

THE NORTH AMERICAN BOARD OF CERTIFIED ENERGY PRACTITIONERS, INC.  
(NABCEP)

# REQUEST FOR PROPOSAL (RFP)

## NABCEP CONTINUING EDUCATION CONFERENCE 2020

**Event Organizer:**

NABCEP (North American Board of Certified Energy  
Practitioners)

56 Clifton Country Rd., Suite 202

Clifton Park, NY 12065

Phone: 518-289-4859

Email: [smckeen@nabcep.org](mailto:smckeen@nabcep.org)

Contact: Sue McKeen, Business Manager

APRIL 2, 2018

# REQUEST FOR PROPOSAL

## I. Contact Information

**Event Name:** *North American Board of Certified Energy Practitioners (NABCEP) Continuing Education Conference*

**Event Host Organization:** *North American Board of Certified Energy Practitioners (NABCEP)*

**Event Organizer:** Sue McKeen, NABCEP

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### EVENT ORGANIZER

**Key Contact Person:** *Sue McKeen*

**Job Title:** *Business Manager*

**Mailing Address Line 1:** *56 Clifton Country Road*

**Mailing Address Line 2:** *Suite 202*

**City:** *Clifton Park*

**State/Province:** *NY*

**Zip/Postal Code:** *12065*

**Phone:** *(518) 289-4859*

**Mobile Phone:** *(518) 505-6703*

**E-mail Address:** *smckeen@nabcep.org*

**Web Address:** *www.nabcep.org*

**Preferred Method of Communication:** *Email & Phone*

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**Event Host Organization Billing Address:** *North American Board of Certified Energy Practitioners*

**Billing Contact Person:** *Robert Donald, Controller*

**Billing Address Line 1:** *56 Clifton Country Road*

**Billing Address Line 2:** *Suite 202*

**City:** *Clifton Park*

**State/Province:** *NY*

**Zip/Postal Code:** *12065*

**Billing Contact Telephone:** *518-289-4855*

## II. Event Profile

**Event Name:** *North American Board of Certified Energy Practitioners (NABCEP) Continuing Education Conference*

**Event Host Organization:** *The North American Board of Certified Energy Practitioners, Inc. (NABCEP)*

**Event Organizer:** *Sue McKeen, NABCEP*

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**Event Start Date:**

Option 1) March 23, 2020

Option 2) March 16, 2020

Option 3) March 30, 2020

Option 4) March 9, 2020

**Event End Date:**

March 26, 2020

March 19, 2020

April 2, 2020

March 12, 2020

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**Event Host Overview:**

NABCEP is a 501(c) (6) non-profit based in Clifton Park, NY. The organization is the most respected, well-established, and widely recognized certification organization for North American solar professionals, with over 4,000 active certified professionals. NABCEP offers an associate credential, professional certification, and company accreditation programs to renewable energy professionals throughout North America. Raising industry standards and promoting consumer confidence, NABCEP is known as the “gold standard” for PV, PV Technical Sales Installation Professionals, PV/SH Inspectors and Solar Heating Installers in the renewable energy industry.

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**Event Objectives:**

NABCEP’S Continuing Education Conference brings together hundreds of solar energy professionals from across the country for three (3) days of intensive technical training. Evening prior to training, keynote speaker and welcoming reception.

Participants in the full three-day conference are able to earn all of the Continuing Education Units (CEUs) needed for NABCEP recertification (18). Limited exhibition, sponsorship and presentation opportunities are available for companies that want to receive enhanced visibility at this event. The conference is dedicated to improving the quality of selling, installing and maintaining PV / SH systems for those who live and breathe solar. The 2018 conference was held in Niagara Falls, NY and had just over 530 total attendees (including exhibitors and presenters) and nearly 70 exhibiting companies. NABCEP is expecting to keep a similar format to the 2020 conference, but expects to increase the number of attendees by 50, and exhibitors by 10 for 2020.

### Event History:

Facility Name	City, State/Province, Country	Start Day & Date	End Day & Date	Total Attendance	Total Room Nights	Room Rate Per Night
TEC-SMART/Hyatt Place	Malta, NY, USA	03/30/2012	04/02/2012	220	229	\$125
Sacramento State University/Double Tree	Sacramento, CA USA	03/08/2013	03/10/2013	280	389	\$99
Double Tree	Denver, CO USA	03/13/2014	03/15/2014	333	440	\$74 - \$94
The Desmond Hotel & Conference Center	Albany, NY, USA	03/30/2015	04/01/2015	409	632	\$134
Paradise Point Resort and Spa	San Diego, CA USA	04/04/2016	04/06/2016	526	872	\$199
InterContinental	Addison, TX	04/21/2017	04/24/2017	469	659	\$199
Sheraton – NF Conference Ctr.	Niagara Falls, NY USA	04/19/2018	04/22/2018	533	704	\$129

**Expected Total Event Attendance:** 550 (*includes attendees, exhibitor and presenters*)

**Number of Exhibits Expected:** 70 (All exhibits are 8x10 or 8x20 table top exhibits)

60 – 8 x 10 Tabletop Exhibits

5 – 8x20 Tabletop Exhibits

**Number of Exhibiting Companies Expected:** 65

**Secured Exhibition Area:** Yes

**Gross Space Required:**

Unit of Measurement: 20,000 Square Feet (Square footage is based on the number of expected exhibits and does not include additional space needed for breakout sessions, food & beverage, meal seating, traffic flow, and reception area.)

**Net Space:**

Unit of Measurement: 20,000 Square Feet (All exhibits are 8x10 or 8x20 table top booths)

**Exhibitor Kit Provided to Exhibitors:** Online

**Note:** *It is preferred that exhibit space and food be intermingled. This drives attendees to the exhibit area during meals and receptions.*

### III. Requirements

**\*Statement of Need:**

*This RFP is a solicitation for meeting, AV, exhibit space, food and beverage and hotel rooms.*

**Location Requirements:**

The event must take place in the **MIDWEST**

- Preferred locations for the event are:

Country	Region, Province or State	City
United States	Texas	Open
United States	Tennessee	Open
United States	Missouri	Open
United States	Illinois	Open

**Date Requirements**

	Year	Month	Start Day & Date	End Day & Date
<b>Preferred Dates</b>	<b>2020</b>	<b>March</b>	<b>Mon, 23</b>	<b>Thurs, 26</b>
Alternate Dates	2020	March	Mon, 16	Thurs, 19
Alternate Dates	2020	March – April	Mon, 30	Thurs, 2
Alternate Dates	2020	March	Mon, 9	Thurs, 12

Number of days/hours needed in advance of published event dates for set-up and move-in:

2 Days; 48 hrs

Number of days/hours needed post-event for tear-down and move-out:

0 Day; 8 hrs

**Facility Requirements**

Preferred Facility

Type:

- Hotel
- Resort
- Conference Center

**Guest Rooms**

- Total Room Nights: 700 (Estimated)
- Peak Night Room Block: Tuesday, Day 2

**Guest Room Block Requirements**

Guest Rooms are required for this Event: Yes

The following chart outlines guest room requirements for the event. It begins with the first day of attendee/staff arrival and ends with the final departure day:

	# of Single- Bedded Rooms Required	# of Double- Bedded Rooms Required	# of Suites Required	Total # Rooms & Suites Required
Saturday, Day 1	3	0	3	6
Sunday, Day 2	30	12	5	47
Monday, Day 3	100	82	5	187
Tuesday, Day 4	100	89	5	194
Wednesday, Day 5	100	86	5	191
Thursday, Day 6	50	17	5	72
Totals	383	286	28	697

Description of Rooms Requirement:

Room Rate Must Not Exceed: \$199 USD (indicate currency type)

Government Per Diem Rates Required: No

Reduced Staff Room Rates Required: Yes

If Yes,

Number of Rooms requiring this Rate: Up to (10) eight rooms

Method of Reservations: Individual Reservations via website/online or telephone reservations

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#### Commission:

All rates confirmed in the contract agreement are commissionable @ 10% to North American Board of Certified Energy Practitioners (NABCEP). Hotel will pay commission to NABCEP on the actualized room revenue. Commission will be paid within thirty (30) days of group's departure from hotel regardless if the Master Account has been paid in full.

Payment should be sent to the following address:

North American Board of Certified Energy Practitioners (NABCEP)  
56 Clifton Country Rd., Suite 202  
Clifton Park, NY 12065

Federal Tax ID# 05-0522337

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### Function Space and F & B Requirements:

The following chart/schedule outlines function space requirements for the event. All space will require a 24 hour hold on each day.

Day & Date	Function Type	Function Name	Start Time	End Time	# of Attendee	Setup	A/V Requirements*
Sat & Sun	Set-Up	Event Setup	All Day	All Day	N/A	Registration Area & Staff Office	Internet Access Electric Power
Mon., Day 1	<i>Registration</i>	Event Registration	3:00 pm	8:00 pm	550	Registration	Internet Access Electric Power
Mon., Day 1	<i>Set- Up</i>	Exhibitor Move-In	12:00 pm	6:00 pm	N/A	Exhibit Hall	
Mon., Day 1	<i>Keynote Speaker</i>	Keynote Speaker	6:00 pm	7:00 pm	350	Theater	Internet Access Podium Microphone Wireless LAV Power VGA Cord Laptop
Mon., Day 1	<i>Welcome Reception</i>	Welcome Reception	7:00 pm	9:00 pm	350	Rounds - HI Boys	
Tues, Wed & Thurs Day 2-4	<b>Solo Training Session</b>	PVA - 3 Day Training	8:00 am	5:30 pm	30	Classroom	Internet Access Podium Microphone Wireless LAV Power VGA Cord Laptop
Tues. & Wed Day 2 & 3	<i>Breakfast</i>	Breakfast Buffet	7:00 am	8:00 am	550	Rounds of 8 or 10	Internet Screen LCD Projector Podium Microphone

							Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Registration</i>	Event Registration	7:00 am	5:00 pm	550	Registration	Internet Access Electric Power
Tues.& Wed Day 2 & 3	<i>Exhibitor</i>	Exhibitor	7:00 am	8:00 pm	70	8' x 10' Exhibits	8' x10' with 8' black drape and 3' side-rail drapes; (1) 6'ft draped table; (2) chairs; (1) wastebas ket; (1) ID sign
Tues.& Wed Day 2 & 3	<i>Breakout Session #1</i>	TBD	8:00 am	9:30 am	50	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #2</i>	TBD	8:00 am	9:30 am	50	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop



Tues.& Wed Day 2 & 3	<i>Breakout Session #3</i>	TBD	8:00 am	9:30 am	50	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #4</i>	TBD	8:00 am	9:30 am	50	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #5</i>	TBD	8:00 am	9:30 am	80	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #6</i>	TBD	8:00 am	9:30 am	80	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord

							Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #7</i>	TBD	8:00 am	9:30 am	80	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #8</i>	TBD	8:00 am	9:30 am	80	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #9</i>	TBD	8:00 am	9:30 am	80	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Break</i>	Break	9:30 am	10:00 am	550	Reception	
Tues.& Wed Day 2 & 3	<i>Breakout Session #1</i>	TBD	10:00 am	12:00 pm	150	Theater	Internet Screen LCD Projector Podium

							Microphone Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #2</i>	TBD	10:00 am	12:00 pm	100	Theater	Internet Screen LCD Projector Podium Microphone Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #3</i>	TBD	10:00 am	12:00 pm	100	Theater	Internet Screen LCD Projector Podium Microphone Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #4</i>	TBD	10:00 am	12:00 pm	150	Theater	Internet Screen LCD Projector Podium Microphone Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Lunch</i>	Lunch Buffet (Networking)	12:00 pm	1:30 pm	550	Rounds of 8 or 10	

Tues.& Wed Day 2 & 3	<i>Exhibitor</i>	Exhibitor	12:00 pm	1:30 pm	70	8' x 10' Exhibits	8' x10' with 8' black drape and 3' side-rail drapes; (1) 6'ft draped table; (2) chairs; (1) wastebasket; (1) ID sign
Tues.& Wed Day 2 & 3	<i>Breakout Session #1</i>	TBD	1:30 pm	3:00 pm	50	Theater	Internet Screen LCD Projector Podium Microphone Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #2</i>	TBD	1:30 pm	3:00 pm	50	Theater	Internet Screen LCD Projector Podium Microphone Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #3</i>	TBD	1:30 pm	3:00 pm	50	Theater	Internet Screen LCD Projector Podium Microphone Wireless LAV Power

							VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #4</i>	TBD	1:30 pm	3:00 pm	50	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #5</i>	TBD	1:30 pm	3:00 pm	50	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #6</i>	TBD	1:30 pm	3:00 pm	80	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #7</i>	TBD	1:30 pm	3:00 pm	80	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV

							Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #8</i>	TBD	1:30 pm	3:00 pm	80	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #9</i>	TBD	1:30 pm	3:00 pm	80	Theater	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Break</i>	Break	3:00 pm	3:30 pm	550	Reception	
Tues.& Wed Day 2 & 3	<i>Exhibitor</i>	Exhibitor	3:00 pm	3:30 pm	70	8' x 10' Exhibits	8' x10' with 8' black drape and 3' side-rail drapes; (1) 6'ft draped table; (2) chairs; (1) wastebas ket; (1) ID sign
Tues.& Wed Day 2 & 3	<i>Breakout Session #1</i>	TBD	3:30 pm	5:30 pm	100	Theater	Internet Screen

							LCD Projector Podium Microphone Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #2</i>	TBD	3:30 pm	5:30 pm	150	Theater	Internet Screen LCD Projector Podium Microphone Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #3</i>	TBD	3:30 pm	5:30 pm	150	Theater	Internet Screen LCD Projector Podium Microphone Wireless LAV Power VGA Cord Laptop
Tues.& Wed Day 2 & 3	<i>Breakout Session #4</i>	TBD	3:30 pm	5:30 pm	130	Theater	Internet Screen LCD Projector Podium Microphone Wireless LAV Power VGA Cord Laptop

Tues.& Wed Day 2 & 3	<i>Reception</i>	Dinner Buffet Reception	5:30 pm	8:30 pm	550	Rounds of 8 or 10	Internet Power
Tues.& Wed Day 2 & 3	<i>Exhibitor</i>	Exhibitor	5:30 pm	8:30 pm	70	8' x 10' Exhibits	8' x10' with 8' black drape and 3' side-rail drapes; (1) 6'ft draped table; (2) chairs; (1) wastebas ket; (1) ID sign
Thurs., Day 4	<i>Registration</i>	Event Registration	7:00 am	9:00 am	550	Registration	Internet Access Electric Power
Thurs., Day 4	<i>Breakfast</i>	Breakfast Buffet	7:00 am	8:00 am	550	Rounds of 8 or 10	Internet Screen LCD Projector Podium Micropho ne Wireless LAV Power VGA Cord Laptop
Thurs., Day 4	<i>Exhibitor</i>	Exhibitor	7:00 am	8:00 am	70	8' x 10' Exhibits	8' x10' with 8' black drape and 3' side-rail drapes; (1) 6'ft draped table; (2) chairs; (1) wastebas ket; (1) ID sign
Thurs., Day 4	<i>Breakout Session #1</i>	TBD	8:00 am	4:00 pm	100	Classroom	Internet Screen



							LCD Projector Podium Microphone Wireless LAV Power VGA Cord Laptop
Thurs., Day 4	<i>Breakout Session #2</i>	TBD	8:00 am	4:00 pm	120	Classroom	Internet Screen LCD Projector Podium Microphone Wireless LAV Power VGA Cord Laptop
Thurs., Day 4	<i>Breakout Session #3</i>	TBD	8:00 am	4:00 pm	120	Classroom	Internet Screen LCD Projector Podium Microphone Wireless LAV Power VGA Cord Laptop
Thurs., Day 4	<i>Breakout Session #4</i>	TBD	8:00 am	4:00 pm	250	Classroom	Internet Screen LCD Projector Podium Microphone Wireless LAV Power VGA Cord Laptop

Thurs., Day 4	<i>Lunch</i>	Lunch Buffet (Networking)	12:00 pm	1:00 pm	550	Rounds of 8 or 10	
Thurs., Day 4	<i>Exhibits</i>	Exhibits	12:00 pm	1:00 pm	70	8' x 10' Exhibits	8' x10' with 8' black drape and 3' side-rail drapes; (1) 6'ft draped table; (2) chairs; (1) wastebas ket; (1) ID sign
Thurs., Day 4	<i>Tear Down</i>	Exhibitor Move-Out	1:00 pm	6:00 pm	N/A	Exhibit Hall	
Thurs., Day 4	<i>Event Adjourned</i>			6:00 pm			
Friday, Day 5	<i>Board of Director Meeting</i>	Breakfast and Lunch	8:00 am	3:00 pm	18	Board Room	AV, TV, Phone

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#### **Contract Concessions Desired:**

##### Guest Rooms:

- 1/40 Overnight Room Comp
- Group rate available three days pre & post event
- Up to (10) 50% Staff rated rooms
- 3 complimentary VIP suites
- 75% Contractual performance
- Cancellation policy 24 hours prior to arrival
- 10 Complimentary club passes
- No Rate Lower Expectation
- Complimentary Wi-Fi in guest rooms
- Resort Fees Waived
- Complimentary parking for local attendees
- Complimentary access to fitness center

##### Food & Beverage/Banquet:

- Food & Beverage minimum with complimentary meeting room rental
- Lock on 2018 menu prices
- Complimentary Wi-Fi in function space
- 1 hour complimentary hosted reception

##### Audio Visual:

- 50% In-House Audio Visual Discount

- Complimentary easels for signage for all breakout sessions, registration and meals

Other:

- Disclosure of Renovation/Remodeling
- Disclosure of other groups & events scheduled during/adjacent
- Notification of Change in Management
- Pest Control
- 70 Complimentary Exhibit Tables
- 2 complimentary meeting rooms available for duration of event – 20 person capacity each
- Complimentary handling of show management materials

#### IV. Proposal Specifications

The RFP issuer expects that all work will be performed in a professional manner. All information provided in this RFP is proprietary for this purpose only. Information cannot be released without written permission from the contact person named in Section I.

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until **October 31, 2018 / 5PM EST**. Any proposals received after this date and time will be returned to sender.

**Questions:**

Direct all questions and requests for additional information regarding this RFP to the contact person designated in Section I

**Key Contact Person:** *Sue McKeen*

**Job Title:** *Business Manager*

**Mailing Address Line 1:** *56 Clifton Country Rd.*

**Mailing Address Line 2:** *Suite 202*

**City:** *Clifton Park*

**State/Province:** *NY*

**Zip/Postal Code:** *12065*

**Phone:** *(518) 289-4859*

**Mobile Phone:** *(518) 505-6703*

**E-mail Address:** *smckeen@nabcep.org*

**Web Address:** *www.nabcep.org*

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**Decision Making Process:**

Final Decision Maker: Shawn O'Brien, Executive Director

Timeline:

All proposals in response to this RFP are due no later than 5 pm EST **October 31, 2018**.

Evaluation of proposals will be conducted from **October 31, 2018** until **November 30, 2018**. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than **December 31, 2018**. The winning bidder will be notified via email.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations are expected to be completed by **November 30, 2018**.

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**Instructions for Responding:**

- Each proposal in response to this RFP must include the information requested in Section III (*Requirements*) & Section V (*Proposal Content*) of this RFP (in the order presented here).
- Expenses related to the preparation and completion of a response to this RFP are the sole responsibility of the bidder.
- The proposal with the lowest dollar amount will not necessarily be considered as the best proposal.
- Incomplete and/or late responses will not be considered.
- Each bidder must submit one, digital copy to:

NABCEP – North American Board of Certified Energy Practitioners  
RE: NABCEP 2017 CE Conference Proposal  
56 Clifton Country Rd., Suite 202  
Clifton Park, NY 12065

All proposals must be received by 5:00 pm EST., **October 31, 2018**

V. Proposal Content

Each proposal in response to this RFP must include the following information (in the order presented here).

**Facility Name:**

Mailing Address Line 1:

Mailing Address Line 2:

City:

State/Province:

Zip/Postal Code:

Country:

Web Site:

**Primary Sales Contact:**

Full Name:

Job Title:

Employer:  
Mailing Address Line 1:  
Mailing Address Line 2:  
City:  
State/Province:  
Zip/Postal Code:  
Country:  
Phone:  
Fax:  
Mobile Phone:  
E-mail Address:  
Web Address:

### Response to Requirements:

#### Dates & Guest Rooms

Start Day & Date	End Day & Date	Single Occupancy Room Rate	Double Occupancy Room Rate	Extra Person Charge	Suite Rate Range	Availability
						<input type="checkbox"/> 1st Option <input type="checkbox"/> 2nd Option
						<input type="checkbox"/> 1st Option <input type="checkbox"/> 2nd Option
<i>Additional options as necessary</i>						

### Function Space:

Complete the following chart for each function outlined in Section III:

Day & Date	Function Type	Start Time	End Time	Setup	Function Room Name	Maximum Capacity for Setup Indicated	24-Hour Hold Available	Availability
							<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <sup>st</sup> Option <input type="checkbox"/> 2 <sup>nd</sup> Option
	<i>Additional functions as necessary</i>							<input type="checkbox"/> 1 <sup>st</sup> Option <input type="checkbox"/> 2 <sup>nd</sup> Option

### Food & Beverage:

F&B Function Type	Average Per Person Price
Morning Break	
Afternoon Break	

Reception	
Plated Breakfast	
Buffet Breakfast	
Continental Breakfast	
Hot Plated Lunch	
Cold Plated Lunch	
Buffet Lunch	
Plated Dinner	
Buffet Dinner	

Currency Type: \_\_\_\_\_

Standard Tax %: \_\_\_\_\_%

Standard Service Charge %: \_\_\_\_\_%

Concessions Offered:

Guest Rooms: \_\_\_\_\_

Food & Beverage: \_\_\_\_\_

Other Concessions: \_\_\_\_\_

#### References:

Provide three references for events similar in size and scope to the one outlined in Section II (*Event Profile*) of this RFP:

	Reference 1	Reference 2	Reference 3
<b>Event Name</b>			
<b>Event Start Date</b>	mm/dd/yyyy		
<b>Event End Date</b>	mm/dd/yyyy		
<b>Event Type</b>			
<b>Event Host</b>			
<b>Given Name</b>			
<b>Middle Name</b>			
<b>Surname</b>			
<b>Job Title</b>			
<b>Employer</b>			
<b>Phone</b>			
<b>E-mail Address</b>			

#### Other:

- Please provide Sales Kit to include Meeting/Function Space Specifications
- Include Exhibit Space Floor Plan for 70 Table Top booths

