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| RFP Details | | | |
| **RFP Name** | Event Name | | |
| **Response Due Date** | Fri, March 4, 2022 |  |  |
| **Decision Date** | Thu, June 30, 2022 |  |  |
| **Description** | ITE and Florida Puerto Rico District ITE are partnering together to combine their 2025 Annual Meetings.They would like to hold the program in Orlando. | | |
| **Billing Information** | Individuals- room, tax, incidentals Master- meeting charges, staff and VIP rooms identified by rooming list | | |
|  | The RFP organization cannot accept rebates and incentives. | | |
| **Concessions / Contractual Requirements** | -1 per 30 comp rooms cumulative (partially applied to master as a cash credit, partially applied to guest staying at the hotel) -35% of block needs to be at prevailing per diem rate -1 comp suite arriving Thursday, departing the following Thursday -1 comp presidential suite arriving Thursday departing Thurday -1 suite upgrade at group rate arriving Thursday, departing the following Thursday  -Waived resort fee, if any -Complimentary Guestroom Internet -Complimentary meeting space internet -Complimentary meeting space with F&B minimum met -Room block review date in contract with option to increase or decrease the block without penalty at 6 months and 3 months prior to event dates  -Room audit clause in contract -15% Food & Beverage discount -30% AV discount off in house AV equipment  -1 comp mic per meeting room  -No fees if outside AV company is used -No charge for banner hanging -Complimentary easels (up to 20) -Group rate good three days pre and post meeting dates | | |

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| Contact Information | | | |
| **Name** |  | **Email Address** |  |
| **Organization** |  | **Phone** |  |
| **Title** |  |  |  |
| **Preferred Contact Method** | Email, Phone |  |  |

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| Organization Information | | | | |
| **Organization Name** | | Institute of Transportation Engineers | | |
| **Organization Type** | | Association |  |  |
| **Address** | | Washington, DC |  |  |
| **Events / Year** | | 1 |  |  |
| **Organization Information** | | The Institute of Transportation Engineers (ITE) is an international educational and scientific association of transportation and traffic engineers, transportation planners, and other professionals who are responsible for meeting mobility and safety needs of the traveling public. The Institute facilitates the application of technology and scientific principles to research, planning, functional design, implementation, operation, policy development, and management for any mode of surface transportation. It does so by promoting professional development of members, supporting and encouraging education, stimulating research, developing public awareness, and exchanging professional information and by maintaining a central point of reference and action.  Founded in 1930, the Institute serves as a gateway to knowledge and advancement through meetings, seminars, and publications; and through our network of approximately 15,000 members working in some 80 countries. The Institute also has more than 70 local and regional chapters and more than 90 student chapters that provide additional opportunities for information exchange and networking. | | |
| **Business Objectives** | The 2025 meeting will be the 94th in a series of ITE annual meetings that provide transportation professionals with specialized information, such as transportation roadway operations, active living communities, and mobility for all users. For transportation engineers and planners there are no greater responsibilities than protecting and enhancing the safety of the traveling public. | | | |
| **Destinations Under Consideration** | Orlando, FL if with Florida/Puerto Rico District | | | |
| **Attendee Profile** | This will be joint meeting between ITE HQ and ITE Florida/PR District. We expect around 1,300 attendees but could be more. | | | |
| **Additional Information** | The conference pattern is Friday to Wednesday. Meeting sessions typically are held Monday, Tuesday, and until 5:00pm on Wednesday. ITE’s International Board of Direction has meetings on Friday and Saturday. *Leadership*ITE meetings, and Council/Committee, are held Saturday and Sunday before the conference. Preferred timeframe is late July into early August. | | | |

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| Event Information | | | |
| **Event Name** | Institute of Transportation Engineers 2025 Annual Meeting | | |
| **Total Attendees** | 1,300 |  |  |
| **Event History** | 2021, Virtual  2020, Virtual  2019, Austin, TX  2018, Minneapolis, MN  2017, Toronto, Canada | Room Block: 1,635 (102%) |  |
| **Future Events** | 2022, New Orleans, LA  2023, Portland, OR  2024, Philadelphia, PA |  |  |
| **Dates Flexible?** | Yes |  |  |
| **Event Dates** | Thu, July 17, 2025 - Wed, July 23, 2025 (+ 2 alternate dates) | | |
| **Date Type** | **Date Options** | | **Notes** |
| **Planner Preferred** | Thu, July 17, 2025 - Wed, July 23, 2025 | |  |
| **Alternate Date** | Thu, July 24, 2025 - Wed, July 30, 2025 | |  |
| **Alternate Date** | Thu, July 31, 2025 - Wed, August 6, 2025 | |  |

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| Sleeping Room Requirements | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Day** | **Any****(Run Of House)** | **Upgrades** | **Suite** | **Staff** | | Wed, July 16, 2025 | 5 |  |  |  | | Thu, July 17, 2025 | 8 | 5 | 3 | 5 | | Fri, July 18, 2025 | 48 | 25 | 3 | 10 | | Sat, July 19, 2025 | 148 | 25 | 3 | 15 | | Sun, July 20, 2025 | 375 | 25 | 3 | 15 | | Mon, July 21, 2025 | 375 | 25 | 3 | 15 | | Tue, July 22, 2025 | 300 | 25 | 3 | 15 | | Wed, July 23, 2025 | 50 | 10 | 3 | 15 | | Thu, July 24, 2025 | 5 |  |  |  | | | | |
| **Check-in Date** | Wed, July 16, 2025 | **Total Room Nights** | 1,565 |
|  |  | **Peak Room Nights** | 418 |
| **Additional Information** | Please quote lowest available group rates for all dates requested. | | |

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| |  |  |  |  | | --- | --- | --- | --- | | **MEETING SPACE REQUIREMENTS** | | | | | Day | Time | Agenda Item | Room Request | | Thu, July 17, 2025 | 7:00 AM-12:00 AM | **ITE Office**  Office  Notes or Exceptions: Group requires securable room with 12 keys. Six 6' tables, dressed and skirted.2 banquet rounds with chairs, power, two large wastebaskets. | * 24-hour hold | | Thu, July 17, 2025 | 12:00 PM-5:00 PM | **International Exec Meeting**  Meeting  Notes or Exceptions: Hollow rectangle for 24 with room for A/V and some perimeter seating. | Hollow Square **(Room Required)**  24 people   * 24-hour hold | | Fri, July 18, 2025 | 7:00 AM-12:00 AM | **ITE Office**  Office  Notes or Exceptions: Group requires securable room with 12 keys. Six 6' tables, dressed and skirted.2 banquet rounds with chairs, power, two large wastebaskets. | * 24-hour hold | | Fri, July 18, 2025 | 7:00 AM-12:00AM | **SDITE Office**  Office Notes or Exceptions: Group requires securable room with 5 keys. Conference for 10. | * 24-hour hold | | Fri, July 18, 2025 | 8:00 AM-6:00 PM | **IBOD Meal Room**  Other  Notes or Exceptions: Banquet rounds for 30, room for roll-in buffet. | 40 people   * 24-hour hold | | Fri, July 18, 2025 | 8:00 AM-6:00 PM | **IBOD Meeting**  Meeting  Notes or Exceptions: Hollow rectangle for 24 with room for A/V and some perimeter seating. | Hollow Square **(Room Required)**  24 people   * 24-hour hold | | Sat, July 19, 2025 | 7:00 AM-12:00 AM | **ITE Office**  Office  Notes or Exceptions: Group requires securable room with 12 keys. Six 6' tables, dressed and skirted.2 banquet rounds with chairs, power, two large wastebaskets. | * 24-hour hold | | Sat, July 19, 2025 | 7:00 AM-12:00AM | **District Office**  Office Notes or Exceptions: Group requires securable room with 5 keys. Conference for 10. | * 24-hour hold | | Sat, July 19, 2025 | 7:00 AM-12:00 AM | **Storage**  Storage Room | * 24-hour hold | | Sat, July 19, 2025 | 7:00 AM-12:00 AM | **Registration**  Registration  Notes or Exceptions: Permanent registration desk of space for four 6' tables, two chairs, electrical power for phone line. | * 24-hour hold | | Sat, July 19, 2025 | 7:00 AM-7:00 PM | **Exhibit Set Up**  Setup  Notes or Exceptions: Up to 100 10x10 booths with room for two sided buffet lines and scattered hi-boys (very minimal seating) within the hall. Ideal space has no columns. Minimum space 35,000 sq. ft. | 10x10 **(Room Required)**  100 people   * 24-hour hold | | Sat, July 19, 2025 | 8:00 AM-6:00 PM | **LeadershipITE**  Meeting  Notes or Exceptions: Classroom for 50, 2 seats per 6' table, no riser, head table for 2, standing podium. | Classroom **(Room Required)**  50 people   * 24-hour hold | | Sat, July 19, 2025 | 8:00 AM-6:00 PM | **LeadershipITE Meal Room**  Other  Notes or Exceptions: Banquet rounds for 50, room for roll-in buffet. | 40 people   * 24-hour hold | | Sat, July 19, 2025 | 8:00 AM-6:00 PM | **IBOD Meeting**  Meeting  Notes or Exceptions: Hollow rectangle for 24 with room for A/V and some perimeter seating. | Hollow Square **(Room Required)**  24 people   * 24-hour hold | | Sat, July 19, 2025 | 8:00 AM-6:00 PM | **IBOD Meal Room**  Other  Notes or Exceptions: Banquet rounds for 30, room for roll-in buffet. | 40 people   * 24-hour hold | | Sat, July 19, 2025 | 5:00 PM-7:00 PM | **District Presidents Reception**  Reception  Notes or Exceptions: Hors D'oeuvres and drinks  \*May be held at offsite location | Reception **(Room Required)**  100 people | | Sun, July 20, 2025 | 7:00 AM-12:00 AM | **ITE Office**  Office  Notes or Exceptions: Group requires securable room with 12 keys. Six 6' tables, dressed and skirted.2 banquet rounds with chairs, power, two large wastebaskets. | * 24-hour hold | | Sun, July 20, 2025 | 7:00 AM-12:00AM | **District Office**  Office Notes or Exceptions: Group requires securable room with 5 keys. Conference for 10. | * 24-hour hold | | Sun, July 20, 2025 | 7:00 AM-12:00 AM | **Storage**  Storage Room | * 24-hour hold | | Sun, July 20, 2025 | 7:00 AM-12:00 AM | **Registration**  Registration  Notes or Exceptions: Permanent registration desk of space for four 6' tables, two chairs, electrical power, hard wire internet. | * 24-hour hold | | Sun, July 20, 2025 | 7:00 AM-7:00 PM | **Exhibit Set Up**  Setup  Notes or Exceptions: Up to 100 10x10 booths with room for two sided buffet lines and banquet round seating within the hall. Ideal space has no columns. Minimum space 25,000 sq. ft. | 10x10 **(Room Required)**  100 people   * 24-hour hold | | Sun, July 20, 2025 | 8:00 AM-5:00 PM | **General Session - Move-in**  General Session  Notes or Exceptions: Banquet for 800, riser with head table for five, standing podium, podium microphone, LCD and Screen, Rear projection, confidence monitor, IMAG. | Rounds **(Room Required)**  1000 people   * 24-hour hold | | Sun, July 20, 2025 | 8:00 AM-6:00 PM | **LeadershipITE**  Meeting  Notes or Exceptions: Classroom for 50, 2 seats per 6' table, no riser, head table for 2, standing podium. | Classroom **(Room Required)**  50 people   * 24-hour hold | | Sun, July 20, 2025 | 8:00 AM-6:00 PM | **LeadershipITE Meal Room**  Other  Notes or Exceptions: Banquet rounds for 50, room for roll-in buffet. | 40 people   * 24-hour hold | | Sun, July 20, 2025 | 8:00 AM-6:00 PM | **IBOD Meeting**  Meeting  Notes or Exceptions: Hollow rectangle for 24 with room for A/V and some perimeter seating. | Hollow Square **(Room Required)**  24 people   * 24-hour hold | | Sun, July 20, 2025 | 8:00 AM-6:00 PM | **Council & Committee Meeting Room 1**  Meeting  Notes or Exceptions: Conference table for 24. No A/V. | Conference **(Room Required)**  24 people   * 24-hour hold | | Sun, July 20, 2025 | 8:00 AM-6:00 PM | **Council & Committee Meeting Room 2**  Meeting  Notes or Exceptions: Conference table for 24. No A/V. | Conference **(Room Required)**  24 people   * 24-hour hold | | Sun, July 20, 2025 | 8:00 AM-6:00 PM | **Council & Committee Meeting Room 3**  Meeting  Notes or Exceptions: Conference table for 24. No A/V. | Conference **(Room Required)**  24 people   * 24-hour hold | | Sun, July 20, 2025 | 8:00 AM-6:00 PM | **Council & Committe Meeting Room 4**  Meeting  Notes or Exceptions: Conference table for 24. No A/V. | Conference **(Room Required)**  24 people   * 24-hour hold | | Sun, July 20, 2025 | 8:00 AM-6:00 PM | **Workshop 1**  Breakout  Notes or Exceptions: Classroom for 50 - 100, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Classroom **(Room Required)**  100 people | | Sun, July 20, 2025 | 8:00 AM-6:00 PM | **Workshop 2**  Breakout  Notes or Exceptions: Classroom for 50 - 100, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Classroom **(Room Required)**  100 people | | Sun, July 20, 2025 | 8:00 AM-6:00 PM | **Workshop 3**  Breakout  Notes or Exceptions: Classroom for 50 - 100, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Classroom **(Room Required)**  100 people | | Sun, July 20, 2025 | 8:00 AM-6:00 PM | **Workshop 4**  Breakout  Notes or Exceptions: Classroom for 50 - 100, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Classroom **(Room Required)**  100 people | | Sun, July 20, 2025 | 8:00 AM-6:00 PM | **District Board Meeting**  Meeting  Notes or Exceptions: U-Shape for 40 ppl  Group requires projector, screen, and power for computer. They will serve continental breakfast, lunch, and breaks during the board meeting. | U-Shaped **(Room Required)**  40 people | | Sun, July 20, 2025 | 5:00 PM-6:00 PM | **First Timer’s Reception**  Reception  Notes or Exceptions: Would prefer space that is not meeting room (portion o | Reception (Room Required) | | Sun, July 20, 2025 | 6:00 PM-7:00 PM | **Reception**  Reception  Notes or Exceptions: In Exhbit Space | Reception **(Room Required)**  500 people   * 24-hour hold | | Mon, July 21, 2025 | 7:00 AM-12:00 AM | **Office**  Office  Notes or Exceptions: Group requires securable room with 12 keys. Six 6' tables, dressed and skirted.2 banquet rounds with chairs, power, two large wastebaskets. | * 24-hour hold | | Mon, July 21, 2025 | 7:00 AM-12:00AM | **District Office**  Office Notes or Exceptions: Group requires securable room with 5 keys. Conference for 10. | * 24-hour hold | | Mon, July 21, 2025 | 7:00 AM-12:00 AM | **Storage**  Storage Room | * 24-hour hold | | Mon, July 21, 2025 | 7:00 AM-12:00 AM | **Registration**  Registration  Notes or Exceptions: Permanent registration desk of space for four 6' tables, two chairs, electrical power for phone line. | * 24-hour hold | | Mon, July 21, 2025 | 8:00 AM-5:00 PM | **General Session & Traffic Bowl Competition**  General Session | Theatre **(Room Required)**  1000 people   * 24-hour hold | | Mon, July 21, 2025 | 8:00 AM-6:00 PM | **Council & Committee Meeting Room 1**  Meeting  Notes or Exceptions: Conference table for 24. No A/V. | Conference **(Room Required)**  24 people   * 24-hour hold | | Mon, July 21, 2025 | 8:00 AM-6:00 PM | **Council & Committee Meeting Room 2**  Meeting  Notes or Exceptions: Conference table for 24. No A/V. | Conference **(Room Required)**  24 people   * 24-hour hold | | Mon, July 21, 2025 | 8:00 AM-6:00 PM | **Council & Committee Meeting Room 3**  Meeting  Notes or Exceptions: Conference table for 24. No A/V. | Conference **(Room Required)**  24 people   * 24-hour hold | | Mon, July 21, 2025 | 8:00 AM-6:00 PM | **Council & Committee Meeting Room 4**  Meeting  Notes or Exceptions: Conference table for 24. No A/V. | Conference **(Room Required)**  24 people   * 24-hour hold | | Mon, July 21, 2025 | 8:00 AM-6:00 PM | **Exhibits**  Exhibit | 10x10 **(Room Required)**   * 24-hour hold | | Mon, July 21, 2025 | 9:00 AM-6:00 PM | **Technical Session 1**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | 200 people   * 24-hour hold | | Mon, July 21, 2025 | 9:00 AM-6:00 PM | **Technical Session 2**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. This room can be a section of the General Session room, provided walls can be opened and closed as needed in 30 minutes or less. | Theater **(Room Required)**  200 people   * 24-hour hold | | Mon, July 21, 2025 | 9:00 AM-6:00 PM | **Technical Session 3**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)**  200 people   * 24-hour hold | | Mon, July 21, 2025 | 9:00 AM-6:00 PM | **Technical Session 4**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)**  200 people   * 24-hour hold | | Mon, July 21, 2025 | 9:00 AM-6:00 PM | **Technical Session 5**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. This room can be a section of the General Session room, provided walls can be opened and closed as needed in 30 minutes or less. | Theater **(Room Required)**  200 people   * 24-hour hold | | Mon, July 21, 2025 | 9:00 AM-6:00 PM | **Technical Session 6**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)**  200 people   * 24-hour hold | | Mon, July 21, 2025 | 9:00 AM-6:00 PM | **TSAG Meeting**  Meeting  Notes or Exceptions: Conference table for 24. LCD and screen | Conference **(Room Required)**  24 people   * 24-hour hold | | Mon, July 21, 2025 | 9:00 AM-6:00 PM | **TPCB Meeting**  Meeting  Notes or Exceptions: Conference table for 24. No A/V. | Conference **(Room Required)**  24 people   * 24-hour hold | | Mon, July 21, 2025 | 10:00 PM-4:30 PM | **Poster Session**  Breakout  Notes or Exceptions: Client will provide 12-20 poster display boards | Flow **(Room Required)**  400 people   * 24-hour hold | | Mon, July 21, 2025 | 4:00 PM-6:30 PM | **Student Traffic Bowl Green Room**  Meeting  Notes or Exceptions: Banquet rounds for 40. | Rounds **(Room Required)**  40 people | | Tue, July 22, 2025 | 7:00 AM-12:00 AM | **Office**  Office  Notes or Exceptions: Group requires securable room with 12 keys. Six 6' tables, dressed and skirted.2 banquet rounds with chairs, power, two large wastebaskets. | * 24-hour hold | | Tue, July 22, 2025 | 7:00 AM-12:00AM | **District Office**  Office Notes or Exceptions: Group requires securable room with 5 keys. Conference for 10. | * 24-hour hold | | Tue, July 22, 2025 | 7:00 AM-12:00 AM | **Storage**  Storage Room | * 24-hour hold | | Tue, July 22, 2025 | 7:00 AM-12:00 AM | **Registration**  Registration  Notes or Exceptions: Permanent registration desk of space for four 6' tables, two chairs, electrical power for phone line. | * 24-hour hold | | Tue, July 22, 2025 | 7:00 AM-10:00 AM | **District Meeting**  Meeting  Notes or Exceptions: Breakfast served during meeting. | Rounds **(Room Required)**  70 people | | Tue, July 22, 2025 | 8:00 AM-5:00 PM | **General Session & Awards Luncheon**  General Session  Notes or Exceptions: Banquet Rounds for 1,000, plated F&B. | **Rounds (Room Required)**  1000 people   * 24-hour hold | | Tue, July 22, 2025 | 8:00 AM-5:00 PM | **Exhibits**  Exhibit | 10x10   * 24-hour hold | | Tue, July 22, 2025 | 8:00 AM-6:00 PM | **Technical Session 1**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)**  200 people   * 24-hour hold | | Tue, July 22, 2025 | 8:00 AM-6:00 PM | **Technical Session 2**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)**  200 people   * 24-hour hold | | Tue, July 22, 2025 | 8:00 AM-6:00 PM | **Technical Session 3**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)**  200 people   * 24-hour hold | | Tue, July 22, 2025 | 8:00 AM-6:00 PM | **Council & Committee Meeting Room 1**  Meeting  Notes or Exceptions: Conference table for 24. No A/V. | Conference **(Room Required)**  24 people   * 24-hour hold | | Tue, July 22, 2025 | 8:00 AM-6:00 PM | **Council & Committee Meeting Room 2**  Meeting  Notes or Exceptions: Conference table for 24. No A/V. | Conference **(Room Required)**  24 people   * 24-hour hold | | Tue, July 22, 2025 | 8:00 AM-6:00 PM | **Council & Committee Meeting Room 3**  Meeting  Notes or Exceptions: Conference table for 24. No A/V. | Conference **(Room Required)**  24 people   * 24-hour hold | | Tue, July 22, 2025 | 8:00 AM-6:00 PM | **Council & Committee Meeting Room 4**  Meeting  Notes or Exceptions: Conference table for 24. No A/V. | Conference **(Room Required)**  24 people   * 24-hour hold | | Tue, July 22, 2025 | 8:00 AM-6:00 PM | **Technical Session 4**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)**  200 people   * 24-hour hold | | Tue, July 22, 2025 | 8:00 AM-6:00 PM | **Technical Session 5**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)**  200 people   * 24-hour hold | | Tue, July 22, 2025 | 8:00 AM-6:00 PM | **Technical Session 6**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)**  200 people   * 24-hour hold | | Tue, July 22, 2025 | 8:00 AM-6:00 PM | **Student Program Session Room**  Meeting | Classroom **(Room Required)**  100 people | | Tue, July 22, 2025 | 5:00 PM-12:00 AM | **Exhibit Tear Down**  Teardown | 10x10   * 24-hour hold | | Tue, July 22, 2025 | 7:00 PM-10:00 PM | **Closing Reception**  Reception  Notes or Exceptions: 600 flow.  *May be held offsite* | Reception **(Room Required)**  600 people | | Wed, July 23, 2025 | 7:00 AM-12:00 AM | **Office**  Office  Notes or Exceptions: Group requires securable room with 12 keys. Six 6' tables, dressed and skirted.2 banquet rounds with chairs, power, two large wastebaskets. | * 24-hour hold | | Wed, July 23, 2025 | 7:00 AM-12:00AM | **District Office**  Office Notes or Exceptions: Group requires securable room with 5 keys. Conference for 10. | * 24-hour hold | | Wed, July 23, 2025 | 7:00 AM-12:00 AM | **Storage**  Storage Room | * 24-hour hold | | Wed, July 23, 2025 | 7:00 AM-12:00 AM | **Registration**  Registration  Notes or Exceptions: Permanent registration desk of space for four 6' tables, two chairs, electrical power for phone line. | * 24-hour hold | | Wed, July 23, 2025 | 7:00 AM-10:00 AM | **Debrief Meeting**  Meeting  Notes or Exceptions: Breakfast served | U-Shaped **(Room Required)**  25 people | | Wed, July 23, 2025 | 8:00 AM-5:00 PM | **General Session**  General Session  Room flip | **(Room Required)**  700 people   * Until 1pm | | Wed, July 23, 2025 | 8:00 AM-6:00 PM | **Technical Session 1**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required) (AM)**  200 people  Classroom (PM) 75 people   * 24-hour hold | | Wed, July 23, 2025 | 8:00 AM-6:00 PM | **Technical Session 2**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)** (AM)  200 people  Classroom (PM) 75 people   * 24-hour hold | | Wed, July 23, 2025 | 8:00 AM-6:00 PM | **Technical Session 3**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)** (AM)  200 people  Classroom (PM) 75 people   * 24-hour hold | | Wed, July 23, 2025 | 8:00 AM-6:00 PM | **Technical Session 4**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)** (AM)  200 people  Classroom (PM) 75 people   * 24-hour hold | | Wed, July 23, 2025 | 8:00 AM-6:00 PM | **Technical Session 5**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)** (AM)  200 people  Classroom (PM) 75 people   * 24-hour hold | | Wed, July 23, 2025 | 8:00 AM-6:00 PM | **Technical Session 6**  Breakout  Notes or Exceptions: Theater for 150-200, riser with head table for five, standing podium and podium microphone,LCD and screen, VGA switchbox. | Theater **(Room Required)** (AM)  200 people  Classroom (PM) 75 people   * 24-hour hold | | Wed, July 23, 2025 | 12:00 PM-2:00 PM | **District Luncheon**  Lunch  Notes or Exceptions: Rounds with head table/AV. | Rounds **(Room Required)**  300 people | | | | |
| **F&B Budget** | USD $ |  |  |
| **A/V Needs** | The following A/V equipment is required in the General Session room, luncheons, and technical session rooms: - LDC Projector (General Session uses two) -Screen appropriate to the size of the room -4 port VGA Switcher at head table for presenters' laptops (up to 5 presenters per session) -Podium microphone -1-2 table top microphones (at head table for plenary/luncheons) \*Rear projection is requested for general session room | | |
| **Additional Information** | Please attach your meeting space floor plans, capacity charts, current menu and pricing, and any other pertinent information when you send the RFP. | | |

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| Additional Questions |
| |  | | --- | | **1. Rates quoted are applicable \_\_\_\_\_ days pre-meeting. (Comment) (Required)** | | **2. Rates quoted are applicable \_\_\_\_\_ days post-meeting. (Comment) (Required)** | | **3. Web address for meeting space detail? (Comment) (Required)** | | **4. Please select your current Forbes and/or AAA Rating? (Multiple choice) (Required)**  [ ] 1 Star [ ] 2 Star [ ] 3 Star [ ] 4 Star [ ] 5 Star [ ] Not Rated - Star [ ] 1 Diamond [ ] 2 Diamond [ ] 3 Diamond [ ] 4 Diamond [ ] 5 Diamond [ ] Not Rated - Diamond | | **5. Will the meeting room rentals be waived? If not, what rates will apply? (Comment) (Required)** | | **6. Do you have internet access available in the rooms? Is it wireless? What is the cost? What is the type and cost of internet access in meeting rooms? Will any internet costs be waived for this group? (Comment) (Required)** | | **7. What are your additional charges (ie Maid, porterage, resort fees, etc.)? Please include with amounts and inclusions and note which charges are mandatory. (Comment) (Required)** | | **8. Is there a charge for self and/or valet parking per day? Please indicate amounts. (Comment) (Required)** | | **9. What is your nearest major airport and what is the distance (both miles and time)? What are the round trip shuttle and/or taxi costs? (Comment) (Required)** | | **10. What amenities and activities does your hotel have on or near the property? (Comment) (Required)** | | **11. What renovations have your property either recently completed or has on schedule? (Comment) (Required)** | | **12. Indicate your agreement to the placement fee by providing your name, title and the date of your response in the area below. (Comment) (Required)** | | **13. Please indicate in the space below your contact name, hotel address, phone number, and email address - if it differs from the contact information on the response sheet provided in this RFP. (Comment)** | |