

RFP Details	
<b>RFP Name</b>	Capital District Kiwanis 2024 Midyear Convention
<b>Response Due Date</b>	Mon, Dec 13, 2021
<b>Decision Due Date</b>	Mon, Jan 31, 2022
<b>RFP Type</b>	Meeting Space and Guest Rooms
<b>RFP Code</b>	K9NHYN4FL94
<b>Description</b>	Capital District Kiwanis Midyear Conference to educate its member and promote fellowship.
<b>Concession and Contractual Information</b>	Please note this is a 2 year deal - the 2023 & 2024 Conventions will be hosted at the same property.

Key Contact Information			
<b>Contact Name</b>	Robert DeLuca	<b>Email Address</b>	<a href="mailto:robert.deluca@conferencedirect.com">robert.deluca@conferencedirect.com</a>
<b>Organization</b>	ConferenceDirect	<b>Phone Number</b>	312-423-7824
<b>Title</b>	Mr.		
<b>Preferred Contact Method</b>	Cvent, Email Address		
<b>Address</b>	492 Venticello Drive Las Vegas, NV 89138 USA		
<b>Website</b>	<a href="http://conferencedirect.com">conferencedirect.com</a>		

Organization Information	
<b>Organization Name</b>	Capital District Kiwanis
<b>Organization Type</b>	Association
<b>Address</b>	. . 90069 USA
<b>Events per Year</b>	0
<b>Organization Information</b>	The Capital District of Kiwanis International is comprised of the over 170 Kiwanis clubs within the geographic confines of Delaware, Maryland, Virginia, West Virginia and the District of Columbia. For organizational purposes, groups of Kiwanis clubs are geographically clustered in to each of twenty "divisions" which are supervised by a Lt. Governor. Several divisions are then grouped together into one of seven "regions" which are each represented on the District Board of Trustees by a Regional Trustee.

Event Information		
<b>Event Name</b>	Capital District Kiwanis 2024 Midyear Convention	
<b>Total Attendees</b>	85	
<b>Commission</b>	Yes - 10.00%	
<b>Event History</b>	The planner has indicated that this event has been held before.	
<b>Dates Flexible</b>	Yes	
<b>Event Dates</b>	Thu, Feb 29, 2024 - Sat, Mar 2, 2024 + 1 alternate dates	
<b>Notes</b>	Please provide availability & rates for each set of dates.	
Date Type	Event Date Options	Notes
<b>Planner Preferred</b>	Thu, Feb 29, 2024 - Sat, Mar 2, 2024	Please provide availability & rates for each set of dates.

**Capital District Kiwanis 2024 Midyear Convention**  
 Capital District Kiwanis



<b>Alternate Date</b>	Thu, Mar 7, 2024 - Sat, Mar 9, 2024
<b>Destinations Under Consideration</b>	Williamsburg, VA
<b>Additional Information</b>	2 year deal with 2023 & 2024 conventions.

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
Great Wolf Lodge	Williamsburg	Virginia					

Guest Room Requirements						
Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff	
Thu, Feb 29, 2024	5					
Fri, Mar 1, 2024	85					
Sat, Mar 2, 2024	85					

**Check-In Date** Thu, Feb 29, 2024

**Total Room Nights** 175

**Peak Room Nights** 85

**Additional Information** Please note single - quad flat rate and all inclusions + fees (resort fee, breakfast, WiFi, etc.).

**Meeting Room Requirements**

**Start Date** Thu, Feb 29, 2024

Day	Time	Agenda Item	Meeting Room Requested
<b>Fri, Mar 1, 2024</b>	8:00 AM	<b>Registration</b> Registration	<ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Fri, Mar 1, 2024	8:00 AM	<b>Storage</b> Storage Room	Conference ( <b>Meeting Room Required</b> ) 10 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Fri, Mar 1, 2024	10:00 AM-5:00 PM	<b>Board Meeting</b> Meeting	U-Shape ( <b>Meeting Room Required</b> ) 21 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Fri, Mar 1, 2024	7:00 PM-9:00 PM	<b>Dinner</b> Dinner	Buffet ( <b>Meeting Room Required</b> ) 85 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Sat, Mar 2, 2024	7:00 AM-5:00 PM	<b>Registration</b> Registration	<ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Sat, Mar 2, 2024	7:30 AM-8:45 AM	<b>Breakfast</b> Breakfast	Buffet ( <b>Meeting Room Required</b> ) 85 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Sat, Mar 2, 2024	8:00 AM	<b>Storage</b> Storage Room	Conference ( <b>Meeting Room Required</b> ) 10 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Sat, Mar 2, 2024	9:00 AM	<b>Workshop #1</b> Breakout Session <i>Notes or Exceptions: Four breakouts theatre set for 35 people</i>	Theater ( <b>Meeting Room Required</b> ) 35 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Sat, Mar 2, 2024	9:00 AM	<b>Workshop #2</b> Breakout Session <i>Notes or Exceptions: Four breakouts theatre set for 35 people</i>	Theater ( <b>Meeting Room Required</b> ) 35 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Sat, Mar 2, 2024	9:00 AM	<b>Workshop #3</b> Breakout Session <i>Notes or Exceptions: Four breakouts theatre set for 35 people</i>	Theater ( <b>Meeting Room Required</b> ) 35 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Sat, Mar 2, 2024	9:00 AM	<b>Workshop #4</b> Breakout Session <i>Notes or Exceptions: Four breakouts theatre set for 35 people</i>	Theater ( <b>Meeting Room Required</b> ) 35 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Sat, Mar 2, 2024	12:00 PM-1:30 PM	<b>Lunch</b> Lunch	Buffet ( <b>Meeting Room Required</b> ) 85 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Sat, Mar 2, 2024	7:00 PM-9:00 PM	<b>Dinner</b> Dinner	Buffet ( <b>Meeting Room Required</b> ) 85 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Sun, Mar 3, 2024	8:00 AM-9:00 AM	<b>Breakfast</b> Breakfast	Buffet ( <b>Meeting Room Required</b> ) 10 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Sun, Mar 3, 2024	8:00 AM-12:00 PM	<b>Storage</b> Storage Room	Conference ( <b>Meeting Room Required</b> ) 10 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>

**Additional Questions**

1. Can you meet all of the meeting room needs? If there are any limitations, please list them here. (Comment) (Required)
2. Please provide any relevant information on recent or upcoming hotel renovations. (Comment) (Required)
3. Do you have a complimentary airport shuttle? If no, please list the best method of transportation along with the cost. (Comment) (Required)
4. Please provide any resort fees and the inclusions. (Comment) (Required)
5. Please note, this is a 2 year deal with 2023 & 2024 being contracted at the same property. Please confirm if you can accommodate preferred dates for both years. (Comment) (Required)
6. If your property is selected by the customer, will you agree to use ConferenceDirect's standard contract? (Comment) (Required)