

	RFP SPECIFICATIONS NH Dept. of Education Reading First Summer Reading Academy 2007	
Date during which Institute must occur	June 24, 25, 26, and 27, 2007	Respond to all dates with your availability.
Site	Accommodations and meeting rooms must be in a single site.	All spaces must be air conditioned.
Meal package Note: <u>The State does not pay the 8% room and meal tax.</u>	June 24, 25, 26, 2007 15 people for evening meal June 25, 2007, 125 people for breakfast, breaks, and lunch June 26 - 27, 2007, 225 people for breakfast, breaks, and lunch	Proposal must identify prices and locations for each day. <u>Continental breakfast:</u> fruit, yogurt, breakfast pastries (bagels and cream cheese and muffins) fruit juices, water, coffee and tea. <u>AM break:</u> coffee, tea, juices and water. <u>Buffet lunch:</u> variety of meat and vegetarian sandwiches salad, soup, or similar priced offering, dessert, refreshed coffee and tea, water and assorted sodas. <u>PM break:</u> cheese with crackers, fruit, cookies and brownies, refreshed coffee, tea, water and assorted sodas. Approximately 15 evening meals off the menu on June 24 – 26, 2007.
Meeting Room	June 25, 2007 Opening session June 26 & 27, 2007 Opening Session (large function space) capable of seating 225 people. June 25-27, 2007	Room must be capable of comfortably accommodating 125 people at round tables with 8 people per table. Room must be capable of comfortably accommodating 225 people at round tables with 8 people per table. All 3 days room must be capable of holding 3 rectangle tables for displays.

Break out Rooms	June 25, 2007 3 break out rooms	Rooms must be capable of comfortably accommodating 45 people classroom style.
	June 26 & 27, 2007 9 break out rooms	Rooms must be capable of comfortably accommodating 30 people classroom style.
Registration space	2 tables for registration area outside large function room.	
Overnight Accommodations	June 24 - 26, 2007, 15 rooms. Quote requested for both single and double rooms.	NOTE: Rooms should be available for overnight stays, <u>at the participants expense</u> , from June 24 – 26, 2007.
Audio Visual Equipment	June 25, 2007, 3 screens June 26 & 27, 2007 9 screens	