

RFP Details	
RFP Name	NACE 2024 Evolve Conference
Response Due Date	Tue, Apr 4, 2023
Decision Due Date	Wed, May 31, 2023
RFP Type	Meeting Space and Guest Rooms
RFP Code	KMNSJVK2VC5
Description	Education training for current and future leadership within NACE Chapters. Two-day conference with general session and roundtable breakouts.
Decision Factors	Room rates same single/double Complimentary meeting rental Donated food and beverage allowed Exceptional catering and food experience is a must Wow-factor needed to impress industry partners Room rate
Billing Information	Room & Tax: Individual attendees pay Staff/Board/VIPs: Rooming list; Room & Tax to Master
Concession and Contractual Information	<ul style="list-style-type: none"> - Complimentary internet access in guest rooms, meeting space and public areas - Group room rate available three (3) days pre and post event dates - 1 per 40 complimentary rooms cumulative, credited to master account - 70% attrition, cumulative - Ability to hire outside A/V production company without fees or penalties - Complimentary 24-hour meeting room holds - Complimentary meeting room rental - 20% F&B discount off published catering menu prices and ability to customize menus with Chef - Complimentary or reduced corkage fees – ability to bring in donated wine or alcohol, as permitted by state law - 1 complimentary presidential suite for NACE President- event duration - Suite upgrades for designated NACE VIP's - Discounted staff rooms - Complimentary parking passes during event (self or valet) for designated NACE VIPs and discounted or complimentary self-parking for local attendees - Resort/facility fees waived; housekeeping and portage at individual guest discretion - Complimentary storage and in-bound/out-bound package handling for event materials - Complimentary room nights for site visits/event planning

Key Contact Information			
Contact Name	Noelle Williams	Email Address	nwilliams@helmsbriscoe.com
Organization	HelmsBriscoe	Phone Number	2023617998
Title	Director, Global Accounts		
Preferred Contact Method	Cvent, Email Address		
Address	32nd Rd S Arlington, VA 22206 USA		

NACE 2024 Evolve Conference
National Association for Catering and Events

Request for Proposal (RFP)

Organization Information			
Organization Name	National Association for Catering and Events		
Organization Type	Association	Industry	Travel, Recreation, and Leisure
Address	10440 Little Patuxent Parkway, Ste 300 Columbia, MD 21044 USA		
Employees	1 - 50	Average Attendees per Event	501 - 1,000
Events per Year	2		
Multi-Day Events	100%		
Organization Information	The National Association for Catering and Events (NACE) is the first non-profit national organization for caterers, event planners and event professionals that provides education, certification and a network of resources for members in all segments of the hospitality industry. NACE offers educational programs, professional certification, chapter initiatives, networking opportunities, recognition and awards programs, a job bank, community service projects and the industry's most prestigious annual conference.		

Event Information			
Event Name	NACE 2024 Evolve Conference		
Total Attendees	160		
Event Type	Business Meeting	Total Meeting Space Required	50,000 sq. ft.(5,000 sq. m)
		Largest Meeting Room Required	25,000 sq. ft.(2,500 sq. m)
Commission	Yes - 10.00%		
Event History	The planner has indicated that this event has been held before.		
Dates Flexible	Yes		
Event Dates	Sat, Jan 27, 2024 - Mon, Jan 29, 2024 + 1 alternate dates		
Date Type	Event Date Options	Notes	
Planner Preferred	Sat, Jan 27, 2024 - Mon, Jan 29, 2024		
Alternate Date	Sat, Jan 20, 2024 - Mon, Jan 22, 2024		
Contract Signature Location	Maryland		
Business Objectives	Advanced education and training for chapter leadership roles. Dates are not flexible.		
Destinations Under Consideration	Destinations of interest based on chapter strength for Evolve 2024 include Atlanta, Raleigh-Durham, Williamsburg, Richmond, Philadelphia, Boston and New York		

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
Silver Legacy	Reno	Nevada	Jan 26-30, 2023		204	268	22,220
	<i>F+B is after tax and gratuity</i>						
Le Meridian	Charlotte	North Carolina	Jan 29-31, 2022				24000
	<i>F+B is after tax and gratuity</i>						
The W Hotel	Dallas	Texas	Jan 25-27, 2020				

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Thu, Jan 25, 2024		3	4	1	1
Fri, Jan 26, 2024		30	44	4	4
Sat, Jan 27, 2024		30	47	4	4
Sun, Jan 28, 2024		28	44	4	4
Mon, Jan 29, 2024		3	4	3	2

Check-In Date Thu, Jan 25, 2024

Total Room Nights 268

Budgeted Room Rate USD \$199

Peak Room Nights 85

Meeting Room Requirements

Start Date Fri, Jan 26, 2024

Day	Time	Agenda Item	Meeting Room Requested
Fri, Jan 26, 2024	12:00 AM-11:45 PM	Office Office <i>Notes or Exceptions: Staff office for 5 people</i>	5 people • 24-hour Hold
Fri, Jan 26, 2024	6:00 AM-11:45 PM	Board Meeting Meeting	10 people
Fri, Jan 26, 2024	6:00 AM-11:45 PM	Board Meeting- Foundation Meeting	10 people
Fri, Jan 26, 2024	2:15 PM-3:00 PM	Break Break <i>Notes or Exceptions: Afternoon break</i>	Flow 15 people
Fri, Jan 26, 2024	7:00 PM-11:45 PM	General Session set up Setup	160 people • 24-hour Hold
Fri, Jan 26, 2024	7:00 PM-11:45 PM	Meals Other <i>Notes or Exceptions: Meals; start set up/access 7 PM Friday; end Mon 1 PM</i>	Rounds for 10 (Meeting Room Required) 160 people
Sat, Jan 27, 2024	12:00 AM-11:45 PM	Office Office <i>Notes or Exceptions: Staff office for 5 people</i>	5 people • 24-hour Hold
Sat, Jan 27, 2024	12:00 AM-11:45 PM	Meals Other <i>Notes or Exceptions: Meals; start set up/access 7 PM Friday; end Mon 1 PM</i>	Rounds for 10 (Meeting Room Required) 160 people
Sat, Jan 27, 2024	6:00 AM-11:45 PM	Registration Registration <i>Notes or Exceptions: (2) - 6ft tables set outside the general session.</i>	Flow 160 people
Sat, Jan 27, 2024	6:00 AM-11:45 PM	Board Meeting- Foundation Meeting	10 people
Sat, Jan 27, 2024	8:00 AM-11:45 PM	Board Meeting Meeting	10 people
Sat, Jan 27, 2024	9:00 AM-5:00 PM	General Session General Session	Crescent Rounds (Cabaret) (Meeting Room Required) 160 people • 24-hour Hold
Sun, Jan 28, 2024	12:00 AM-11:45 PM	Office Office <i>Notes or Exceptions: Staff office for 5 people</i>	5 people • 24-hour Hold
Sun, Jan 28, 2024	12:00 AM-11:45 PM	Meals Other <i>Notes or Exceptions: Meals; start set up/access 7 PM Friday; end Mon 1 PM</i>	Rounds for 10 (Meeting Room Required) 160 people
Sun, Jan 28, 2024	6:00 AM-11:45 PM	Breakout Session Breakout Session	Crescent Rounds (Cabaret) (Meeting Room Required) 70 people • 24-hour Hold

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Sun, Jan 28, 2024	6:00 AM-11:45 PM	Breakout Session Breakout Session	Crescent Rounds (Cabaret) (Meeting Room Required) 70 people • 24-hour Hold
Sun, Jan 28, 2024	6:00 AM-11:45 PM	Breakout Session Breakout Session	Crescent Rounds (Cabaret) (Meeting Room Required) 70 people • 24-hour Hold
Sun, Jan 28, 2024	6:00 AM-11:45 PM	Registration Registration <i>Notes or Exceptions: (2) - 6ft tables set outside the general session.</i>	Flow 160 people
Sun, Jan 28, 2024	6:00 AM-11:45 PM	Board Meeting- Foundation Meeting	10 people
Sun, Jan 28, 2024	9:00 AM-5:00 PM	General Session General Session <i>Notes or Exceptions: Room must fit 200ppl</i>	Crescent Rounds (Cabaret) (Meeting Room Required) 160 people • 24-hour Hold
Sun, Jan 28, 2024	10:00 AM-10:15 AM	Morning break Break	Flow (Meeting Room Required) 150 people
Sun, Jan 28, 2024	2:45 PM-3:00 PM	Afternoon Break Break	Flow (Meeting Room Required) 150 people
Sun, Jan 28, 2024	5:00 PM-8:00 PM	Reception Reception <i>Notes or Exceptions: Possible offsite location - TBD</i>	Other (Meeting Room Required) 150 people
Mon, Jan 29, 2024	12:00 AM-1:00 PM	Meals Other <i>Notes or Exceptions: Meals; start set up/access 7 PM Friday; end Mon 1 PM</i>	Rounds for 10 (Meeting Room Required) 160 people
Mon, Jan 29, 2024	12:00 AM-11:45 PM	Office Office <i>Notes or Exceptions: Staff office for 5 people</i>	5 people • 24-hour Hold
Mon, Jan 29, 2024	6:00 AM-12:00 PM	Registration Registration <i>Notes or Exceptions: (2) - 6ft tables set outside the general session.</i>	Flow 160 people
Mon, Jan 29, 2024	6:00 AM-11:45 PM	Board Meeting- Foundation Meeting	10 people
Mon, Jan 29, 2024	9:00 AM-1:00 PM	Breakout Session Breakout Session	Crescent Rounds (Cabaret) (Meeting Room Required) 60 people • 24-hour Hold
Mon, Jan 29, 2024	9:00 AM-1:00 PM	Breakout Session Breakout Session	Crescent Rounds (Cabaret) (Meeting Room Required) 60 people • 24-hour Hold
Mon, Jan 29, 2024	9:00 AM-1:00 PM	Breakout Session Breakout Session	Crescent Rounds (Cabaret) (Meeting Room Required) 60 people • 24-hour Hold

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Mon, Jan 29, 2024	9:00 AM-1:00 PM	General Session General Session <i>Notes or Exceptions: Room must fit 200ppl</i>	Crescent Rounds (Cabaret) (Meeting Room Required) 160 people • 24-hour Hold
Mon, Jan 29, 2024	10:30 AM-10:45 AM	Morning break Break	Flow (Meeting Room Required) 125 people
Tue, Jan 30, 2024	6:00 AM-1:00 PM	Board Meeting- Foundation Meeting	10 people

Food and Beverage Budget USD \$20,000

AV Requirements LCD package/2 handheld mics in general session room/podium and stage in general sessions room. Screen package needed in all breakout sessions.

Additional Information Please see attached *NACE ATTACHMENT FOR CVENT** as well as Excel doc from 2023 event at Silver Legacy
Can flex on # of breakouts- 2 min

Additional Questions

1. Rates quoted are applicable ____ days pre-meeting. (Comment) (Required)
2. Rates quoted are applicable ____ days post-meeting. (Comment) (Required)
3. Web address for meeting space detail? (Comment) (Required)
4. Please select your current Forbes and/or AAA Rating? (Multiple choice) (Required)
 - 1 Star
 - 2 Star
 - 3 Star
 - 4 Star
 - 5 Star
 - Not Rated - Star
 - 1 Diamond
 - 2 Diamond
 - 3 Diamond
 - 4 Diamond
 - 5 Diamond
 - Not Rated - Diamond
5. Will the meeting room rentals be waived? If not, what rates will apply? (Comment) (Required)
6. What is your nearest major airport and what is the distance (both miles and time)? What are the round trip shuttle and/or taxi costs? (Comment) (Required)
7. What amenities and activities does your hotel have on or near the property? (Comment) (Required)
8. What renovations have your property either recently completed or has on schedule? (Comment) (Required)
9. HelmsBriscoe will be paid a placement fee which is non-cancelable and non transferable to any other party for the booking of this meeting. HelmsBriscoe is acting with full consent and the client is aware of the placement fee payable to HelmsBriscoe by your organization. (Multiple choice) (Required)
 - I agree that HelmsBriscoe will be paid a placement fee
10. Indicate your agreement to the placement fee by providing your name, title and the date of your response in the area below. (Comment) (Required)
11. Accounts Payable Contact First & Last Name: (Comment) (Required)
12. Accounts Payable Phone Number: (Comment) (Required)
13. Accounts Payable Email Address: (Comment) (Required)
14. Accounts Payable Fax: (Comment) (Required)
15. Please indicate in the space below your contact name, hotel address, phone number, and email address - if it differs from the contact information on the response sheet provided in this RFP. (Comment)

Additional Files

File Name	RFP Type	File Size	Uploaded Date
NACE Contract Terms.docx	Document (.docx)	34 KB	Wed, Oct 19, 2022
Evolve 2023 Specs 012523.xlsx	Excel Spreadsheet (.xlsx)	22 KB	Sat, Mar 25, 2023
NACE attachment for Cvent RFP 2024.docx	Document (.docx)	30 KB	Sat, Mar 25, 2023