HOTEL RFP INSTRUCTIONS

- Fill in <u>ALL YELLOW</u> highlighted areas. • Provide your room rate and
- inventory for each room type in the hotel bid section.
- Sign and scan back to the contact person on or before the due date.



USA VOLLEYBALL GIRLS' JUNIOR NATIONAL CHAMPIONSHIP ROOM BLOCK REQUEST FOR PROPOSAL

DATE:		Hotel Name:	
AGREEMENT DUE DATE:	w/ City Bid	Address:	
Company Name:	USA Volleyball	City:	
Event Name:	USAV Girls' Junior National	- <mark>State & Zip:</mark>	
Event Dates:	Championships See Manual for Options(Please fill in	Contact:	
Event Location:	date options below in grid) City TBD	- Title:	
Event Details:	Strict Stay-to-Play	- Phone:	
		<mark>Email:</mark>	
Additional Details:			

Total Rooms Required with Arrival- Departure Pattern:

(Note: We will select multiple properties to achieve the below anticipated number of room nights.)

DATE	STAFF TRAVEL	MOVE IN	MOVE IN	MOVE IN	EVENT DAY	MOVE OUT	TOTAL									
STAFF – COMPED (Dbls)	10	35	65	80	80	80	80	80	80	80	80	80	80	70	10	990
SUITES - COMPED (1 Pres; 5 Jr. Suites)	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	90
OFFICIALS – COMPED (Dbls)	0	0	0	80	130	180	180	180	180	180	180	180	180	130	0	1780
ATTENDEE	0	0	0	4000	6000	7500	7500	7500	7500	7500	7500	5000	3500	1000	0	64500

Hotel Bid: Please fill out below. Include the number of rooms for each day and the rate for each specific block.

				PROVIDE THE NUMBER OF ROOMS PER NIGHT - PER ROOM TYPE – PER RATE THAT YOU CAN PROVIDE FOR THIS EVENT.													
	ROOM RATE	ROOM TYPE		ADD EVENT DATES BELOW TO CHART BASED ON THE DATES YOUR CITY IS BIDDING ON.													
		DATES	STAFF TRAVEL	MOVE IN	MOVE IN	MOVE IN	EVENT DAY	MOVE OUT									
ATTENDEE ROOM BID	\$																
ATTENDEE ROOM BID	\$																
STAFF ROOM BID	COMPED																
OFFICIALS ROOM BID	COMPED																
Hote	el Tax Rate	e 9	6 Resor	t Fee	\$ /N	ight	Incl or	Not	Min Nig	ht Stay	N	ights I	Hotel Ca	incel Po	licy	Hours	

Details for Co-Headquarters Hotels

(If you are not a hotel within walking distance, please skip this section.)

At least two (2) headquarter hotels will be needed. One will house staff and the other(s) will house the officials. The officials may be divided between multiple hotel properties which should all be within walking distance. Details are below:

HEADQUARTER HOTEL #1 – EVENT STAFF – The Event Staff HQ hotel must provide the following amenities three nights prior to the beginning of tournament until one night post tournament. The HQ Staff hotel should be the closet full-service hotel within walking distance to the venue.

- 10 parking passes per day for USAV Event Staff
- Complimentary wireless internet in ALL rooms and meeting rooms
- Complimentary package receiving for up to 10 packages.
- Guaranteed complimentary rooms and suites in chart above.

Are you a potential HQ hotel for staff? YES _____ NO _____

HEADQUARTER HOTEL #2– EVENT OFFICIALS - The Officials' Headquarters hotel(s) must provide the following amenities three nights prior to the beginning of tournament until one night post tournament:

- 10 parking passes per day for USAV Event Officials
- Complimentary wireless internet in ALL rooms and meeting rooms
- Guaranteed complimentary and discounted rooms in chart above. Note: If city cannot provide the number of rooms described above in walking distance rooms, then free transportation will be provided to and from venue at non-walking distance hotel locations.

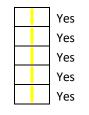
Are you a potential HQ hotel for officials? YES _____ NO _____

TERMS & DETAILS:

- Two Double Beds: 90%; King + Sofabed: 5%; King: 5%
- Room types must be guaranteed (No Run of the House Rooms accepted)
- Room rates must be the guaranteed to be equal or less than any other rates offered over the contracted dates.
- Attrition we will not agree to attrition in any form.
- Right to increase rate we will not agree to this under any condition.
- Attendee Rates to be flat 1-4 people.
- Cut off dates requested is 2 weeks before the first date of event CUT OFF DATE PROPOSED BY HOTEL
- We request double rewards points for TTS & USAV.
- 1 Guaranteed comp for the duration of the event; Earned comp room ratio: 1/15 (exception: HQ hotels)
- Attendee rate to include \$21.00 Rebate/Night for USA Volleyball to assist in their event cost.
- Attendee/Discounted rates to include 7% Commission for TTS

CONCESSION REQUESTS:

REBATE OF **\$21.00** IS INCLUDED IN THE RATE COMMISSION OF **7%** INCLUDED IN RATE REWARD POINTS WILL BE INCLUDED IN CONTRACT BREAKFAST INCLUDED IN RATE FREE IN ROOM WI-FI INCLUDED IN RATE



No	
No	
No	
No	
No	

Comments:

HOTEL IS MILES FROM THE VENUE

Any additional details that will need to be included in the contract: (minimum night stay, deposit, individual cancellation etc.)

Hotel's offer will be held until ______. Hotel has read and agrees to attached terms and conditions.

Hotel Sales Person Signature_____

Printed Name Date Date

Important: If the person whose signature appears above is no longer with the hotel at the time the tournament takes place, the hotel must still honor all details of this agreement.

SUBMITTING THE BLOCK AGREEMENT:

Please send the COMPLETED Block Agreement SIGNED to your CVB or Sports Commission to be included with the city bid. If you have any questions please call AINSLEY HARRIS at 502-354-9103 or ainsley@teamtravelsource.com.

CONTRACT:

Once a city is selected, we will select the properties from the received proposals and sent a contract for you to review and sign. National Hotel Sales Reps will be included in this process to ensure brand-wide tracking and to provide assistance as necessary.

Thank you for your participation!

Team Travel Source is very excited about the possibility of partnering with you on this USAV tournament.