

RFP Details

RFP Name	Revised Banfield Pet Hospital 2018 Natl Field Leadership Conf	
Response Due Date	Fri, 21-Apr-2017	
Decision Date	Fri, 30-Jun-2017	
RFP Type	Meeting Space and Sleeping Rooms	
RFP Code	FJNPWYXZBRX	
Description	Banfield Pet Hospital	
Decision Factors	Meeting space, budget, guest rooms, concessions	
Billing Information	<p>60-days payment terms</p> <p>Cancellation clause with tiered cancellation penalty; verbiage for credit for rebooking in same year</p> <p>Confidentiality of Banfield employees (attendees not to be marketed to by venue)</p>	
Concessions / Contractual Requirements	Concession Requests	<p>20% Guest room attrition (Cumulative)</p> <p>1/40 comp rooms, accumulated over the entire room block</p> <p>No Walk/Relocation of guests. Event Planner must be called and alternate solution discussed</p> <p>20% A/V discount (if in-house provider used exclusively)</p> <p style="padding-left: 40px;">If outside A/V supplier used, 50% ancillary charges discount</p> <p>20% Rigging and Electrical discount</p> <p>20% F&B discount</p> <p>Complimentary high-speed internet in guestrooms</p> <p>Reduced or waived resort fees (if applicable)</p> <p>Complimentary meeting space on 24-hour hold</p> <p>Suite upgrades (see room block information)</p> <p>Group rate available 3 days pre/post program</p> <p>Discounted business services and outlet services</p> <p>Discounted high-speed internet in conference center (multiple stations needed)</p> <p>Late check-out for VIPs and Staff based on availability until 2pm</p> <p>10 complimentary room nights for pre-planning, based on availability</p> <p>10 room nights at discounted or staff rate, for pre planning, based on availability</p> <p>See addendum added /some items are already noted in RFP but addendum needs to be included with contract</p>

Revised Banfield Pet Hospital 2018 Natl Field Leadership Conf

Travel Leaders Corporate, LLC

Key Contact Information			
Contact Name	Lisa Taulane	Email Address	ltaulane@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		
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		

Revised Banfield Pet Hospital 2018 Natl Field Leadership Conf

Travel Leaders Corporate, LLC

Contract Signature Location	<i>Vancouver WA</i>
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

Revised Banfield Pet Hospital 2018 Natl Field Leadership Conf

Travel Leaders Corporate, LLC

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

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

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.

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, portorage, 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 and feel free to add columns to add space you are thinking to each day.

Other

Additional Files

File Name	Type	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 revised 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