: \$2.55
 Tolls: \$13.50 Misc: \$0.00 Phone: \$0.00 Tax: \$0.00 Total: \$130.05



ITEMIZED CALL DETAIL

DATE OF INVOICE 12.15.09
INVOICE PERIOD 11.15.09 - 12.14.09

INVOICE NUMBER 52005709
ACCOUNT NUMBER 4358104
PAGE 21

LONG DISTANCE OUTGOING CALL DETAIL (CONT'D) - 4358104 LOU HAMMOND & ASSOCIATES

REFERENCE	DATE	TIME	# CALLED	LOCATION	MINUTES	AMOUNT
Caribbean Tourism Department (212) 542-9930						
15539273743	11/16	09:15 AM	913 262-7157	KANSASCITY,KS	0.9	0.0000
15558831322	11/18	12:15 PM	310 350-5512	TORRANCE ,CA	3.1	0.0000
381549764	11/18	12:20 PM	649 232-3030	GRAND TURK,TC	0.5	0.1600
381549764	11/18	04:16 PM	649 941-5494	PROVIDNCLS,TC	1.4	0.4400
15627588463	11/30	12:24 PM	518 292-5375	ALBANY ,NY	4.1	0.0000
15653769019	12/02	06:17 PM	310 954-5903	W ANGELES ,CA	1.1	0.0000
384815543	12/09	03:35 PM	246 427-5242	BRIDGETOWN,BD	0.8	0.2600
15700079720	12/09	03:50 PM	203 253-4014	STAMFORD ,CT	1.2	0.0000
385221348	12/11	03:56 PM	246 427-5242	BRIDGETOWN,BD	1.6	0.5200
Total for (212) 542-9930			9 Calls		14.7	
Total for: Caribbean Tourism Department			9 Calls		14.7	

\$1.47

Account Summary - JAN 01 2009 to DEC 31 2009

<u>Account</u>	<u>Pieces</u>	<u>Postage</u>	<u>Surcharge</u>	<u>Total</u>
393	2	3.460	0.000	3.460
=====				
Grand Total:	2	3.460	0.000	3.460

End of Report

RUSH PICK-UP
*10% EXTRA COST

11:00 AM PICK-UP

3:00 PM PICK-UP

RUSH DELIVERY
*10% EXTRA COST

11:00 AM DELIVERY

3:00 PM DELIVERY

\$ 15.00

LOU HAMMOND & ASSOCIATES

DELIVERIES/PICKUPS (FORM R)

DATE: 12/21/09

CHARGE: LHA

CLIENT: 393

TO/FROM: Lisa Mateo
Name

TEL: _____

COMPANY: WPIX Morning News

ADDRESS: 220 East 42nd Street New York, NY 10017
(please include floor and/or suite)

FROM (ACCT. PERSON): Ashley Taylor

SPECIAL INSTRUCTIONS: _____

BILLING DESCRIPTION: _____

RECEIVED:

SIGNATURE: AWO TIME: _____

PRINT LAST NAME: _____

DELIVERED/PICKED UP BY: _____

NO. TOKENS USED OR CAB FARE: _____



LOU HAMMOND & ASSOCIATES, INC.

39 East 51st Street, New York, NY 10022-5901 • 212-308-8880 • Fax 212-891-0200 • e-mail lha@lhammond.com
www.louhammond.com

Invoice

Bill To
Sylma Brown Bramble Director (Ag.) CARIBBEAN TOURISM ORGANIZATION-USA, Inc. 80 Broad St Ste 3200 New York, NY 10004

Date	Invoice #
2/26/2010	32427

FOR: Out-of-pocket expenses incurred on your behalf during the month of January.

Item	Description	Amount
Federal Express	FedEx package	8.90
Telephone	Long-distance telephone	6.41
Meals and Entertainment	Dinner with journalist in Turks and Caicos for Volleyball in Caribbean press trip and meal at Fresco during deskside with Nancy Gilligan - Michelle Horn	194.64
Miscellaneous	Purchase frame and printed photo from Caribbean Week in Canada	36.65
Non-release Word Processing	Create name tags for CTO PR Council Meeting	12.00
Photocopying	Color copy name badges with logo for PR Council Meeting	4.00
Labor	Cut and assembly of name badges	17.00
Photocopying	color copy agenda for PR Council Meeting	18.75
Mailroom Expense	Plastic name badge holders for PR Council Meeting	29.00
CD Duplication	Burn CD to be sent to Keith Lindsay	10.00
Labor	Set up/break down conference room for PR Council Meeting	68.00
Total		\$405.35

NSD/CES/REGISTRATION
 UNIT
 2010 JUL -6 PM 5:26

Payable within 30 days of invoice. A charge of 1.5% per month will be made thereafter.



Picked up: Jan 25, 2010
Payer: Shipper

Cust. Ref.: 393
Ref.#3:

Ref.#2:

- Fuel Surcharge - FedEx has applied a fuel surcharge of 7.00% to this shipment.
- Distance Based Pricing, Zone 2

Automation USAB
 Tracking ID 871484121959
 Service Type FedEx 2Day
 Package Type FedEx Envelope
 Zone 02
 Packages 1
 Rated Weight N/A
 Delivered Jan 26, 2010 12:33
 Svc Area A1
 Signed by M.LOPEZ
 FedEx Use 002602657/0001108/_

Sender
 ASHLEY TAYLOR
 LOU HAMMOND & ASSOCIATES INC
 39 E 51ST ST
 NEW YORK NY 10022-5916 US

Recipient
 KEITH LINDSAY
 CARIBBEAN TOURISM ORGANIZATATI
 80 BROAD ST 32ND FL
 NEW YORK CITY NY 10004 US

Transportation Charge	10.95
Fuel Surcharge	0.58
Discount	-2.63
Total Charge	USD \$8.90





ITEMIZED CALL DETAIL

DATE OF INVOICE 01.15.10
INVOICE PERIOD 12.15.09 - 01.14.10

INVOICE NUMBER 52062269
ACCOUNT NUMBER 4358104
PAGE 21

LONG DISTANCE OUTGOING CALL DETAIL (CONT'D) - 4358104 LOU HAMMOND & ASSOCIATES

REFERENCE	DATE	TIME	# CALLED	LOCATION	MINUTES	AMOUNT
Caribbean Tourism Department (212) 542-9930						
15765862713	12/17	10:56 AM	802 522-0714	BARRE ,VT	4.9	0.0000
15772217934	12/18	01:03 PM	404 630-4375	ATLANTA ,GA	0.1	0.0000
386757520	12/21	05:18 PM	647 340-0389	TORONTO ,ON	3.6	0.2500
388563167	01/05	03:02 PM	246 425-9100	GRAZETTES ,BD	0.5	0.1600
388563167	01/05	03:03 PM	246 425-9100	GRAZETTES ,BD	0.6	0.2000
388563167	01/05	03:04 PM	246 427-5242	BRIDGETOWN,BD	0.5	0.1600
388563167	01/05	03:23 PM	246 425-9100	GRAZETTES ,BD	0.5	0.1600
388563167	01/05	03:23 PM	246 425-9100	GRAZETTES ,BD	0.5	0.1600
388563167	01/05	03:24 PM	246 425-9100	GRAZETTES ,BD	39.0	12.4800
15926876704	01/13	09:38 AM	315 307-5271	SYRACUSE ,NY	0.2	0.0000
389859044	01/13	09:39 AM	246 427-5242	BRIDGETOWN,BD	2.5	0.8000
15926876706	01/13	09:41 AM	978 635-3744	ACTON ,MA	1.6	0.0000
15926876699	01/13	10:02 AM	404 878-1320	ATLANTA ,GA	2.6	0.0000
389859044	01/13	11:00 AM	246 427-5242	BRIDGETOWN,BD	7.0	2.2400
Total for: (212) 542-9930				14 Calls	64.1	
Total for: Caribbean Tourism Department				14 Calls	64.1	

\$ 6.41

MANGO REEF
P.O. BOX 811
GRACE BAY, TURKS
PH: 649-946-8200

TERMINAL I.D.: 99018872
MERCHANT #: 000009901887

CR *****6403
EXP.: 07/14 SWIPED

[PURCHASE]

BATCH: 000124
DATE (YY/MM/DD) 09/11/19
TIME: 19:07:36
TRACE#: 006131
AUTH#: 019724
REF#: 111900006131

USD
BASE \$93.24
TIP 15.00

[TOTAL] 108.24

APPROVED - THANK YOU

SIGN X _____
PLEASE COME AGAIN

THANK YOU FOR YOUR BUSINESS
RETAIN THIS COPY FOR YOUR RECORDS

DATE 11/24/09 TIME 2:27:33PM
MID 38430037788-BYSSCO 601101195408016

FRESCO
34 E. 52ND ST.
NEW YORK, NY
(212) 935-3434

PLEASE SIGN AND LEAVE THE MERCHANT COPY
THE CUSTOMER COPY IS YOURS TO KEEP

DISCOV XX:XXXXXXXXXX6403 S
AUTH 024798 TBL 205 CHECK 268470
PRE-AUTH LOUNGE MARCO

AMOUNT 66.50
TAX 1 5.90

SUBTOTAL \$ 72.40

TIP \$ 14.00

TOTAL \$ 86.40
=====

CUSTOMER COPY

CHECK # 268470 DATE 11/24/09
TABLE # 205 TIME 2:25PM
=====

-- LOUNGE : MARCO --

ITEMS ORDERED	AMOUNT
1 RISOTTO	30.00
1 E.FRESCO SALAD	28.00
1 ICED TEA	4.50
1 DIET	4.00

SUBTOTAL 66.50
TAX 1 5.90

TOTAL DUE 72.40
=====

OF GUESTS 2

FRESCO BY SCOTTO
34 - E. 52nd St.
New York City

(212) 935-3434 OR FAX US (212) 935-3436

WORD PROCESSING – NON-RELEASE
January 2010
CARIBBEAN TOURISM ORGANIZATION - 393

DESCRIPTION OF WORK	TIME TO HANDLE	DOLLAR AMOUNT
Create name tags for CTO PR Council Meeting	15 minutes	\$ 12.00
		\$ 12.00

COLOR COPIES FORM (FORM Z)

DATE: 1/28/10

ACCOUNT REP: Ashley T

CLIENT CHARGES: CTDC

LHA CHARGE:

DESCRIPTION: Name Badges w Logo

TOTAL # OF COLOR COPIES: 4

TOTAL COST: \$ 4.00



**Louise
O'Brien**
DAN KLORES
COMMUNICATIONS



**Mary
Brennan**
THE ATREBOR GROUP
INC.



**Martha
Morano**
MORANO PUBLIC
RELATIONS



**Katie
Elliot**
QUINN & CO.



**Jeanette
Chin**
YPARTNERSHIP



**Patrick
Maitland**
JAMAICA COUNCIL
GENERAL'S OFFICE



**Deborah
Duray**
HILL & KNOWLTON



**Silvie
Snow-Thomas**
MFA, LTD.



**Cathy
Preece**
ADAMS UNLIMITED



**Stephanie
Borris**
BRANDMAN AGENCY



**Daphna
Barzilay**
BRANDMAN AGENCY



**Leanne
Drago**
COLUMBUS PRCO



**Steve
Bennett**
SBPR



**Jamie
Foley**
M. BOOTH &
ASSOCIATES



**Josh
Kahn**
KAHN TRAVEL
COMMUNICATIONS



**Robert
Einhorn**
M. SILVER
ASSOCIATES



**Erika
Vives
AMPR**



**Irene
Vanikioti
AMPR**



**Bridget
Barnes
LOU HAMMOND &
ASSOCIATES**



**Ashley
Taylor
LOU HAMMOND &
ASSOCIATES**



**Michelle
Horn
LOU HAMMOND &
ASSOCIATES**



**Terry
Gallagher
LOU HAMMOND &
ASSOCIATES**



**Johnson
JohnRose
CARIBBEAN TOURISM
ORGANIZATION**



**Sylma
Brown Bramble
CARIBBEAN TOURISM
ORGANIZATION**



**Carrie
Mosner**
LAURA DAVIDSON
PUBLIC RELATIONS



**Fernando
Abreu**
CARIBBEAN TOURISM
ORGANIZATION



**Bevan
Springer**
SAINT LUCIA TOURIST
BOARD



LABOR FORM

DATE 1/28/10

CLIENT CTDC

SUBJECT: Cut and Assembly of Name Badges

TOTAL HOURS: 1/2 hr = \$ 17.00

DESCRIPTION (Please check [✓] tasks involved)

- 1. Collating and stuffing releases _____, brochures _____, photos _____ into press kit covers
- 2. Collating and stuffing releases _____, brochures _____, photos _____ and invitations _____ into envelopes
- 3. Stick labels onto envelopes
- 4. Stick labels onto photos
- 5. Stick photos onto caption sheets
- 6. Copy press clips (Organize in chronological order [optional])
- 7. Binding
- 8. Putting signatures on letters/ Matching names of envelopes with letters
- 9. Write out on P-touch tape and stick onto index tabs
- 10. Set up the sixth floor (includes deck)
- 11. Wrap gifts (includes wrapping and tie ribbons)
- 12. Set up gift bags (includes putting tissue and everything inside)
- 13. Outside job (Helping out in press events, etc)
- 14. Other:

Cut name badges + assembled inserted into
Plastic name badges.

COLOR COPIES FORM (FORM Z)

DATE: 1/28/10

ACCOUNT REP: Ashley Taylor

CLIENT CHARGES: CTDC

LHA CHARGE:

DESCRIPTION: Attached

TOTAL # OF COLOR COPIES: 25

TOTAL COST: \$ 18.75

TO: MARY

FROM: GUSTAVO

DATE: 1/28/10

Client: CTDC to be billed for related mailings.

Subject: Plastic Name Badges

PAPER

RELEASES	PAGES	LHA	CLIENT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ENVELOPES

LHA _____
 9 X 12 _____
 10 X 13 _____
 Client _____
 Others _____

LABELS _____
 PHOTO BACKINGS _____

MISC. ITEMS

Description: Name Badges @ \$1.00 ea
 29 @ \$1.00 = \$29.00

RELEASES: \$ _____
 ENVELOPES: \$ _____
 LABELS: \$ _____
 PHOTOBACKINGS: \$ _____
 SETS OF DIVIDERS: \$ _____
 SLIDE SLEEVES: \$ _____
 BINDERS: \$ _____

TOTAL: \$ 29.00

The above prices include:

- Word processing of releases
- Word processing of envelopes and labels
- Photocopying
- Collating, stapling, folding and inserting
- Sealing, metering and mailing (excluding postage)
- LHA paper when used

CD'S TO BURN/COPY OF CD'S

Date: 1/22/10

For: Ashley T
Account Executive

Client/Charges: Caribbean Tourism

Burn from:

Computer: Attached
(Where is it located/Where to find)

From another CD: _____
Attached

Quantity needed: 1 CD

Total Cost: 10

Gabriel Perez

From: Ashley Taylor
Sent: Friday, January 22, 2010 5:22 PM
To: Gabriel Perez
Subject: CTO-For Monday AM

Hi Guys,

Can you please download the below folder to a CD? We would like it mailed to Keith Lindsay at the below address. I will fill out a fed-ex form and bring down to you first thing Monday. Thank you!

H:\CLIENTS\CaribbeanTourism\Releases\July-Dec 2009

Keith Lindsay
Accounting Manager
Caribbean Tourism Organization
80 Broad Street, 32nd floor
New York, NY 10004
Phone: 212-635-9530

OFFICE SERVICE SUPPORT FORM (FORM P)

DATE: 1/26/10

CLIENT: Caribbean Tourism

ACCOUNT PERSON: Michelle

Please discuss with Office Service Manager: Yes No

I need your services on: ___

ADVISE BY 12 NOON DAY PRIOR

(indicate time below)

Set up deck by: ___

Tidy after a.m. meeting: ___

Set up before lunch meeting: ___

Tidy after lunch meeting: ___

Break down deck: ___

Other: 4 pm Set up Theatre Style Set Up Break Down
After Meeting Clean Up

ADVISE TWO DAYS PRIOR

OUTSIDE OR OTHER NEEDS:

Job Description: ___

Time: ___ Location: ___ Approximate hours: ___

Other: ___

OFFICE SERVICE SUPPORT LABOR TIME: 2 hrs = \$68.00

Gabriel Perez

From: Ashley Taylor
Sent: Tuesday, January 26, 2010 10:07 AM
To: Gabriel Perez
Cc: Michelle Horn
Subject: Thursday CTO PR Council Meeting in Conference Room

Hi Guys,

For our CTO PR Council Meeting this Thursday at 4pm, we will need to have the table in the conference room taken out and the chairs set up theatre style. You can set up coffee, soda, water and chocolate Chip cookies in the back of the room or in the hallway, however you feel it will best work. Thank you so much for your help, let me know if you have any questions!

Best,

Ashley

Ashley Taylor, Account Coordinator
Lou Hammond & Associates
39 East 51st Street, New York, NY 10022
t: 212-891-0237 f: 212-891-0200
www.louhammond.com
www.twitter.com/louhammondpr



LOU HAMMOND & ASSOCIATES, INC.

39 East 51st Street, New York, NY 10022-5901 • 212-308-8880 • Fax 212-891-0200 • e-mail lha@lhammond.com
www.louhammond.com

Invoice

Bill To
Sylma Brown Bramble Director (Ag.) CARIBBEAN TOURISM ORGANIZATION-USA, Inc. 80 Broad St Ste 3200 New York, NY 10004

Date	Invoice #
4/26/2010	32692

FOR: Out-of-pocket expenses incurred on your behalf during the month of March.

Item	Description	Amount
Photocopying	26 b/w copies of PowerPoint presentation	74.88
Photocopying	2 color copies of PowerPoint presentation	27.00
Labor	Bind 2 copies of PowerPoint presentation	17.00
Telephone	Long-distance telephone	13.23
Meals and Entertainment	Lunch with Jenna Wolfe - brainstorm Caribbean Week initiatives, discussed details of State Ball	37.03
Meals and Entertainment	Lunch with Sarina Sanandaji, Conde Nast Traveler and cab to restaurant	32.71
		NSD/CES/REGISTRATION UNIT 2010 JUL -6 PM 5:26
Payable within 30 days of invoice. A charge of 1.5% per month will be made thereafter.		Total \$201.85

Gabriel Perez

From: Michelle Horn
Sent: Wednesday, March 17, 2010 2:12 PM
To: Gabriel Perez
Subject: FW: Caribbean Week Press Conference
Importance: High
Attachments: Caribbean Week 10 PR.ppt

Please make 2 color copies of the attached PPT bound. And then please make 26 black and white copies of the PPT stapled. I have to leave in 20 minutes for a meeting with the copies. Sorry for the short timing!!

From: Terry Gallagher
Sent: Wednesday, March 17, 2010 2:06 PM
To: 'Sylma Brown'; 'Johnson JohnRose'
Cc: Michelle Horn; Ashley Taylor
Subject: RE: Caribbean Week Press Conference

Attached is our PR Plan for discussion. Michelle can bring copies to this afternoon's meeting as well.

Terence Gallagher, Executive Vice President
Lou Hammond & Associates
39 E. 51st St.
New York, NY 10022
T: 212-891-0211; F: 212-891-0200
www.louhammond.com
www.twitter.com/louhammondpr

From: Sylma Brown [mailto:sbrown@caribtourism.com]
Sent: Wednesday, March 17, 2010 1:17 PM
To: 'Johnson JohnRose'; Terry Gallagher
Cc: Michelle Horn; Ashley Taylor
Subject: RE: Caribbean Week Press Conference

We have the venue to accommodate it and we can always change the schematic to accommodate the change since it is now in its preliminary, but I would like to get Hugh's consent to a CTO Press Conference prior to the members speaking with the Media.

Sylma

COLOR COPIES FORM (FORM Z)

DATE: 3/17/10

ACCOUNT REP: Michelle Horn.

CLIENT CHARGES: Caribbean, # 393

LHA CHARGE

DESCRIPTION: Color print 2 set of "Caribbean" work PR ppt.

TOTAL # OF COLOR COPIES: 36

TOTAL COST: \$ 27.00

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— (18 pages) —

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LABOR FORM

DATE 3/17/10

CLIENT Caribbean # 393

SUBJECT: 2010 Caribbean week by PR Tactical
(2 bound copies)

TOTAL HOURS: 1/2 hr. = \$17.00

DESCRIPTION (Please check [] tasks involved)

- 1. Collating and stuffing releases _____, brochures _____, photos _____ into press kit covers
- 2. Collating and stuffing releases _____, brochures _____, photos _____ and invitations _____ into envelopes
- 3. Stick labels onto envelopes
- 4. Stick labels onto photos
- 5. Stick photos onto caption sheets
- 6. Copy press clips (Organize in chronological order [optional])
- 7. Binding
- 8. Putting signatures on letters/ Matching names of envelopes with letters
- 9. Write out on P-touch tape and stick onto index tabs
- 10. Set up the sixth floor (includes deck)
- 11. Wrap gifts (includes wrapping and tie ribbons)
- 12. Set up gift bags (includes putting tissue and everything inside)
- 13. Outside job (Helping out in press events, etc)
- 14. Other:

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ITEMIZED CALL DETAIL

DATE OF INVOICE 02.15.10
INVOICE PERIOD 01.15.10 - 02.14.10

INVOICE NUMBER 52118192
ACCOUNT NUMBER 4358104
PAGE 19

LONG DISTANCE OUTGOING CALL DETAIL (CONT'D) - 4358104 LOU HAMMOND & ASSOCIATES

REFERENCE	DATE	TIME	# CALLED	LOCATION	MINUTES	AMOUNT
391215590	01/21	10:51 AM	246 427-5242	BRIDGETOWN,BD	0.5	0.1600
391870801	01/25	11:47 AM	246 427-5242	BRIDGETOWN,BD	1.6	0.5200
391977794	01/26	08:58 AM	246 427-5242	BRIDGETOWN,BD	6.5	2.0800
391977794	01/26	09:48 AM	246 427-5242	BRIDGETOWN,BD	2.5	0.8000
391977794	01/26	11:43 AM	246 427-5242	BRIDGETOWN,BD	3.6	1.1600
391977794	01/26	12:52 PM	246 427-5242	BRIDGETOWN,BD	1.9	0.6100
392585465	01/29	11:15 AM	246 427-5242	BRIDGETOWN,BD	8.1	2.6000
16069949972	02/02	03:24 PM	315 307-5271	SYRACUSE ,NY	18.6	0.0000
16078861792	02/03	10:08 AM	315 307-5271	SYRACUSE ,NY	0.6	0.0000
393436430	02/03	10:52 AM	450 969-2247	LAVALOUEST,PQ	25.2	1.7400
393436429	02/03	01:53 PM	246 427-5242	BRIDGETOWN,BD	2.6	0.8400
393830854	02/04	10:36 AM	246 427-5242	BRIDGETOWN,BD	2.0	0.6400
393910463	02/05	12:52 PM	246 427-5242	BRIDGETOWN,BD	1.5	0.4800
393910463	02/05	03:07 PM	246 427-5242	BRIDGETOWN,BD	0.5	0.1600
393910463	02/05	04:17 PM	246 425-9100	GRAZETTES ,BD	1.4	0.4500
394125944	02/08	10:23 AM	246 427-5242	BRIDGETOWN,BD	3.3	1.0600
394125944	02/08	03:33 PM	246 427-5242	BRIDGETOWN,BD	0.7	0.2300
394125944	02/08	03:35 PM	246 427-5242	BRIDGETOWN,BD	1.3	0.4200
394125944	02/08	03:50 PM	246 427-5242	BRIDGETOWN,BD	1.0	0.3200
Total for: (212) 542-9930					19 Calls	83.4
Total for: Caribbean Tourism Department					19 Calls	83.4

\$8.34

TOTALS \$13.23



ITEMIZED CALL DETAIL

DATE OF INVOICE 04.15.10
INVOICE PERIOD 03.15.10 - 04.14.10

INVOICE NUMBER 52230886
ACCOUNT NUMBER 4358104
PAGE 19

LONG DISTANCE OUTGOING CALL DETAIL (CONT'D) - 4358104 LOU HAMMOND & ASSOCIATES

Caribbean Tourism Department
(212) 542-9930

REFERENCE	DATE	TIME	# CALLED	LOCATION	MINUTES	AMOUNT
16594427668	03/17	03:15 PM	415 421-7900	SNFC CNTRL,CA	0.9	0.0000
16612272975	03/19	10:01 AM	404 827-1500	ATLANTA ,GA	5.8	0.0000
401170734	03/23	09:16 AM	246 427-5242	BRIDGETOWN,BD	1.8	0.5800
16758909180	04/06	02:57 PM	210 694-3506	BABCOCK ,TX	1.0	0.0000
403484067	04/07	09:06 AM	246 427-5242	BRIDGETOWN,BD	1.1	0.3600
16793055560	04/09	02:26 PM	754 224-2200	FTLAUDERDL,FL	0.9	0.0000
404392711	04/13	09:52 AM	905 472-5923	MARKHAM ,ON	37.4	2.5900
Total for: (212) 542-9930				7 Calls	48.9	
Total for: Caribbean Tourism Department				7 Calls	48.9	

4.89

CTD-393

Sea Grill
19 West 49th Street New York, NY
(212)332-7610

211 MURAD

TBL 232/1 CHK 1046 GST 2
 MAR18'10 1:03PM

1 spicy tuna roll	10.00
1 crab avo roll	11.00
2 Crab Salad	36.00
Subtotal	57.00
Tax	5.06
Total Due	62.06

tip: 12.00

total: 74.06

- 50.90

#37.03

*Lunch w/ Sonoma Samandaji
Michelle Horn & Emily Sandoz*

Cafe Un Deux Trois

123 West 44th Street
New York, NY 10036
(212) 354-4148

Check **141** 03/03/10-A **12:48pm**
Guests **3** SAMMY M. Table **61**

2..19.25 LUNCH PF	38.50
1..SALAD MARAICHERE	8.00
1..HOUSE SALAD	
1..CHICKEN SALAD	
1..SAUMON GRILLE	
1..LUNCH PROFITEROLE	
1..LUNCH SORBET	
1..POULET ROTI	19.95
1..DIET COLA	2.50

Items	68.95
Tax	6.12
TOTAL	75.07

PLEASE LEAVE SIGNED MERCHANT COPY

MERCI BEAUCOUP
THANK YOU

15.00
90.07

*Sonoma
ILUV
CTO*

THANK YOU

MED# 8K94
03/03/10 TR 5230
START END MILES
12:16 12:26 0.6
Regular Fare
RATE 1:\$ 6.50
SURCH: \$ 0.00
StSrch:\$ 0.50
TIP : \$ 1.05
TOTAL: \$ 8.05

Card Type: MC
XXXXXXXXXXXX8294
AUTH:006505

THANKS
TO CONTACT TLC
DIAL 3-1-1

Cab to lunch w/ →