

(Sample)

Request for Proposal

April 5, 2005 (Today's date here)

Organization: ABC Company
Address: 1732 Anywhere Lane
City/State: Brown, CA 77321

Web Site: www.abc.com

Overview:

ABC Company employs 205,700 people, operates in more than 180 countries etc.

ABC Company is a global technology corporation with a long history of pioneering innovation in

Contact: Jane Smith
Title: Manager, Administration
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Preferred method of communication: email

Responses are due back by: April 21, 2005

Event Specifications:

What: International Sales Conference
When: October 2005
Preferred Pattern: Major arrivals on Sunday – for kick off reception
Major departures on Wednesday – post lunch
Preferred Dates: October 16-19, 2005
October 22-25, 2005

Peak # of Rooms: 398 per night

History:

2001 Boca Raton Resort & Club, FL
2002 Sheraton Chicago
2003 The Broadmoor, Colorado Springs

2004 Walt Disney World Swan & Dolphin, Orlando

Conference and Attendee Profile:

This conference takes place every 12 months. The purpose is
Networking is accomplished through dinners, breakfasts and lunches.

Attendees are discerning, well-traveled individuals who appreciate five-star accommodations and service and require easily accessible state of the art technology (both in the guestrooms and in meeting space).

Close proximity to an International Airport is a must – within an hour’s drive is most desirable. There will be corporate aircraft arriving and departing and a large number Towncar transfers will be required throughout the program.

GUESTROOM BLOCK:

Room Type	Fri	Sat	Sun	Mon	Tues	Wed	Thurs
Single	10	150	390	390	390	50	10
Double	0	0	0	0	0	0	0
Concierge Level or Junior Suites	3	6	6	6	6	3	1
1-Bedroom Suite	1	1	2	2	2	2	0
Totals	14	157	398	398	398	55	11

Total Room Nights: 1,431

Concessions requested:

- Staff rates for up to 5 rooms per night
- 1 complimentary room per 50 paid rooms
- Honor group rate for 3 days prior and 3 days post
- 6 upgrades per night to Concierge Level or executive/junior suites at group rate
- 7 VIP amenities
- Complimentary in-room and/or wireless high-speed internet access
- Complimentary bottles of water daily

Billing:

All guestroom charges are the sole responsibility of each attendee. All meeting & function related charges (food and beverage, audio visual requirements, meeting set up, etc.) to be paid for by ABC Company via deposit schedule and direct bill to be established with hotel.

BALLROOM, MEETING ROOM AND TRADE SHOW SPACE REQUIREMENTS:

EXHIBIT REQUIREMENTS

Gross square footage: 40,000-50,000
Number of Exhibits: 375-400
Booth Sizes: 10'X10' booths & displays, buffet tables and entertainment booths.
Decorator Move-in: Friday
Exhibitor Move-in: Saturday
Actual Show Dates: Monday, Tuesday

FOOD & BEVERAGE

2 **Breakfasts for** 325
 3 **Lunches for** 375
 1 **Reception for** 400
 1 **Awards Dinner for** 400
 2 **Dinners for** 400 Trade Fair

We prefer the Awards Dinner and General/Closing Sessions all be in the same room. It should be able to accommodate rear screen projection and substantial staging....

Tentative Program

<u>DAY</u>	<u>TIME</u>	<u>PEOPLE</u>	<u>SETUP</u>
<u>Friday</u>			
Office	24 hours	10	Conference
Meeting	8:00am – 6:00pm	10	Conference
Decorator Move In	8:00am –		
Pre Con Meeting			
<u>Saturday</u>			
Office	24 hours	10	Conference
Meeting	8:00am – 6:00pm	10	Conference
Exhibitor Set-up	8:00am –		
<u>Sunday</u>			
Office	24 hours	10	Conference

Meeting	8:00am – 6:00pm	10	Conference
Meeting	8:00am – 6:00pm	20	Hollow Square
Rehearsals	10:00am – 5:00pm		
Welcome Reception	7:00pm – 9:00pm	375-400	Reception

Monday

Office	24 hours	10	Conference
Meeting	8:00am – 6:00pm	10	Conference
Speaker Ready	8:00am- 6:00pm	10	Conference
(5-6) Breakouts	8:00am – 5:00pm	50/each	Classroom
Breakfast Mtg	8:00am – 9:30am	375	Rounds
Meeting	10:00am – 12:00pm	60	Hollow Square
Trade Show/Lunch	12:00noon – 2:00pm	375-400	Trade Show Floor
Reception	6:00pm – 7:00pm	400	Reception
Awards Dinner	7:00pm – 10:00pm	400	Rounds

Tuesday

Office	24 hours	10	Conference
Bfst/Gen Session	7:30am – 9:30am	375	Rounds
Breakouts (6)	10:00am – 1:00pm	50/each	Classroom
Break	11:00am – 11:15am		
Lunch / Trade Show	12:15pm – 1:30pm	375	Rounds
Golf Tournament			

Wednesday

Office	24 hours	10	Conference
Bfst/Gen Session	7:30am – 9:30am	375	Rounds
Breakouts (6)	10:00am – 1:00pm	50/each	Classroom
Break	11:00am – 11:15am		
Lunch /Trade Fair	12:15pm – 1:30pm	375	Rounds
Major Departures			
Trade Fair Dismantle	10:00pm – 12:00am		