

RFP Details

RFP Name	2025 Vistar Managers Meeting
Response Due Date	Mon, Jun 5, 2023
Decision Due Date	Mon, Jul 31, 2023
RFP Type	Meeting Space and Guest Rooms
RFP Code	JTNTM89F4RX
Description	This RFP outlines the function space, special considerations, and on-property events required for up to 400 attendees.
Decision Factors	The contract must include the ability for vendors to provide prepackaged food and beverage items to Vistar attendees at no charge and include sponsor foods and drinks in hotel-provided meals, if required. Vendors attend the meeting to introduce their new lines of product. This is an essential component of the meeting. Please respond to each question asked in this RFP. If needed, Vistar's use of hotel's refrigeration for a vendor's product must also be included in the contract since from time to time, a vendor wants to introduce a new refrigerated food item.
Concession and Contractual Information	1 per 35 complimentary rooms on a cumulative basis Complimentary meeting space (not tied to F&B minimum) VERY IMPORTANT F&B minimum no higher than \$75,000 (preference given to properties with conservative minimums) One complimentary presidential suite for CEO over program dates Two complimentary one-bedroom suites over program dates for senior executives 12 upgrades to one-bedroom suites over program dates 6 discounted staff rooms over program dates 15 complimentary VIP welcome baskets (chef's choice) and access to concierge lounge for VIP's and staff, if available 6 complimentary round-trip airport transfers Group rate available three days pre/post event based on space availability Resort fee waived or heavily discounted Comp pre-planning visit for up to 6 ppl for 2 days 25% discount off catering menus 20% discount at spa Menu prices confirmed at contract signing 50% discount on greens fees at hotel's golf course, if applicable Ability to bring in outside vendors at no cost (AV, decor) Complimentary receipt of Group packages. Complimentary refrigeration available onsite Prefer non-union hotel Complimentary use of hotel easels Complimentary or heavily reduced parking 8 complimentary parking passes Complimentary wifi in sleeping and meeting rooms (no streaming involved)

Key Contact Information

Contact Name	Joelle Ward	Email Address	joelle.ward@conferencedirect.com
Organization	ConferenceDirect	Phone Number	7039998298
Title	Global Account Executive	Fax Number	7037387385
Preferred Contact Method	Cvent, Email Address, Phone Number	Mobile Phone Number	703-999-8298
Address	4934 Market Street PO Box 46 Mooresville, AL 35649 USA		
Website	ConferenceDirect		

Organization Information			
Organization Name	Vistar Corporate		
Organization Type	Corporate	Industry	Wholesale and Distribution
Address	188 Inverness Drive West Englewood, CO 80112 USA		
Employees	1,001 - 1,500	Average Attendees per Event	151 - 300
Events per Year	10	Average Room Nights per Event	501 - 1,000
		Total Attendees per Year	501 - 1,000
Multi-Day Events	100%	Total Room Nights per Year	1,001 - 1,500
Organization Information	Vistar is one of the nation's largest/leading providers of candy, snacks, beverages, and other convenience food items to the Vending, Retail, Concession, Theatre, Fundraising, Hospitality, Corrections and Coffee Service industries. VISTAR has 20 Vistar Specialty distribution centers plus 10 cash and carries throughout the country. These facilities allow us to be close to your locations and your customers. Vistar was purchased by The Blackstone Group in 2007.		

Event Information		
Event Name	2025 Vistar Managers Meeting	
Total Attendees	300	
Event Type	Conference or Convention	
Commission	Yes - 10.00%	
Event History	The planner has indicated that this event has been held before.	
Dates Flexible	Yes	
Event Dates	Tue, Feb 11, 2025 - Thu, Feb 13, 2025 + 2 alternate dates	
Date Type	Event Date Options	Notes
Planner Preferred	Tue, Feb 11, 2025 - Thu, Feb 13, 2025	
Alternate Date	Tue, Feb 25, 2025 - Thu, Feb 27, 2025	
Alternate Date	Tue, Mar 4, 2025 - Thu, Mar 6, 2025	
Contract Signature Location	Englewood, CO	
Business Objectives	This is a meeting in which snack food vendors introduce new products to Vistar managers in multiple meeting rooms and where Vistar holds general sessions for its employees at the meeting.	
Destinations Under Consideration	Various	

View Event History							
This event has been held in the following locations:							
Venue Name	City	State	Date	Attendees	Room Block	Room Pick-Up	Food and Beverage Spend
Renaissance Palm Springs	Palm Springs	California	2/21-25/22	300	741	746	\$68,704
Marriott New Orleans	New Orleans	Louisiana	2/8-13/20	300	450	535	\$57,000
La Cantera Resort	San Antonio	Texas	2/6-10/23	350	980	1,013	\$120,000

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Sun, Feb 9, 2025	24				6
Mon, Feb 10, 2025	294				6
Tue, Feb 11, 2025	294				6
Wed, Feb 12, 2025	294				6
Thu, Feb 13, 2025	244				6

Check-In Date Sun, Feb 9, 2025

Total Room Nights 1,180

Peak Room Nights 300

Additional Information Competitive Rate
 Same rate single/double
 One complimentary presidential suite for CEO over program dates
 Two complimentary one-bedroom suites over program dates for senior executives
 12 upgrades to one-bedroom suites over program dates
 Six discounted staff rooms over program dates

Meeting Room Requirements

Start Date Sun, Feb 9, 2025

Day	Time	Agenda Item	Meeting Room Requested
Sun, Feb 9, 2025	12:00 AM	Marketing Office Office <i>Notes or Exceptions: As close as possible to registration area. Four 8-ft tables to form a large conference table. Four 6-ft tables along the walls.</i>	Conference (Meeting Room Required) 1,000 Sq. Ft. / 15 people • 24-hour Hold
Sun, Feb 9, 2025	12:00 AM	Vendor Storage <i>Notes or Exceptions: Six-foot tables lining the walls</i>	1,000 Sq. Ft. • 24-hour Hold
Sun, Feb 9, 2025	6:00 AM-5:00 PM	General Session/Congress Set Up General Session <i>Notes or Exceptions: Vistar's AV team will arrive to set up the general session room for the week. Need space for a large stage and two large screens. This room should be available throughout the week and cannot be used for alternate meetings or meals.</i>	Classroom (Meeting Room Required) 320 people • 24-hour Hold
Sun, Feb 9, 2025	6:00 AM-6:00 PM	Trade Show Set up Exhibit <i>Notes or Exceptions: Trade show room for up to forty 72" rounds. Please include a diagram with your proposal.</i>	Tabletop Exhibit (Meeting Room Required) • 24-hour Hold
Mon, Feb 10, 2025	12:00 AM	Marketing Office Office <i>Notes or Exceptions: As close as possible to registration area. Four 8-ft tables to form a large conference table.</i>	Conference (Meeting Room Required) 4 people • 24-hour Hold
Mon, Feb 10, 2025	12:00 AM	Vendor Storage <i>Notes or Exceptions: Six-foot tables lining the walls</i>	1,000 Sq. Ft. • 24-hour Hold
Mon, Feb 10, 2025	6:00 AM-5:00 PM	General Session/Congress General Session	Classroom (Meeting Room Required) 250 people • 24-hour Hold
Mon, Feb 10, 2025	7:00 AM-10:00 PM	Registration Registration <i>Notes or Exceptions: Two 8-ft tables or built-in registration desk.</i>	• 24-hour Hold
Mon, Feb 10, 2025	8:00 AM-5:00 PM	Meeting Room 1 Meeting	Classroom (Meeting Room Required) 60 people • 24-hour Hold
Mon, Feb 10, 2025	8:00 AM-5:00 PM	Meeting Room 2 Meeting	Classroom (Meeting Room Required) 60 people • 24-hour Hold
Mon, Feb 10, 2025	8:00 AM-5:00 PM	Meeting Room 3 Meeting	Classroom (Meeting Room Required) 60 people • 24-hour Hold
Mon, Feb 10, 2025	8:00 AM-5:00 PM	Meeting Room 4 Meeting	Classroom (Meeting Room Required) 60 people • 24-hour Hold
Mon, Feb 10, 2025	8:00 AM-5:00 PM	Executive Staff Meeting Meeting	Conference (Meeting Room Required) 12 people
Mon, Feb 10, 2025	8:00 AM-5:00 PM	Meeting Room 5 Meeting	Conference (Meeting Room Required) 20 people

2025 Vistar Managers Meeting
Vistar Corporate

Mon, Feb 10, 2025	8:00 AM-5:00 PM	Meeting Room 6 Meeting	Conference (Meeting Room Required) 15 people
Tue, Feb 11, 2025	12:00 AM	Vendor Storage <i>Notes or Exceptions: Six-foot tables lining the walls</i>	1,000 Sq. Ft. • 24-hour Hold
Tue, Feb 11, 2025	12:00 AM-12:00 PM	Marketing Office Office <i>Notes or Exceptions: As close as possible to registration area. Four 8-ft tables to form a large conference table.</i>	Conference (Meeting Room Required) 4 people • 24-hour Hold
Tue, Feb 11, 2025	6:30 AM-8:00 AM	Breakfast Breakfast <i>Notes or Exceptions: Breakfast Buffet</i>	Rounds for 10 (Meeting Room Required) 200 people
Tue, Feb 11, 2025	7:00 AM-6:00 PM	Retail Meetings Exhibit <i>Notes or Exceptions: Six 72" rounds of 10</i>	Rounds for 10 (Meeting Room Required)
Tue, Feb 11, 2025	7:00 AM-10:00 PM	Registration Registration <i>Notes or Exceptions: Two 8-ft tables or built-in registration desk.</i>	• 24-hour Hold
Tue, Feb 11, 2025	8:00 AM-5:00 PM	General Session/Congress General Session <i>Notes or Exceptions: Meals cannot be held in the general session room.</i>	Classroom (Meeting Room Required) 320 people • 24-hour Hold
Tue, Feb 11, 2025	8:00 AM-5:00 PM	Meeting Room 1 Meeting	Classroom (Meeting Room Required) 60 people • 24-hour Hold
Tue, Feb 11, 2025	8:00 AM-5:00 PM	Meeting Room 2 Meeting	Classroom (Meeting Room Required) 60 people • 24-hour Hold
Tue, Feb 11, 2025	8:00 AM-5:00 PM	Meeting Room 3 Meeting	Classroom (Meeting Room Required) 60 people • 24-hour Hold
Tue, Feb 11, 2025	8:00 AM-5:00 PM	Meeting Room 4 Meeting	Classroom (Meeting Room Required) 60 people • 24-hour Hold
Tue, Feb 11, 2025	8:00 AM-5:00 PM	Meeting Room 5 Meeting	Conference (Meeting Room Required) 20 people
Tue, Feb 11, 2025	8:00 AM-5:00 PM	Meeting Room 6 Meeting	Conference (Meeting Room Required) 15 people
Tue, Feb 11, 2025	8:00 AM-6:00 PM	Trade Show Exhibit <i>Notes or Exceptions: Existing Set</i>	Tabletop Exhibit (Meeting Room Required) • 24-hour Hold
Tue, Feb 11, 2025	9:00 AM-6:00 PM	Coffee Break Break <i>Notes or Exceptions: All-afternoon beverages and snacks. Should be set up near General Session room.</i>	
Tue, Feb 11, 2025	12:00 PM-1:30 PM	Lunch Buffet Lunch	Rounds for 10 (Meeting Room Required) 250 people
Wed, Feb 12, 2025	12:00 AM	Marketing Office Office <i>Notes or Exceptions: As close as possible to registration area. Four 8-ft tables to form a large conference table.</i>	Conference (Meeting Room Required) 4 people • 24-hour Hold

2025 Vistar Managers Meeting
Vistar Corporate

Wed, Feb 12, 2025	12:00 AM	Vendor Storage <i>Notes or Exceptions: Six-foot tables lining the walls</i>	1,000 Sq. Ft. • 24-hour Hold
Wed, Feb 12, 2025	6:30 AM-8:00 AM	Breakfast Breakfast <i>Notes or Exceptions: Breakfast Buffet</i>	Rounds for 10 (Meeting Room Required) 250 people
Wed, Feb 12, 2025	7:00 AM-12:00 PM	General Session/Congress General Session	Theater (Meeting Room Required) 320 people • 24-hour Hold
Wed, Feb 12, 2025	7:00 AM-6:00 PM	Retail Meetings Exhibit <i>Notes or Exceptions: Six 72" rounds of 10</i>	Rounds for 10 (Meeting Room Required)
Wed, Feb 12, 2025	7:00 AM-10:00 PM	Registration Registration <i>Notes or Exceptions: Two 8-ft tables or built-in registration desk.</i>	• 24-hour Hold
Wed, Feb 12, 2025	8:00 AM-5:00 PM	Meeting Room 1 Meeting	Classroom (Meeting Room Required) 60 people • 24-hour Hold
Wed, Feb 12, 2025	8:00 AM-5:00 PM	Meeting Room 2 Meeting	Classroom (Meeting Room Required) 60 people • 24-hour Hold
Wed, Feb 12, 2025	8:00 AM-5:00 PM	Meeting Room 3 Meeting	Classroom (Meeting Room Required) 60 people • 24-hour Hold
Wed, Feb 12, 2025	8:00 AM-5:00 PM	Meeting Room 4 Meeting	Classroom (Meeting Room Required) 60 people • 24-hour Hold
Wed, Feb 12, 2025	8:00 AM-5:00 PM	Meeting Room 5 Meeting	Conference (Meeting Room Required) 20 people
Wed, Feb 12, 2025	8:00 AM-5:00 PM	Meeting Room 6 Meeting	Conference (Meeting Room Required) 15 people
Wed, Feb 12, 2025	8:00 AM-6:00 PM	Trade Show Exhibit <i>Notes or Exceptions: Existing Set</i>	Tabletop Exhibit (Meeting Room Required) • 24-hour Hold
Wed, Feb 12, 2025	9:00 AM-6:00 PM	Coffee Break Break <i>Notes or Exceptions: All-afternoon beverages and snacks. Should be set up near General Session room.</i>	
Wed, Feb 12, 2025	12:00 PM-1:30 PM	Lunch Buffet Lunch	Rounds for 10 (Meeting Room Required) 250 people
Thu, Feb 13, 2025	12:00 AM	Marketing Office Office <i>Notes or Exceptions: As close as possible to registration area. Four 8-ft tables to form a large conference table.</i>	Conference (Meeting Room Required) 4 people • 24-hour Hold
Thu, Feb 13, 2025	12:00 AM	Vendor Storage <i>Notes or Exceptions: Six-foot tables lining the walls</i>	1,000 Sq. Ft. • 24-hour Hold
Thu, Feb 13, 2025	6:30 AM-8:00 AM	Breakfast Breakfast <i>Notes or Exceptions: Breakfast Buffet</i>	Rounds for 10 (Meeting Room Required) 200 people

Thu, Feb 13, 2025	7:00 AM-6:00 PM	Retail Meetings Exhibit <i>Notes or Exceptions: Six 72" rounds of 10</i>	Rounds for 10 (Meeting Room Required)
Thu, Feb 13, 2025	7:00 AM-10:00 PM	Registration Registration <i>Notes or Exceptions: Two 8-ft tables or built-in registration desk.</i>	<ul style="list-style-type: none"> • 24-hour Hold
Thu, Feb 13, 2025	8:00 AM-5:00 PM	Meeting Room 1 Meeting	Classroom (Meeting Room Required) 60 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Feb 13, 2025	8:00 AM-5:00 PM	Meeting Room 2 Meeting	Classroom (Meeting Room Required) 60 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Feb 13, 2025	8:00 AM-5:00 PM	Meeting Room 3 Meeting	Classroom (Meeting Room Required) 60 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Feb 13, 2025	8:00 AM-5:00 PM	Meeting Room 4 Meeting	Classroom (Meeting Room Required) 60 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Feb 13, 2025	8:00 AM-5:00 PM	Meeting Room 5 Meeting	Conference (Meeting Room Required) 20 people
Thu, Feb 13, 2025	8:00 AM-5:00 PM	Meeting Room 6 Meeting	Conference (Meeting Room Required) 15 people
Thu, Feb 13, 2025	8:00 AM-6:00 PM	Trade Show Exhibit <i>Notes or Exceptions: Existing Set</i>	Tabletop Exhibit (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Thu, Feb 13, 2025	8:00 AM-8:00 PM	General Session/Congress General Session <i>Notes or Exceptions: Need room all day for sessions followed by tear down.</i>	Classroom (Meeting Room Required) 220 people
Thu, Feb 13, 2025	9:00 AM-6:00 PM	Coffee Break Break <i>Notes or Exceptions: All-afternoon beverages and snacks. Should be set up near General Session room.</i>	
Thu, Feb 13, 2025	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Boxed lunches in foyer</i>	Rounds for 10 (Meeting Room Required) 250 people
Fri, Feb 14, 2025	12:00 AM-1:00 PM	Marketing Office Office <i>Notes or Exceptions: As close as possible to registration area. Four 8-ft tables to form a large conference table.</i>	Conference (Meeting Room Required) 4 people <ul style="list-style-type: none"> • 24-hour Hold
Fri, Feb 14, 2025	6:30 AM-8:00 AM	Breakfast Breakfast <i>Notes or Exceptions: Breakfast Buffet</i>	Rounds for 10 (Meeting Room Required) 200 people
Fri, Feb 14, 2025	7:00 AM-1:00 PM	Registration Registration <i>Notes or Exceptions: Four 8-ft tables or built-in registration desk.</i>	<ul style="list-style-type: none"> • 24-hour Hold
Fri, Feb 14, 2025	8:00 AM-8:00 PM	General Session/Congress General Session <i>Notes or Exceptions: Need room all day for general session followed by AV tear down.</i>	Classroom (Meeting Room Required) 220 people

AV Requirements Complimentary Stage and lectern in general session
Vistar allowed to bring its own AV team at no extra charge

2025 Vistar Managers Meeting

Vistar Corporate

Additional Information**CONTRACT MUST INCLUDE**

- Vendors can share products with attendees in breakout rooms and near break stations at no charge.
- Some vendors may request hot plates, sternos, and microwave ovens in the breakouts to display new products.
- Vistar to provide napkins, sugars, waters, if we choose, for meal functions, as well as anything else that is a competitor's product the hotel uses for meal functions and breaks (cannot have competitor items during catering functions)
- Roma/Vistar to provide some food for meals (for example, a sponsor like Hershey may want to include their chocolate in a dessert)

Additional Questions

1. Do you agree to include language in the contract indicating that once the room block has been sold, the hotel agrees to honor the group rate as long as they are selling rooms to the general public of the same room type contracted? (Single choice) (Required)

- Yes
- No

2. If attrition and cancellation is required, do you agree to determine liquidated damages based on 80% of the room rate (lost profit)? (Single choice) (Required)

- Yes
- No

3. If group does not meet F&B minimum, do you agree to determine liquidated damages based on 40% of the F&B minimum (lost profit)? (Single choice)

- Yes
- No

4. Do you agree that for any day that the hotel achieves 95% occupancy or higher during the event dates, the group will receive full credit for achievement of the contracted block for that day? (Single choice) (Required)

- Yes
- No

5. Agree to offer 14 days cut-off? (Single choice) (Required)

- Yes
- No

6. Can hotel agree on the following REBOOK clause - Should a ConferenceDirect client re-book Hotel with another meeting(s) within one (1) year from the date of canceled meeting, Hotel will credit 100% of all rooms revenue generated by such rebooking toward the damages paid by Group resulting from the cancellation of this event. Such credit(s) will not exceed the amount of damages paid by Group.

Damages shall be payable within thirty (30) days after the meeting date.

Hotel agrees to pay ten percent (10%) of the paid liquidated damages by Group to ConferenceDirect within 10 days of receipt of cancellation damages. (Comment)

7. Can hotel agree to the following RESALE clause - Should Group incur attrition, liquidated damages may be applied to recoup Hotel's lost profits. However, Hotel shall use its best efforts to limit any loss by reselling rooms. If the Hotel does resell any guestrooms, the Hotel will refund the appropriate corresponding portion of the attrition payment to Group. The Hotel agrees to adjust the attrition fee based on rooms resold. To verify rooms resold, the Hotel will provide a summary of actual rooms sold for each night of the contracted room block. For any day that the hotel achieves 95% occupancy or higher during the event dates, the Group will receive full credit for achievement of the contracted block for that day. (Comment)

8. Vistar requires the following clause to be in all hotel contract. Do you agree to allow it as written?

Performance Food Group, Inc will not accept or agree to any fees related to the usage of electricity at the facility when such electricity is accessed by Performance Food Group, Inc and/or our contracted third-party audiovisual supplier through existing standard 110V electrical outlets affixed to the permanent structure of the facility's, conference areas, and meeting/function space. While there may be a fee incurred to install temporary electrical equipment for certain productions, the facility hereby understands the State of [STATE] restricts the reselling of electricity at a profit. Performance Food Group, Inc will not accept or agree to any other fees related to the usage of electricity. (Single choice)

- Yes
- No

9. Do you agree to allow this clause?

PFG will not accept/agree to contract with terms/clauses which restrict our choice of 3rd party AV suppliers for our event, whether such conditions are expressly stated in the contract, or whether in facility's general operating policies. Furthermore, PFG will not accept/agree to any fees, surcharges, or penalties charged by a meeting facility that are in any way based on or tied to our choice of 3rd party AV suppliers, whether such fees are expressly stated in the contract, or whether they are contained in the general operating policies of the facility. This "Buyer's rights regarding 3rd party AV suppliers" clause shall be in contracts that are executed by PFG and if it is determined that this clause is in conflict with any other clause, contract, or facility's general operating policy, then this "Buyer's rights regarding 3rd party AV suppliers" clause shall be deemed to take precedence over the other item(s) with which it is in conflict. (Single choice)

Yes
 No

10. Do you agree that if the group does not meet its minimum room night commitment but exceeds its food and beverage minimum, the excess food and beverage revenue by the group will be credited to any Hotel room attrition damages owed by the group? (Single choice) (Required)

Yes
 No

11. Do you agree to a post-event room audit at no charge? (Single choice) (Required)

Yes
 No

12. Do you agree to not charge more than 50% of group rate for any early check-out? (Single choice)

Yes
 No

13. Do you offer complimentary parking? If not, what are your parking rates? (Comment) (Required)

14. Will you allow attendees to reserve rooms at the group rate after the cut-off date as long as the hotel is selling rooms to the general public regardless of room type? (Single choice) (Required)

Yes
 No

15. Do you agree to include in the contract a No-Add clause stating that rates and terms of the contract have not been increased as a result of ConferenceDirects involvement? (Comment) (Required)

16. Do you agree to Vistar to submitting its own contract, which was approved by Vistar's legal counsel? This is very important. (Comment)

17. Do you agree to no charge for names changes to room reservations up to check-in? (Single choice)

Yes
 No

18. The following must be included in your proposal:

Hotel floor plans w/assigned space color-coded and showing their proximity to all other space

Information about ALL of your different sleeping-room categories

Information about the concierge lounge, if applicable

Catering menus

Golf information

Spa menus (Comment)

19. Vistar is a snack food distribution company. Its trade show involves snack food vendors bringing snacks to the show. Do you agree to allow vendors to bring snacks to the event at cost?

If no, please explain why not. (Comment) (Required)

20. Will you allow Vistar to provide napkins, sugars, waters for meal functions at no charge? Vistar will not promote a competitor's products.

If not, why not? (Comment) (Required)

21. Vistar may at times request to provide ingredients for meals (for example, a sponsor like Hershey may want to include their chocolate in the dessert the group orders). Will you allow this at no charge?

If not, why not? (Comment) (Required)

22. Will you allow vendors to use hot plates, sternos and microwave ovens for demos at no charge (vendors carry insurance for this)?

If not, why not? (Comment) (Required)