

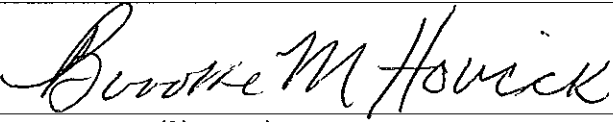
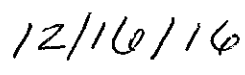
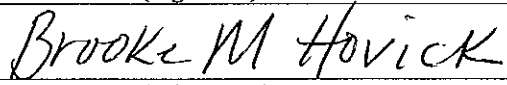
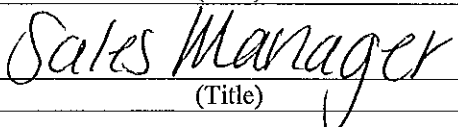
III. HOTEL SERVICES

Number of restaurants on-site?	1	Hours of Operation?	11am-11pm	Room service hours?	11am-11pm
Seating capacity for breakfast?	700	Seating capacity for lunch	700	Seating capacity for dinner?	700
Public area and lobby wheelchair accessible?	Y	Wheelchair ramps available?	Y	Comments	
Elevators wheelchair accessible?	Y	Public restrooms wheelchair accessible?	Y		
Personal check cashing services available?	N	What credit cards accepted?	ALL	What credit cards not accepted?	
Gift Shop?	Y	Concierge Desk?	Y	Airline Desk?	N
Car Rental Desk?	N	Business Center?	Y	Mail/ship services?	Y
Health club or exercise room?	Y	Cost for health club?	N/A	Beauty shop/spa?	N/A
Indoor Pool?	Y	Outdoor pool?	N	Whirl pool/hot tub?	N
Sauna?	N	Tennis courts?	N	Golf facilities?	N
Guest laundry facility?	Y	Valet laundry service?	Y		
On-site parking facility?	Y	Self-park daily cost?	N/A	Valet-park daily cost?	\$23
Airport taxicab fare (one way)?	\$17	Airport limo fare (one-way)?	\$200	Airport shuttle fare (one-way)?	Comp

IV. FUNCTION SPACE

Number of meeting rooms?	13	On-site food and beverage catering?	Y
Maximum seating in rounds in largest room?	700	Maximum seating in rounds in smallest room?	30
AV and other equipment furnished in meeting rooms?	Y		

This Hotel has received a copy of the BID SPECIFICATIONS and the SAMPLE HOTEL HOUSING AGREEMENT as they apply to participating and/or headquarters hotels, and will agree to those specifications, terms, and conditions.

	
(Signature)	(Date)
	
(Print name)	(Title)

HOTEL BID FORM

I. GENERAL INFORMATION.

Hotel/Motel Name	Embassy Suites		
Address	101 East Locust Street		
City, State, Zip/Postal Code	Des Moines, Iowa. 50309		
Telephone	515-244-1700	Fax	515-243-2724
Hotel Website	Desmoines.embassysuites.com		
Contact Person	Brooke Hovick	Title	Sales Manager
Contact E-mail	Brooke.hovick@atriumhospitality.com		

Total Rooms in Hotel	234	Rooms Committed	400	Additional Rooms Available	
Distance to Airport		Blocks/Miles	6 miles	Minutes	15 minutes
Distance to Convention Center		Blocks/Miles	.6 miles	Minutes	4 minutes
2021 Group Flat Rate	\$199.00	When Rate Guaranteed?		Current Tax Rate – sales plus hotel tax	12%

II. GUEST ROOMS (Indicate Y, N, or R for Yes, No, or Available upon Request)

Continental Breakfast	Y	Cost		Complimentary	Y
Windows that open	N	Refrigerators in Room	Y	Shampoo, conditioners, Etc.	Y
Hair Dryers	Y	Iron and Ironing Board	Y	Coffee Maker	Y
Non-Smoking Hotel	Y	Non-Smoking Floors	Y	Percent of Rooms Non-Smoking	100%
Concierge/Club Floor	N	If yes, how many rooms?		Upcharge, if any?	
Number of telephones in room?	Y	Voice Mail on telephone	Y	Internet Charge	\$2.95
Number of double/double rooms?	92	Number of queen/queen rooms?	0	Number of king rooms?	135
Number of Suites?	All	Number of ADA-compliant Rooms?	6	Number of Handicap accessible rooms?	6
Smoke detectors in guest rooms?	Y	Smoke detectors in hallways?	Y	Smoke detectors in function rooms?	Y
Sprinklers in guest rooms?	Y	Sprinklers in hallways?	Y	Sprinklers in function rooms?	Y
Security cameras in lobby?	Y	Security cameras in hallways?	Y	Security cameras in function areas?	N
Date of Construction?	1990	Date of last renovation?	2012	Date of next scheduled renovation?	N/A
Check-in time?	3PM	Check-out time?	12PM	Charge for late check-out?	Y