

RFP Details

RFP Name Public Sector Presales Training and Holiday Gathering
Response Due Date Mon, Nov 1, 2021
Decision Due Date Mon, Nov 1, 2021
RFP Type Meeting Space and Guest Rooms
RFP Code ZYNM847RNV
Decision Factors Location/Pricing
Billing Information TBD
Concession and Contractual Information TBD

Key Contact Information

Contact Name Laura L. Moore **Email Address** laural.moore@amexgbt.com
Organization American Express Meetings & Events **Phone Number** 4805663325
Title Sr. Program Manager
Preferred Contact Method Cvent, Email Address, Phone Number
Address x
 Baltimore, MD USA

Organization Information

Organization Name Informatica
Organization Type Corporate **Industry** Computers and Electronics
Address Seaport Blvd
 Redwood City, CA USA
Employees 1,001 - 1,500 **Average Attendees per Event** 1 - 50
Events per Year 200 **Average Room Nights per Event** 1 - 50
Total Attendees per Year 2,001 - 5,000
Total Room Nights per Year 1,501 - 2,000

Event Information

Event Name Public Sector Presales Training and Holiday Gathering
Total Attendees 16
Commission Yes - 10.00%
Event History This event is happening for the first time.
Dates Flexible No
Event Dates Mon, Dec 6, 2021 - Wed, Dec 8, 2021
Destinations Under Consideration Williamsburg, VA - United States

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Sun, Dec 5, 2021	8				
Mon, Dec 6, 2021	16				
Tue, Dec 7, 2021	16				

Check-In Date Sun, Dec 5, 2021

Total Room Nights 40

Peak Room Nights 16

Additional Information At this time, rooms would be needed for Dec 6 and 7. We might need additional ones for the night of Dec 5 but that's unknown at this time.

Meeting Room Requirements

Start Date Mon, Dec 6, 2021

Day	Time	Agenda Item	Meeting Room Requested
Mon, Dec 6, 2021	1:00 PM-6:00 PM	TBD	Conference 16 people
Tue, Dec 7, 2021	9:00 AM-4:00 AM	TBD	Conference (Meeting Room Required) 16 people <ul style="list-style-type: none"> • 24-hour Hold

AV Requirements AV

Additional Information F&B Pending - will do one night offsite - most likely standard Breakfast/Break/Lunch for full day meeting

Additional Questions

1. The HOTEL will pay 10% commission to American Express Meetings and Events for all guest rooms that are reserved and utilized at your hotel that are associated with this meeting, regardless of whether they are booked by American Express or the client directly. Please indicate your agreement by answering yes. (Single choice) (Required)

- Yes
- No
- "Yes" with comment

2. Hotel agrees that rates quoted, for this program, have not been inflated due to commission being paid to American Express Meetings and Events. Please indicate your agreement by answering yes. (Single choice) (Required)

- Yes
- No

3. Hotel guarantees that no lower rate or special promotional rate will be in effect during the dates of the contracted program for comparable room types. In addition, the Hotel will support a lowest rate guarantee representing and warranting that the pricing offered to American Express Meetings and Events will be equal to or better than the pricing for comparable rooms and services offered to any other customer. Please indicate your agreement by answering yes (Single choice) (Required)

- Yes
- No

4. Have you been contacted directly by the client? (Single choice) (Required)

- Yes
- No

5. What is your comp policy? (Comment) (Required)

6. Are rates applicable 3 days pre and post meeting? (Single choice) (Required)

- Yes
- No

7. When was the hotel/rooms last renovated? (Comment) (Required)

8. Are there anticipated renovations during the stay of this group? (Single choice) (Required)

- Yes
- No

9. Please name and indicate distance from airport(s). (Comment) (Required)

10. The HOTEL will accept American Express as payment without charging an additional fee (Single choice) (Required)

- Yes
- No