

**RFP Details**

<b>RFP Name</b>	IAP Annual Owners Meeting 2023
<b>Response Due Date</b>	Fri, Nov 4, 2022
<b>Decision Due Date</b>	Mon, Nov 7, 2022
<b>RFP Type</b>	Meeting Space and Guest Rooms
<b>RFP Code</b>	KLNT63NYZ9W
<b>Description</b>	IAP is an association in the industry of Agribusiness. They hold this meeting once a year in September. There are approx. 90-120 guests.
<b>Billing Information</b>	<ul style="list-style-type: none"> <li>• Provide-Tax on rooms, tax on f &amp; b and amount of service charge on f &amp; b</li> <li>• To the Master-All F &amp; B, AV and 5-8 rooms. All others will be responsible for their own room, tax and incidentals.</li> <li>• Based on past events there will be about 8-15 rooms who will come in early or extend so please advise hotel availability for pre and post dates.</li> </ul>
<b>Concession and Contractual Information</b>	<p>Notes:</p> <ul style="list-style-type: none"> <li>• Please quote a commissionable rate -IATA 05-7 7636 3</li> <li>• Provide number of king beds versus double beds.</li> <li>• Please advise of any charges if IAP decides to provide some of their AV needs.</li> <li>• Group will require three upgrades at group room rate with arrival 2 days pre-event and 2 days post event</li> <li>• Discounted resort fee</li> <li>• Discount on parking</li> <li>• We will require two staff rooms at discounted rate</li> <li>• 10% discount on AV and F &amp; B menus</li> <li>• Group room rate available three days pre/post</li> <li>• Complimentary meeting room Wifi</li> <li>• Distance from major airport to resort</li> <li>• Provide names of meeting rooms and floorplan</li> </ul>

**Key Contact Information**

<b>Contact Name</b>	Lisa Loveall	<b>Email Address</b>	<a href="mailto:lisaloveall@insightinmind.net">lisaloveall@insightinmind.net</a>
<b>Organization</b>	InSight InMind Creative Events & Marketing Solutions	<b>Phone Number</b>	1562254162
<b>Title</b>	President		
<b>Preferred Contact Method</b>	Cvent, Email Address, Phone Number, Mobile Phone Number		
<b>Address</b>	3137 Palo Verde Ave Long Beach, CA 90808 USA		
<b>Website</b>	<a href="http://www.insightinmind.net">www.insightinmind.net</a>		

**Organization Information**

<b>Organization Name</b>	Integrated Agribusiness Professional		
<b>Organization Type</b>	Association	<b>Industry</b>	Agriculture and Mining
<b>Address</b>	InSight InMind Creative Events Long Beach		
<b>Events per Year</b>	0	<b>Average Attendees per Event</b>	51 - 100
		<b>Average Room Nights per Event</b>	151 - 300
		<b>Total Attendees per Year</b>	101 - 150

**Event Information**

**Event Name** IAP Annual Owners Meeting 2023  
**Total Attendees** 65  
**Event Type** Business Meeting  
**Commission** Yes - 10.00% on Accommodation  
**Event History** The planner has indicated that this event has been held before.  
**Dates Flexible** Yes  
**Event Dates** Mon, Sep 18, 2023 - Sat, Sep 23, 2023  
**Contract Signature Location** Fresno, California

**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
Balboa Bay Resort	Newport Beach, CA	California	09/12/2021	90	175	229	45,000
Hilton Seelbach	Louisville	Kentucky	09/19/2022	100	243	263	35,000
Snake River Lodge	Jackson Hole	Wyoming	08/25/2019	90	171	186	42,000

**Guest Room Requirements**

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, Sep 18, 2023		15		3	2
Tue, Sep 19, 2023		50		3	2
Wed, Sep 20, 2023		85		3	2
Thu, Sep 21, 2023		85		3	2
Fri, Sep 22, 2023		5		3	2

**Check-In Date** Mon, Sep 18, 2023

**Total Room Nights** 265

**Peak Room Nights** 90

**Additional Information** We may require a few double beds but will know more when we start receiving reservations. All other rooms are king beds.

**Meeting Room Requirements**

**Start Date** Mon, Sep 18, 2023

Day	Time	Agenda Item	Meeting Room Requested
Mon, Sep 18, 2023	6:00 AM-6:00 PM	<b>IAP Office</b> Office	5 people • 24-hour Hold
Mon, Sep 18, 2023	7:45 PM-9:30 PM	<b>Reception with Sponsors</b> Other <i>Notes or Exceptions: Following Wednesday nights dinner group will meet with their sponsors for drinks only.</i>	Other 65 people
Tue, Sep 19, 2023	6:00 AM-6:00 PM	<b>IAP Office</b> Office	5 people • 24-hour Hold
Tue, Sep 19, 2023	7:00 AM-8:00 AM	<b>IAP Board Breakfast</b> Breakfast <i>Notes or Exceptions: Continental Breakfast with one hot item This can be served in the room or out on a patio if available.</i>	Other 12 people
Tue, Sep 19, 2023	7:00 AM-5:00 PM	<b>Registration/Hospitality Desk</b> Hospitality Desk <i>Notes or Exceptions: Would like registration desk set-up outside Board Meeting on Tuesday and then on Wednesday and Thursday outside general session</i>	Other 65 people
Tue, Sep 19, 2023	8:00 AM-5:00 PM	<b>IAP Board Meeting</b> Meeting <i>Notes or Exceptions: Board Meeting-U-shape for 12-15 attendees</i>	U-Shape 12 people
Tue, Sep 19, 2023	10:00 AM-10:30 AM	<b>IAP Board Meeting AM Break</b> Break <i>Notes or Exceptions: All day beverages to include coffee, tea and assorted soft drinks.</i>	Other 12 people
Tue, Sep 19, 2023	12:00 PM-1:00 PM	<b>IAP Board Meeting Lunch</b> Lunch <i>Notes or Exceptions: Lunch for 12-20 (includes some spouses). Is it possible for guests to order off room service menu or have lunch in the restaurant?</i>	12 people
Tue, Sep 19, 2023	3:00 PM-3:30 PM	<b>IAP Board Meeting PM Break</b> Break	12 people
Wed, Sep 20, 2023	6:00 AM-6:00 PM	<b>IAP Office</b> Office	5 people • 24-hour Hold
Wed, Sep 20, 2023	7:00 AM-8:00 AM	<b>IAP Breakfast</b> Breakfast <i>Notes or Exceptions: Numbers may increase depending on how many spouses register for the event</i>	Rounds 75 people
Wed, Sep 20, 2023	7:00 AM-5:00 PM	<b>Registration/Hospitality Desk</b> Hospitality Desk <i>Notes or Exceptions: Would like registration desk set-up outside Board Meeting on Tuesday and then on Wednesday and Thursday outside general session</i>	Other 65 people
Wed, Sep 20, 2023	8:00 AM-5:00 PM	<b>IAP General Session</b> General Session <i>Notes or Exceptions: Crescent rounds and two head tables in the front of the room to accommodate 4 people.  Room large enough to have break items in back of room</i>	Crescent Rounds (Cabaret) 65 people

Wed, Sep 20, 2023	10:00 AM-10:30 AM	<b>IAP AM Break</b> Break <i>Notes or Exceptions: All day Beverage Service to be in back of room and include, coffee, tea, and assorted soft drinks.</i>  <i>10:00am we will have AM Break items brought into room</i>	Other 65 people
Wed, Sep 20, 2023	12:00 PM-1:00 PM	<b>IAP Lunch</b> Lunch <i>Notes or Exceptions: Numbers my increase depending on how many spouses register.</i>	Rounds 75 people
Wed, Sep 20, 2023	12:00 PM-1:00 PM	<b>IAP Lunch</b> Lunch	Rounds 65 people
Wed, Sep 20, 2023	3:00 PM-3:30 PM	<b>PM Break</b> Break <i>Notes or Exceptions: All day Beverage Service to be in back of room and include, coffee, tea, and assorted soft drinks.</i>  <i>3:00pm we will have AM Break items brought into room</i>	Other 65 people
Wed, Sep 20, 2023	5:30 PM-6:30 PM	<b>IAP Reception</b> Reception	Reception 65 people
Wed, Sep 20, 2023	6:30 PM-7:30 PM	<b>IAP Dinner Event</b> Dinner	Rounds 65 people
Wed, Sep 20, 2023	7:30 PM-9:30 PM	<b>Reception with Sponsors</b> Other <i>Notes or Exceptions: Following Wednesday nights dinner group will meet with their sponsors for drinks only.</i>	Other 120 people
Thu, Sep 21, 2023	6:00 AM-6:00 PM	<b>IAP Office</b> Office	5 people • 24-hour Hold
Thu, Sep 21, 2023	7:00 AM-8:00 AM	<b>IAP Breakfast</b> Breakfast <i>Notes or Exceptions: Numbers may increase depending on how many spouses register for the event</i>	Rounds 75 people
Thu, Sep 21, 2023	7:00 AM-5:00 PM	<b>Registration/Hospitality Desk</b> Hospitality Desk <i>Notes or Exceptions: Would like registration desk set-up outside Board Meeting on Tuesday and then on Wednesday and Thursday outside general session</i>	Other 65 people
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Thu, Sep 21, 2023	10:00 AM-10:30 AM	<b>IAP AM Break</b> Break <i>Notes or Exceptions: All day Beverage Service to be in back of room and include, coffee, tea, and assorted soft drinks.</i>  <i>10:00am we will have AM Break items brought into room</i>	Other 65 people
Thu, Sep 21, 2023	12:00 PM-1:00 PM	<b>IAP Lunch</b> Lunch	Rounds 120 people

**Peak Meeting Rooms 3**

**AV Requirements** Client will bring their own projector, laptop and microphones. What is the cost for house sound system?  
  
Board meeting and general session room will require screen.