



Portuguese Podengo Pequenos of America, Inc.

RFP (Request for Proposal) – National Specialty Dog Show

DATES: Any week in the months of August, September or October.

**ROOMS:**

1. We request a minimum of 25 blocked rooms per night.
2. We estimate total room nights of 50 to 75 for the duration of the event with an option to increase the number of blocked rooms with notice by 30 days prior to the show date.
3. We request a 20% attrition. We request the attrition rate not to begin unless we book below 80% of our block, and that it be on as sliding scale.
4. 30 days before the event, any unused blocked rooms will be released.
5. Maximum of four (4) people per room.
6. Maximum of ten (10) dogs per room.
7. If possible all blocked rooms should be located on the first floor with over flow to the second and third floors.

**ROOM RATES:**

1. We request a discounted room rate. Please advise us of your sales and occupancy tax rates. We request the discounted rate be available three days before and for three days after the show.
2. Please advise us if there is an early check out charge for any reason. 3. If required, we request a one-time cleaning fee of \$25.00 to be charged for all sleeping rooms with dogs.

**ROOM CONCESSIONS:**

1. We request 1 room nights for every 25 rooms booked and paid.
2. We request 1 complimentary room to host a hospitality for our exhibitors and quests. (this would include having coffee, juice, soft drinks, water, assorted breakfast sweets and snacks supplied by the PPPA and brought in from outside the hotel). This room would be available Mon through Fri from 7 a.m. to 2 p.m.
3. If suites are available, we request a credit towards our total room nights of 2 room nights for each suite booked and paid.

#### EVENT SPACE REQUIREMENTS:

1. Main Ballroom – Needed for 1-2 days - space is 10,000 square feet with 12,000 or more preferred with additional side rooms available for our vendors, crating of dogs, raffle/auction, seminars, general meeting and awards banquet.
2. The main ballroom will need approximately 200 chairs around a 50 X 50 square foot ring that we provide. Ten – 8 foot skirted tables for club use, water stations for 200 exhibitors and trash cans. If available this room needs to be available from 5 pm the day before the show starts until 6 pm the after the show. Usually, the only AV equipment that we need for the ballroom is a microphone patched into house sound system, and two easels with flip charts. We ask that they be provided at no charge. Please advise us of a charge if required.
3. Event space is negotiable is less than square feet listed.
4. Vendors – we need to accommodate 1 to 5 vendors in the vicinity of the ballroom or if the ballroom is large enough they can be set up in the ballroom. Each vendor space is 10 feet by 10 feet and do require the use of one 8-foot table, two chairs and electricity. We ask that these items be provided at no charge. Please advise us of a charge if required.
5. Crate room – we need a room adjacent to the ballroom with no less than 1400 square feet. The PPPA will cover the floor of this room and exhibitors will crate their dogs to be exhibited each day in this room. No dogs will be left in this room overnight. We require trash cans in this room.
6. Raffle/Auction room – we need a room no less than 1000 square feet using approximately 10 to 15 - 8 foot tables to display donated items to be bid on. Trash cans will be needed. This room needs to be securely locked when not is use and available for PPPA use at any given time.
7. Seminars/meeting space - we need a room no less than 1500 square feet to conduct seminars, officer's meetings. This room will need an 8-foot skirted head table, water station, trash can, podium and microphone patched into house sound system.
8. General Meeting - This meeting takes place as designated by the Board. We have about 50 people attend. We need tables and seating at the front of the room for 10 Board members. Chairs need to be set up theater style. This room requires a microphone patched into house sound equipment.
9. Catering for appetizers and cash bar may be needed for the general meeting, opening night meet and greet and seminars.

#### BANQUETS:

1. AWARDS BANQUET – A large banquet of approximately 60 to 100 people takes place on the evening of the Nationals. We will need a cash bar, and banquet tables (rounds that sit 8 to 10 people each) place throughout the room. We will need a podium and microphone patched into house sound equipment. This shall be held in a separate room and not in the ballroom. PPPA will use the hotel food services to cater the banquet.

#### PARKING:

1. We request if there is a parking fee it be waived for our guests.
2. If there is a charge for parking, please include that charge is the contract.

#### R.V. PARKING:

1. We need parking space for up to 15 R.V.'s preferably at no charge.
2. Discussion shall be held with the hotel regarding their ability or willingness to provide electric and dumpster in RV area as well as a designated outdoor water faucet for use RV's use. Discussion shall also be held about their experience in dealing with groups of RV's and city ordinances.

#### PACKAGE LUNCH SALES:

1. We would like the option of hotel offering lunch sales outside the ballroom that consists of salads, sandwiches or soups.

#### AIRPORT SHUTTLE:

1. Please let us know if you provide an airport shuttle service for people and dogs.
2. Please let us know if there is a charge for this service and the times it runs.

#### WASTE DISPOSAL:

1. We require the use of a dumpster to dispose of dog waste at no charge.

#### GRASS:

1. We need enough grass on the hotel site to potty 100 - 150 dogs. (One small strip will not be enough.)

#### Cancellation Clause:

We have been holding shows for over 10 years and have never canceled an event and consider ourselves a low risk client. Cancellation clause shall be on a sliding scale based on a percentage and number of days canceled prior to event. Termination for cause or force majeure and liability insurance shall be a standard clause in the contract.

#### NEGOTIATION:

1. We prefer a contract that waives the charges for the ballroom and other meeting rooms as listed in the RFP.
2. All banquet food, package lunch sales, cash bar (alcohol and non-alcohol) and room nights paid for will be calculated as actual revenue.
3. If the total revenues are less than an agreed upon amount, then PPPA would owe the difference between the revenue goals and the actual revenue, or the ballroom charge, whichever is less.

#### BILLING:

1. A banquet event order form of daily events including times, room assignments, food and beverage, AV, set up fees and any fees associated with the day's events will be reviewed by the Board of Directors and signed once all negotiations have been reached.
2. During the show an itemized ticket of the day's expenses needs to be presented to the show chairman and secretary for review and signature.
3. A copy needs to be kept by our official show chairman for our club records.
4. At the end of the week a representative of your hotel in charge of our event will meet with our show chairman, treasurer and club president to review the final bill.

5. Any disputes will need to be resolved now before a final check will be given to the hotel.

SELECTION PROCESS:

1. The PPPA requires all information and costs be put in a written proposal or can be answered directly on the RFP to be reviewed by the Procurement Committee and the Board of Directors.
2. A full menu of options will need to be included in all bids to be considered.
3. A site inspection of the facilities chosen from the bids submitted will be conducted.
4. Please enclose the contact information for the sales manager in charge of this proposal and event.
5. Please include a copy of your banquet menu and a layout of the ballroom and meeting rooms with dimensions.
6. Please let us know the rooms you plan to use for our meeting space requirements.