REQUEST FOR BIDS
ACCOMODATIONS TO HOST ANNUAL ITEC CONFERENCE
PROPOSED DATES: July 22-24, 2024

Cherokee Nation Environmental Programs is requesting bids from Hotels or Venues in the Tulsa, Ok area to accomodate the Annual ITEC Conference. This event is scheduled for July 22-24, 2024.

Guest Accommodations:

Day 1: Monday, July 22, 2024 – 70 Rooms
Day 2: Tuesday, July 23, 2024 – 80 Rooms

* Government Room Rate required for participants.
* Individual Attendees will be responsible for their own lodging.

Space Needs:

Day 1, July 22, 2024			
Times Needed	**Space Usage**	**Set up**	**Number of People**
8 AM – 5 PM	Small meeting room/board room* (for work room/storage near the function area)		
3 PM – 6 PM	Registration Area	3 Tables/6 Chairs	
12 PM – 6 PM	Exhibit Area for approximately 20 vendors (Set up day)	1 table & 2 chairs per vendor	

Day 2, July 23, 2024			
Times Needed	**Space Usage**	**Set up**	**Number of People**
7 AM – 5 PM	Small meeting room/board room* (for work room/storage near the function area)		
8 AM – 5 PM	Registration Area	3 Tables/6 Chairs	
8 AM – 6 PM	Exhibit Area for approximately 20 vendors	1 table & 2 chairs per vendor	
8 AM – 12 PM	General Session	Theater Seating. Stage/Stairs with podium, 2 tables and chairs for 6-8 speakers	200
1:30 PM – 5PM	Breakout Session	Classroom	50
1:30 PM – 5PM	Breakout Session	Classroom	50
1:30 PM – 5PM	Breakout Session	Classroom	50

Day 3, July 24, 2024

Times Needed	Space Usage	Set up	Number of People
7 AM – 5 PM	Small meeting room/board room* (for work room/storage near the function area)		
8 AM – 5 PM	Registration Area	3 Tables/6 Chairs	
8 AM – 6 PM	Exhibit Area for approximately 20 vendors	1 table & 2 chairs per vendor	
8 PM – 5 PM	Breakout Session	Classroom	50
8 PM – 5 PM	Breakout Session	Classroom	50
8 PM – 5 PM	Breakout Session	Classroom	50

It is preferable to have all meeting spaces in one central area.

A riser/stage with stairs will be needed at the front of the room for the General Session.

- Allow enough space between riser, audience chairs and middle aisle for Honor Guard and Flags ceremony at the beginning of the **GENERAL SESSION** (Day 2 – 9:00 AM)
- On the stage: podium and 2 Tables and Chairs placed beside the podium for 6 to 8 Speakers.

Food/Beverage:

Day 2, July 23, 2024

Times Needed	Space Usage	Set up	Number of People
8AM	Continental Breakfast (Coffee, juices, pastries, donuts, fruit etc.)	Exhibit Area or central location	150
3 PM	Snack Break (Cookies, Fruit, Soft Drinks, Coffee etc.)	Exhibit Area or central location	200

Day 3, July 24, 2024

Times Needed	Space Usage	Set up	Number of People
7:30 AM	Continental Breakfast (Coffee, juices, pastries, donuts, fruit etc.)	Exhibit Area or central location	200
3 PM	Snack Break (Cookies, Fruit, Soft Drinks, Coffee etc.)	Exhibit Area or central location	200

Water stations preferred in all meeting rooms.

Food and Beverage orders listed on this RFP are estimates and are subject to change.

Audio Visual Equipment:

Day Needed	Needs:
Day 2 - July 23, 2024	Podium with microphone in each breakout/general session room, House PA Access, Mixer, Projector, Screens, Cables
Day 3 - July 24, 2024	Podium with microphone in each breakout/general session room, House PA Access, Mixer, Projector, Screens, Cables

Include full AV price list and technical assistance pricing.

The Following Must be Included with bid.

**AV Price List

**Cost breakdown (meeting space, setup fees, food & beverage, etc.)

**Catering Menu with Price Listing

**Floor Plan Diagram (with proposed meeting locations identified)

**Current W9

PROVIDE ALL INFORMATION REQUESTED BELOW AND INCLUDE THIS PAGE WITH BID

1. What dates will the Bids be valid for? _____

2. Will the Hotel accept Purchase Orders as form of payment for master bill?_____

3. Will there be a minimum order on Food & Beverage orders? _____
   If yes, what amount is required? _____

4. Does the Hotel utilize an attrition rate or percentage for a reserved block of rooms?_____
   If yes, what is the rate/percentage?_____

5. Does the Hotel provide a shuttle to and from the Airport? _____
   If yes, please provide fees charged for transportation to and from the airport. _____
   If not, please provide an estimated cost for taxi service to the Hotel from the airport. _____

6. Does the Hotel provide a shuttle service to local areas of interest or restaurants?_____

7. Is Wi-Fi (internet access) provided for the Hotel guest rooms and meeting rooms?_____
   If yes, is there a fee charged for guests to access the internet. _____

8. Does the Hotel provide a business center (computers, printers, etc.) for their guests? _____
   If yes, what is the fee charged for the Hotel guests to utilize the business center? _____

9. Will the hotel charge the Vendors/Exhibitors for booth space?_____
   If yes, what is the fee? _____

10. What parking facilities does the Hotel provide and what are the charges? _____

11. What is the Hotel room rate per night?_____

What is the meeting room rental fee? _____