



RFP Details		
RFP Name	Revised Banfield Pet Hos	spital 2018 Natl Field Leadership Conf
Response Due Date	Fri, 21-Apr-2017	
Decision Date	Fri, 30-Jun-2017	
RFP Type	Meeting Space and Slee	ping Rooms
RFP Code	FJNPWYXZBRX	
Description	Banfield Pet Hospital	
Decision Factors	Meeting space, budget, g	guest rooms, concessions
		A PROPOSAL, PLEASE INCLUDE A DAY-BY-DAY FLOOR PLAN, WITH ALL PACE HIGHLIGHTED, INDICATING WHAT IS ON-HOLD FOR EACH DAY**
Billing Information	Billing Information60-day	s payment terms
	rebooking in same year	Cancellation clause with tiered cancellation penalty; verbiage for credit for
	venue)	Confidentiality of Banfield employees (attendees not to be marketed to by
Concessions / Contractual Requirements	Concession Requests	20% Guest room attrition (Cumulative)
Requirements		1/40 comp rooms, accumulated over the entire room block
	solution discussed	No Walk/Relocation of guests. Event Planner must be called and alternate
		20% A/V discount (if in-house provider used exclusively)
		If outside A/V supplier used, 50% ancillary charges discount
		20% Rigging and Electrical discount
		20% F&B discount
		Complimentary high-speed internet in guestrooms
		Reduced or waived resort fees (if applicable)
		Complimentary meeting space on 24-hour hold
		Suite upgrades (see room block information)
		Group rate available 3 days pre/post program
		Discounted business services and outlet services
		Discounted high-speed internet in conference center (multiple stations
	needed)	Late check-out for VIPs and Staff based on availability until 2pm
		10 complimentary room nights for pre-planning, based on availability
	availability	10 room nights at discounted or staff rate, for pre planning, based on
	See addendum added /scontract	ome items are already noted in RFP but addendum needs to be included with

Travel Leaders Corporate, LLC



Key Contact Information

Contact Name Lisa Taulane Email Address Itaulane@tlcorporate.com

Organization Travel Leaders Corporate Phone 201-210-7824

Title Meeting Manager

Preferred Contact Method Cvent, Email

Address 3750 NW 87th Avenue Miami, FL 33178 USA

WildHill, I E 33 17 0 OSA

Additional Information please email questions as I dont have specifics then what is in RFP . Client looking for preliminary info

by Thursday AM east coast time. March 9th.

Organization Information

Organization Name Travel Leaders Corporate, LLC

Organization Type Other Industry Travel, Recreation, and

Leisure

Address 3750 NW 87th Ave.,

Suite 300

Miami, FL 33178 USA

 Employees
 301 - 500
 Avg. Attendees / Event
 101 - 150

 Events / Year
 300
 Avg. Room Nights / Event
 101 - 150

Total Attendees / Year 2,001 - 5,000

Total Room Nights / Year 5,001 - 10,000

Organization Information Banfield Pet Hospital / largest general veterinary practice. Home office Vancouver WA

Event Information

Event Name Banfield Pet Hospital 2018 National Field Leadership Conference

Total Attendees 625

Event Type Corporate Event Total Space Required 100,000 Sq. Ft. (10,000 Sq.

Mtr.)

Reference Number VKNTRSM7K3D Largest Room Required 25,000 Sq. Ft. (2,500 Sq.

Mtr.)

Commission Yes - 10.00%

Event History The planner has indicated that

this event has been held before.

Dates Flexible? Yes

Event Dates Sat, 17-Feb-2018 - Thu, 22-Feb-2018 + 2 alternate dates

Date Type	Date Options	Notes
Planner Preferred	Sat, 17-Feb-2018 - Thu, 22-Feb-2018	
Alternate Date	Sat, 24-Feb-2018 - Thu, 01-Mar-2018	
Alternate Date	Sat, 10-Feb-2018 - Thu, 15-Feb-2018	

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Contract Signature Location Vancouver WA

Business Objectives The National Field Leadership Conference (NFLC) is an annual meeting that includes Hospital

Leadership, Field Leadership, and Central Team Support (CTS) associates. The NFLC helps to further the path to a One Banfield mind set. This event is an investment in developing our leaders. At various breakout sessions and workshops, attendees will collaborate cross-functionally and

cross-level.

Additional Information 60-days payment terms

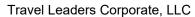
Cancellation clause with tiered cancellation penalty; verbiage for credit for rebooking in same year

Confidentiality of Banfield employees (attendees not to be marketed to by venue)

Previous Event History

This event was previously held in the following location(s):

Venue Name	City	State	Date	Attendees	Room Block	Room Pick-Up	F&B Spend
Westin Kierland	Phoenix	Arizona	Feb 2016	737	3,790	3,191	823K
Disneys Coronado Springs	Orlando	Florida	Feb 2017	566			470K
Hilton Anatole	Dallas	Texas	Feb 2015	760	3,655	3,357	630K





Sleeping Room Requirements

Day	Any (Run Of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Wed, 14-Feb-2018	10				
Thu, 15-Feb-2018	35	5	5		
Fri, 16-Feb-2018	75				
Sat, 17-Feb-2018	100				
Sun, 18-Feb-2018	150				
Mon, 19-Feb-2018	625				
Tue, 20-Feb-2018	625				
Wed, 21-Feb-2018	365				
Thu, 22-Feb-2018	105				
Fri, 23-Feb-2018	55				
Sat, 24-Feb-2018	20				
Sun, 25-Feb-2018	5				

Check-in Date Wed, 14-Feb-2018

Total Room Nights 2,180
Peak Room Nights 625

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Additional Information

See ROOM BLOCK ATTACHMENT FOR NUMBERS !!!! This number is a total of numbers needed.

20% Guest room attrition (Cumulative)

1/40 comp rooms, accumulated over the entire room block

No Walk/Relocation of guests. Event Planner must be called and alternate solution discussed

20% A/V discount (if in-house provider used exclusively)

If outside A/V supplier used, 50% ancillary charges discount

20% Rigging and Electrical discount

20% F&B discount

Complimentary high-speed internet in guestrooms

Reduced or waived resort fees (if applicable)

Complimentary meeting space on 24-hour hold

Suite upgrades (see room block information)

Group rate available 3 days pre/post program

Discounted business services and outlet services

Discounted high-speed internet in conference center (multiple stations needed)

Late check-out for VIPs and Staff based on availability until 2pm

10 complimentary room nights for pre-planning, based on availability

10 room nights at discounted or staff rate, for pre planning, based on availability SUITE NEEDS:

20 Jr. suite upgrades at group rate

14 suite upgrades at discounted rate

20 room upgrades/concierge level upgrades at group rate (if applicable)

Complimentary presidential suite for event executive (used for meetings)

STAFF ROOMS:

20 staff rooms at reduced rate

Meeting Room Requirements

Start Date Sat, 17-Feb-2018

A/V Needs two CAD drawings attached for Dinner set up and GS.

Additional Information see attachment for daily breakdown with meeting rooms needed . much easier to review this way.

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Additional Questions

- 1. What is the closest airport? (Comment) (Required)
- 2. What is the distance from the airport? (Miles/Time) (Comment) (Required)
- 3. Is there a hotel shuttle available to/from the airport? (Comment) (Required)
- 4. Please list average taxi rate from airport to hotel? (Comment)
- 5. What is check in time? (Comment)
- 6. What is check out time? (Comment)
- 7. Are there any scheduled renovations? If yes, what work will be conducted during the meeting dates? (Comment) (Required)
- 8. When was the most recent renovation of sleeping rooms and what work was done? (Comment) (Required)
- 9. When was the most recent renovation of common rooms/meeting space and what work was done? (Comment)
- 10. What year was the hotel built? (Comment) (Required)
- 11. Are both smoking & non-smoking rooms available? (Comment)
- 12. 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)
- 13. Will the meeting room rentals be waived? If not, what rates will apply? (Comment)
- 14. Is there a charge for self and/or valet parking per day? Please indicate amounts. (Comment)
- 15. How many restaurants/dining options does the hotel have on site? Please provide high level details around average price of breakfast, lunch & dinner for each. (Comment)
- 16. List the approximate number of restaurants within a 5 mile radius of the hotel and provide directional indication of price points. (Comment)
- 17. What are your additional charges (ie Maid, porterage, resort fees, etc.)? Please include with amounts and inclusions and note which charges are mandatory. (Comment)
- 18. **WHEN SUBMITTING A PROPOSAL, PLEASE INCLUDE A DAY-BY-DAY FLOOR PLAN, WITH ALL MEETING/FUNCTION SPACE HIGHLIGHTED, INDICATING WHAT IS ON-HOLD FOR EACH DAY** space must be on 24 hour hold !!!

please use the space grid attached to add meeting space (Multiple choice) (Required)

[] you can	use the	grid a	and feel	I free to	add	columns	to	add	space	you	are	thinking	to	each	day
[] Other															

Additional	Files

Additional Files			
File Name	Туре	Size	Upload Date
Dinner Seating 2-9-17.pdf	Portable Document Format (.pdf)	156 KB	Mon, 06-Mar-2017
Theatre Seating 2-9-17.pdf	Portable Document Format (.pdf)	150 KB	Mon, 06-Mar-2017
Travel Leaders revsied LT Contract Addendum gene.docx	Document (.docx)	35 KB	Mon, 06-Mar-2017
REV APR 19 meeting space requirements NFL 2018, RE.xlsx	Excel Spreadsheet (.xlsx)	13 KB	Thu, 20-Apr-2017
REV Apr 19 room block numbers NFL 2018, REV 04-19.xlsx	Excel Spreadsheet (.xlsx)	12 KB	Thu, 20-Apr-2017