2017 Annual Conference
OFUSA

	2017 Annual Conference
	Wed, 18-Jan-2017
	Fri, 17-Mar-2017
	Meeting Space and Sleeping Rooms
	MDNMJ6W2NQC
	Required representation from all dealers/manufacturers; Intro of new products; Sales motivation/training; Performance awards; Networking
	convenience of airport/shuttle, golf information, if available; on-site workout facility, on-site or nearby after-hours entertainment
	master - all meeting charges, F&B, staff rooms and sponsored guest rooms individual billing for attendees - sleeping rooms & incidentals
	If you cannot offer a particular concessions, please tell me what you can offer: • up to 5 upgrades (to club-level or suites) offered at group rate for VIP's and guest speakers. • 5 VIP welcome amenities for Pres & planners Suites & other designated guests • 5 parking passes & discount for others, if applicable • 5 comped r/t airport transfers for VIP/speakers during dates of program • up to 10 staff rooms at discounted rate • comped suite for President • 1 comped room for every 30 occupied cumulative • $5 Rebate for each occupied room night paid @ full group rate • Complimentary internet in guestrooms and meeting space • 20% discount off current AV rates • Discounted Spa and golf green fees as applicable • no charge to rekey meeting space & office/storage space • up to 8 comped nights for pre-planning and r/t airport transfers from time contract is signed to start of program • 20 percent discount off of all catering food and beverage charged to the group master account if the total group f/b minimum meets or exceeds $55,000.00. • One complimentary wireless internet port per day at the group registration desk and catalog proofing room.

	Karen Duff	kduff@helmsbriscoe.com
	HelmsBriscoe	502-291-2559
	Manager, Global Accounts	866.404.0304
	Cvent, Email, Phone	
	5500 Killinur Drive Prospect, KY 40059 USA	
	Please contact me if you have questions about this RFP. Thanks! Karen Duff kduff@helmsbriscoe.com 502-291-2559	

	OFUSA	
	Corporate . Pelham, AL	
		151 - 300
	1	301 - 500

	2017 OFUSA Annual Conference
	250
	Business Meeting — 19,000 Sq. Ft. (1,900 Sq. Mtr.); 15,000 Sq. Ft. (1,500 Sq. Mtr.)
	Yes
	The planner has indicated that this event has been held before.
	Yes
	Sun, 22-Oct-2017 - Wed, 25-Oct-2017 + 8 alternate dates

Planner Preferred	Sun, 22-Oct-2017 - Wed, 25-Oct-2017	
Alternate Date	Mon, 23-Oct-2017 - Thu, 26-Oct-2017	
Alternate Date	Tue, 24-Oct-2017 - Fri, 24-Nov-2017	
Alternate Date	Sun, 29-Oct-2017 - Wed, 01-Nov-2017	
Alternate Date	Mon, 30-Oct-2017 - Thu, 02-Nov-2017	
Alternate Date	Tue, 31-Oct-2017 - Fri, 03-Nov-2017	
Alternate Date	Sun, 05-Nov-2017 - Wed, 08-Nov-2017	
Alternate Date	Mon, 06-Nov-2017 - Thu, 09-Nov-2017	
Alternate Date	Tue, 07-Nov-2017 - Fri, 10-Nov-2017	

Birmingham AL

intro of new products; Sales motivation/training; Performance awards; networking

Nashville NOLA Louisville

350-400

PROGRAM DATES LISTED ARE LISTED IN DATE ORDER.None of the dates/patterns listed should be considered their "preferred" dates. ALL ARE VIABLE!

PER CLIENT: looking for a 4-day range during the weeks of Oct 22, Oct 29 & Nov 5, 2017. It doesn't have to be Sunday-Wednesday. We could do Monday-Thursday, Tuesday-Friday, etc. Maybe that can open up more availability.

Client is OK to use convention center space for exhibits

Venue Name	City	State	Date	Attendees	Room Block	Room Pick-Up	F&B Spend
The Beau Rivage	Biloxi	Mississippi	11/13-16, 2016	300	409	413	70,000
The Beau Rivage	Biloxi	Mississippi	11/2-4, 2015	300	416	413	70,000
Gaylord Opryland	Nashville	Tennessee	11/9-12, 2014	300	416	343	70,000

Day	Any (Run Of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Sun, 22-Oct-2017	75			5	10
	client will sponsor a portion of the ROH rooms: *50 - non-sponsored rooms (room/tax paid by attendees)* *25 - Client-sponsored rooms(charged to master acct)*				
Mon, 23-Oct-2017	145			5	10
	client will sponsor a portion of the ROH rooms: *90 non-sponsored rooms (room/tax paid by attendees)* *45 Client-sponsored rooms(charged to master acct)*				
Tue, 24-Oct-2017	115			5	10
	client will sponsor a portion of the ROH rooms: *70 non-sponsored rooms (room/tax paid by attendees)* *45 Client-sponsored rooms(charged to master acct)*				
Room Occupancy	Double	-	-	Single	Double

Sun, 22-Oct-2017 380

160

NOTE: a small portion of the ROH rooms will be client-sponsored (charged to the master); The remainder will be paid by attendees. Client is asking for 2 tiers of room rates + Staff Rates. Please see notes next to each day in room block for breakdown.

Sun, 22-Oct-2017

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Day	Time	Agenda Item	Room Request
Sun, 22-Oct-2017	7:00 AM-11:45 PM	**Manufacturer Exhibit Setup** Setup *Notes or Exceptions: min of 15k sf of space with 18' min ceilings*	Other **(Room Required)** 15,000 Sq. Ft. ☐ 24-hour hold
Sun, 22-Oct-2017	8:00 AM-11:45 PM	**Storage Room** Other *Notes or Exceptions: room needs to be empty*	Other **(Room Required)** 500 Sq. Ft. ☐ 24-hour hold
Sun, 22-Oct-2017	8:00 AM-11:45 PM	**Office - Catalog Proofing Room set up** Office *Notes or Exceptions: 2 - 6' draped tables + 10 chairs*	Conference **(Room Required)** 500 Sq. Ft. / 10 people ☐ 24-hour hold
Sun, 22-Oct-2017	11:00 AM-11:45 PM	**Registration Set up** Registration	
Mon, 23-Oct-2017	12:00 AM-11:45 PM	**Storage Room** Other *Notes or Exceptions: room needs to be empty*	Other 500 Sq. Ft. ☐ 24-hour hold
Mon, 23-Oct-2017	7:00 AM-11:45 PM	**Manufacturer Exhibit Setup** Setup *Notes or Exceptions: min of 15k sf of space with 18' min ceilings*	Other 15,000 Sq. Ft. ☐ 24-hour hold
Mon, 23-Oct-2017	7:30 AM-12:30 PM	**Council Breakfast Meeting** Breakfast	U-Shaped **(Room Required)** 750 Sq. Ft. / 20 people
Mon, 23-Oct-2017	8:00 AM-11:45 PM	**Office - Catalog Proofing Room** Office *Notes or Exceptions: 2 - 6' draped tables + 10 chairs*	Conference **(Room Required)** 500 Sq. Ft. / 10 people ☐ 24-hour hold
Mon, 23-Oct-2017	10:00 AM-5:00 PM	**Registration** Registration *Notes or Exceptions: can be set in foyer space: 2 or 3 draped tables, chairs & wastebasket* *need access to electrical outlets for printer & wifi access*	Other **(Room Required)** ☐ 24-hour hold
Mon, 23-Oct-2017	11:30 AM-12:30 PM	**Council Lunch** Lunch	U-Shaped 20 people ☐ 24-hour hold
Mon, 23-Oct-2017	1:00 PM-5:00 PM	**Breakout II** Breakout	Classroom **(Room Required)** 1,800 Sq. Ft. / 75 people
Mon, 23-Oct-2017	1:00 PM-5:00 PM	**Breakout I** Breakout	Classroom **(Room Required)** 1,800 Sq. Ft. / 75 people
Mon, 23-Oct-2017	2:15 PM-2:30 PM	**PM Break**	Buffet **(Room Required)** 150 people ☐ 24-hour hold
Mon, 23-Oct-2017	6:00 PM-8:00 PM	**Welcome Reception** Reception	Reception **(Room Required)** 2,000 Sq. Ft. / 230 people ☐ 24-hour hold

Tue, 24-Oct-2017	7:00 AM-5:00 PM	**Registration** Registration *Notes or Exceptions: can be set in foyer space: 2 or 3 draped tables, chairs & wastebasket* *need access to electrical outlets for printer & wifi access*	Other **(Room Required)** 24-hour hold
Tue, 24-Oct-2017	7:00 AM-11:45 PM	**Storage Room** Other *Notes or Exceptions: room needs to be empty*	Other 500 Sq. Ft.
Tue, 24-Oct-2017	8:00 AM-9:00 AM	**Breakfast** Breakfast *Notes or Exceptions: flow-through buffet style setup*	Rounds of 8 **(Room Required)** 3,000 Sq. Ft. / 200 people 24-hour hold
Tue, 24-Oct-2017	8:00 AM-11:45 PM	**Office - Catalog Proofing Room** Office *Notes or Exceptions: 2 - 6' draped tables + 10 chairs*	Conference **(Room Required)** 500 Sq. Ft. / 10 people 24-hour hold
Tue, 24-Oct-2017	9:00 AM-11:30 AM	**General Session** General Session	Theater **(Room Required)** 2,800 Sq. Ft. / 230 people 24-hour hold
Tue, 24-Oct-2017	11:45 AM-12:45 PM	**Lunch** Lunch	Rounds of 8 **(Room Required)** 3,000 Sq. Ft. / 230 people 24-hour hold
Tue, 24-Oct-2017	1:00 PM-5:00 PM	**Manufacturer Exhibit** Exhibit *Notes or Exceptions: 15k sf of space with 18' min ceilings*	Other 15,000 Sq. Ft. 24-hour hold
Tue, 24-Oct-2017	6:00 PM-8:00 PM	**Closing Reception** Reception	Reception 2,500 Sq. Ft. / 230 people
Tue, 24-Oct-2017	6:00 PM-11:45 PM	**Manufacturer Teardown** Teardown	Other 15,000 Sq. Ft.
Wed, 25-Oct-2017	7:00 AM-12:00 PM	**Manufacturer Teardown** Teardown	Other 15,000 Sq. Ft.

USD $55,000.00

Exhibit hall - internet access; standard electrical
general session - stage; podium; microphone, projection screen
breakouts - podium; microphone, projection screen
wireless mic needed in exhibit space

Modular office furniture is sent in via OFUSA's trucks to be set up for participating manufacturers.

Client is also flexible & willing to utilize convention center if needed & is within easy walking distance of hotel

BE CREATIVE!

1. Rates quoted are applicable _____ days pre-meeting. (Comment) (Required)

2. Rates quoted are applicable _____ days post-meeting. (Comment) (Required)

3. What's the distance to the nearest airport? (Comment) (Required)

4. What is your property's current Star Rating? (Comment) (Required)

5. Are there any concessions/offers exclusive to HelmsBriscoe that you would like to offer this group? (Comment)

6. What amenities and activities does your hotel have on or near the property? (Comment) (Required)

7. What renovations have your property either recently completed or has on schedule? (Comment) (Required)

8. HelmsBriscoe will be paid a placement fee which is non-cancelable and non transferable to any other party for the booking of this meeting. HelmsBriscoe is acting with full consent and the client is aware of the placement fee payable to HelmsBriscoe by your organization. (Multiple choice) (Required)

[ ] I agree that HelmsBriscoe will be paid a placement fee

9. Indicate your agreement to the placement fee by providing your name, title and the date of your response in the area below. (Comment) (Required)

10. Accounts Payable Contact First & Last Name: (Comment) (Required)

11. Accounts Payable Phone Number: (Comment) (Required)

12. Accounts Payable Email Address: (Comment) (Required)

13. Accounts Payable Fax: (Comment) (Required)

14. 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)