

001P8C Society for College and University Planning - 2021 SCUP Annual Meeting	
Tue, 02-Feb-2016	
Thu, 30-Jun-2016	
Meeting Space and Sleeping Rooms (Citywide)	
PJNZLT85F3N	
<p>Those who attend this conference work for and with institutions large and small, two-year and four-year, liberal arts and doctoral-granting, public and private. They include academic planners, budget and resource planners, campus and physical facility planners, institutional research planners, policy shapers, and information technology planners. It's not just people that have "planning" in their titles or even perhaps in their job description—but those who understand the "big picture" and view this conference as a way to tap into larger campus planning issues. Our membership includes a broad range of vice-presidents, presidents, provosts, directors, principals, and others with a responsibility for, or interest in campus planning</p>	
The RFP organization accepts rebates and incentives.	
Please see RFP.	

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Other	Other
2500 Enterprise Parkway East Twinsburg, OH USA	
1,001 - 1,500	501 - 1,000
5,000	501 - 1,000
	20,001+
	20,001+

Society for College and University Planning - 2021 SCUP Annual Meeting		
1,500		
X4NZSYGZBVZ		
Yes - 10.00%		
The planner has indicated that this event has been held before.		
Yes		
Tue, 06-Jul-2021 - Thu, 15-Jul-2021 + 2 alternate dates		
Planner Preferred	Tue, 06-Jul-2021 - Thu, 15-Jul-2021	
Alternate Date	Tue, 13-Jul-2021 - Thu, 22-Jul-2021	Please see RFP.
Alternate Date	Tue, 20-Jul-2021 - Thu, 29-Jul-2021	

Ann Arbor, MI

Please confirm Convention Centers availability and bid on those dates only.

- Austin
- Baltimore
- St. Louis
- Philadelphia
- Minneapolis
- Charlotte, NC
- Cleveland, OH
- Atlanta

SAM is located out of Chicago, IL, Sourcing Manager is out of the Twinsburg, OH office

Venue Name	City	State	Date	Attendees	Room Block	Room Pick-Up	F&B Spend
San Diego Convention Center	San Diego	California	7/2013	1,400			
	Chicago	Illinois	7/2015				
Pttisburgh Convention Center	Pittsburgh	Pennsylvania	7/2014	1,400		3,204	

Day	Any (Run Of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Tue, 06-Jul-2021	10				
Wed, 07-Jul-2021	20				
Thu, 08-Jul-2021	75				
Fri, 09-Jul-2021	350				
Sat, 10-Jul-2021	400				
Sun, 11-Jul-2021	850				
Mon, 12-Jul-2021	850				
Tue, 13-Jul-2021	650				
Wed, 14-Jul-2021	150				
Thu, 15-Jul-2021	20				

Tue, 06-Jul-2021

3,375

850

Tue, 06-Jul-2021

Day	Time	Agenda Item	Room Request
Fri, 09-Jul-2021	8:00 AM-9:00 AM	Specific Meeting Space Information Attached <i>Notes or Exceptions: FILL OUT AND RETURN THE ATTACHED MEETING SPACE ASSIGNMENT.</i>	<input type="checkbox"/> Must be located at primary event venue
Sat, 10-Jul-2021	8:00 AM-9:00 AM	Specific Meeting Space Information Attached <i>Notes or Exceptions: FILL OUT AND RETURN THE ATTACHED MEETING SPACE ASSIGNMENT.</i>	<input type="checkbox"/> Must be located at primary event venue
Sun, 11-Jul-2021	8:00 AM-9:00 AM	Specific Meeting Space Information Attached <i>Notes or Exceptions: FILL OUT AND RETURN THE ATTACHED MEETING SPACE ASSIGNMENT.</i>	<input type="checkbox"/> Must be located at primary event venue
Mon, 12-Jul-2021	8:00 AM-9:00 AM	Specific Meeting Space Information Attached <i>Notes or Exceptions: FILL OUT AND RETURN THE ATTACHED MEETING SPACE ASSIGNMENT.</i>	<input type="checkbox"/> Must be located at primary event venue
Tue, 13-Jul-2021	8:00 AM-9:00 AM	Specific Meeting Space Information Attached <i>Notes or Exceptions: FILL OUT AND RETURN THE ATTACHED MEETING SPACE ASSIGNMENT.</i>	<input type="checkbox"/> Must be located at primary event venue
Wed, 14-Jul-2021	8:00 AM-9:00 AM	Specific Meeting Space Information Attached <i>Notes or Exceptions: FILL OUT AND RETURN THE ATTACHED MEETING SPACE ASSIGNMENT.</i>	<input type="checkbox"/> Must be located at primary event venue

Flat price for wireless buy-out (throughout the entire conference) not to exceed \$10K.
 This would include the SCUP office, meeting rooms, lobby areas, ballroom and AV office:
 * Hard Line Staff Office: 12 users, 1 copier, 1 printer
 * Hard Line Registration: 4 computer stations & 2 printers
 Exhibit Halls:
 * Hard Wired Connection for Internet Cafe = 12 computer stations & 2 printers
 * Hard Wired Connection for Speaker Area = needs to network to all meeting rooms for an upload "push" of presentations
 * Hard Wired Connectino for Bookstore
 Please see RFP.

1. Is the room rate commissionable to Experient at 10% (Single choice) (Required)

- Agree
- Disagree
- Other

2. Is the rate higher due to the commission? (Single choice) (Required)

- Agree
- Disagree
- Other

3. Are the Guestroom rates quoted above confirmed for the program year? (Single choice) (Required)

- Agree
- If Disagree, what is the year the Guestroom rates are quoted for:

4. If offering a future rate, what is your percentage of yearly increase? (Comment) (Required)

5. Please list any Additional Per Person Guestroom Rate charges as it relates to guestroom occupancy: (Comment) (Required)

6. Please list any Additional Sleeping Room Fees: (Comment) (Required)

7. What is the traveling time and distance between the closest airport to the hotel? (Comment) (Required)

8. What is the traveling time and distance to the Convention Center? (Comment) (Required)

9. Does your meeting space fit all of the square foot requirements listed on the lead? (Single choice) (Required)

- Yes
- No, please outline challenges:

10. If you are offering first option availability for multiple event dates, is the meeting space offered in this proposal the same for all dates? (Single choice) (Required)

- Yes
- No – Please outline how the meeting space differs for each program date:

11. Do you have a policy against Human Trafficking? (Single choice) (Required)

- Yes
- No

12. (1) 2 Bedroom Presidential type suite on a complimentary basis for up to seven (7) nights (Single choice) (Required) (for Hotels)

- Agree
- Can Offer:
- N/A

13. (1) 2 Bedroom Executive type suite on a complimentary basis for up to nine (9) nights (Single choice) (Required) (for Hotels)

- Agree
- Can Offer:
- N/A

14. (20) staff rooms at 50% discount off the group rate for up to nine (9) nights each (Single choice) (Required) (for Hotels)

- Agree
- Can Offer:

15. (20) upgrades to Junior Suites accommodations at the group rate for up to seven (7) nights each (Single choice) (for Hotels)

- Agree
- Can Offer:

16. (5) Complimentary Round Trip Limo / Sedan Airport Transfers (Single choice) (Required) (for Hotels)

- Agree
- Can Offer:

17. (2) Complimentary rooms for (2) nights each for preplanning meetings one year prior to event (Single choice) (Required) (for Hotels)

- Agree
- Can Offer
- N/A

18. (2) Complimentary rooms for (2) nights each for preplanning meetings for year of event (Single choice) (Required) (for Hotels, Other Suppliers)

- Agree
- Can Offer
- N/A

19. (1) Complimentary gift certificate for two-night accommodations over the conference dates to be used as a raffle prize by the Group. (Single choice) (Required) (for Hotels)

- Agree
- Can Offer
- N/A

20. (20) complimentary rooms for up to two (2) nights each for a Board of Directors Meeting to take place in Q1 or Q2 of year prior to the meeting (peak night Friday and Saturday) based on availability. (Single choice) (Required) (for Hotels)

- Agree
- Can Offer
- N/A

21. Can Agree to Contract rebooking Clause: In the event of cancellation by Group, Hotel agrees to apply 50% of the cancellation fee if Group is able to book a meeting at Hotel of comparable size and revenue to occur within one (1) year of the canceled room block dates. (Single choice) (Required) (for Hotels)

- Agree
- Can Agree to:

22. Complimentary Microphones in Rooms over 60, Waived Patch Fee for Audio Taping, and Easels (Single choice) (Required) (for Hotels, CVBs, Convention/Conference Centers)

- Agree
- Can Agree to:
- N/A

23. 20% Discounted Food & Beverage Menu Pricing - based on 2016 pricing (Single choice) (Required) (for Hotels, CVBs, Convention/Conference Centers)

- Agree
- Can Offer:
- N/A

24. 20% Discounted Internet Pricing at hotel and/or center where functions are being held (Single choice) (Required) (for Hotels, CVBs, Convention/Conference Centers)

- Agree
- Can Offer:
- N/A

25. Complimentary Function space for Board of Directors Meeting to take place in Q1 and Q2 of year prior to the meeting (peak night Friday and Saturday) based on availability. (Single choice) (Required) (for Hotels)

- Agree
- Disagree
- Other

26. Complimentary Internet in Guestrooms OR included in the rate. (Single choice) (Required)

- Agree
- Disagree
- Other

27. Guestroom Attrition - 70% (if you disagree, please make sure to tell us why using the other option) (Single choice) (Required)

- Agree
- Disagree
- Other

28. Please confirm that the sleeping room rate you proposed is a flat single/double/triple/quad rate. (Single choice) (Required) (for Hotels,Other Suppliers)

- Agree
- Disagree
- Other

29. Comp sleeping room one (1) per 40 - cumulative (Multiple choice) (Required) (for Hotels)

- Agree
- Disagree
- Other

30. Five (5) Welcome Amenities valued at \$75 each provided for distribution to SCUP designated VIP's (Multiple choice) (Required) (for Hotels,Convention/Conference Centers)

- Agree
- Disagree
- Other

31. Complimentary Health Club access for all SCUP attendees (Multiple choice) (Required) (for Hotels,Other Suppliers)

- Agree
- Disagree
- Other

32. Room Block Review Dates at 18 months, 11 months, 6 months and 4 months out (Multiple choice) (Required) (for Hotels)

- Agree
- Disagree
- Other

33. Did you complete the attached meeting agenda and reattach for review? (Single choice) (Required) (for Hotels,CVBs,Convention/Conference Centers)

- Yes
- No

34. Complimentary Meeting Space: (Single choice) (Required)

- Agree
- Disagree
- Other

File Name	Type	Size	Upload Date
SCUP Lead Sheet.xls	Excel Spreadsheet (.xls)	64 KB	Thu, 28-Jan-2016