

EGA GPR 2024 Seminar

Proposal from Hilton Vancouver Washington
301 W. 6th Street, Vancouver, Washington, 98660, USA

Proposal Details

RFP Name	EGA GPR 2024 Seminar	Proposal Status	Submitted Proposal
RFP Code	DVN6RS6BH9R	Supplier Type	Hotel
Event Name	EGA GPR 2024 Seminar	Metro Area	OR - Portland
Response Date	Wed, 28-Jul-2021 7:30 PM	Commission?	Yes - 7.00% on Accommodations
Supplier Name	Hilton Vancouver Washington		
Chain	Hilton		
Brand	Hilton Hotels		

Proposal Introduction Thank you for considering the Hilton Vancouver Washington. We currently have your preferred date available to offer as first option.

Hilton Vancouver offers your team a state of the art, beautifully appointed hotel and conference facility, in a charming downtown setting. I truly look forward to being at your service.

Kindest Regards,

Date Type	Event Dates	Check-In Date	Availability	Rates (USD)
Preferred	Thu, 18-Jul-2024 to Wed, 24-Jul-2024	Thu, 18-Jul-2024	1st Option - Holding Space Until 11-Aug-2021	189.00 - 199.00

Billing and Contractual Requirements The Hilton Vancouver requires advanced payment unless Direct Billing is established and a 30% deposit would be due with signed contract.

Key Contact Information

Contact Name	Christie Rust	Email Address	christie.rust@hilton.com
Organization	Hilton Vancouver	Phone	360-828-4310
Title	Director of Sales and Marketing		

Additional Information Thank you again for inquiring at the Hilton Vancouver. If you need additional information please do not hesitate to contact me. We look forward to taking great care of our attendees!

Kindest Regards,

Christie



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Sleeping Room Availabilities

Sleeping Room Needs Met? Yes

Additional Information 2 Queens
Single/Double Occupancy Rate: \$189.00
1 King Single/Double Rate \$199.00
\$20.00 each additional Triple and Quad Occupancy

Preferred (Thu, 18-Jul-2024 to Wed, 24-Jul-2024)

Availability 1st Option - Holding Space Until 11-Aug-2021 **Check-in Date** Thu, 18-Jul-2024

Do all guest room rates include breakfast? No

Do all guest room rates include tax? No

Applicable Taxes VAT USD 2.00, Occupancy 10.50%

Total USD 73,395.00

Day	Any (Run of House)		Single (1 Bed)		Double (2 Beds)		Suite		Staff	
	Qty	Rate (USD)	Qty	Rate (USD)	Qty	Rate (USD)	Qty	Rate (USD)	Qty	Rate (USD)
Thu, 18-Jul-2024			3	199.00	7	189.00				
Fri, 19-Jul-2024			10	199.00	50	189.00				
Sat, 20-Jul-2024			10	199.00	55	189.00				
Sun, 21-Jul-2024			10	199.00	55	189.00				
Mon, 22-Jul-2024			10	199.00	55	189.00				
Tue, 23-Jul-2024			10	199.00	55	189.00				
Wed, 24-Jul-2024			10	199.00	45	189.00				

Additional Fees

Occupancy 10.500% on Guest Rooms **State** 8.500% on Meeting Packages

VAT USD \$2.00 on Guest Rooms

Additional Information Basic Guestroom Internet - Always Complimentary
Fitness Center Access for all Guests - Always Complimentary

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Meeting Room Availabilities

Meeting Room Needs Met? Yes

Additional Information We are able to comfortably accommodate all of your event space requirements.

Start Date Thu, 18-Jul-2024

Day	Time	Agenda Item	Room Request	Room Assignment
Fri, 19-Jul-2024	8:00 AM-7:00 PM	Seminar Central - SET UP & Opening Other <i>Notes or Exceptions: This area features table tops for education displays, chapter baskets, & scattered rounds for some hands on workspace. No pipe & drape - just tables clothed</i> <i>Typically will use 65 tables (4-5 can be banquet rounds for open stitching)</i> <i>Room must be locakable.</i>	3,400 Sq. Ft. <ul style="list-style-type: none"> 24-hour hold 	Discovery A, B <ul style="list-style-type: none"> 3,685 Sq. Ft., 18 Ft. ceilings
Fri, 19-Jul-2024	12:00 PM-6:00 PM	Registration Registration <i>Notes or Exceptions: Registration needs to be near Seminar Central</i>	Flow (Room Required) <ul style="list-style-type: none"> 24-hour hold 	Discovery Prefuction <ul style="list-style-type: none"> 2,400 Sq. Ft., 18 Ft. ceilings
Fri, 19-Jul-2024	6:00 PM-8:00 PM	Reception Reception <i>Notes or Exceptions: Cash Bar - bar will be open from 6-7pm before dinner & would like to have available from 7-8pm during dinner.</i>	Reception (Room Required) 125 people	Discovery C <ul style="list-style-type: none"> 1,934 Sq. Ft., 18 Ft. ceilings
Fri, 19-Jul-2024	7:00 PM-9:30 PM	Opening Banquet Dinner	Rounds of 8 (Room Required) 125 people	Discovery C <ul style="list-style-type: none"> 1,934 Sq. Ft., 18 Ft. ceilings
Sat, 20-Jul-2024	7:30 AM-6:00 PM	Seminar Central Other <i>Notes or Exceptions: See previous notes on set up.</i>	3,400 Sq. Ft. <ul style="list-style-type: none"> 24-hour hold 	Discovery A, B <ul style="list-style-type: none"> 3,685 Sq. Ft., 18 Ft. ceilings
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Sat, 20-Jul-2024	8:00 AM-5:00 PM	Classroom Breakout <i>Notes or Exceptions: Each classroom is a hands on instruction class for attendees. Largest should accommodate 20 students - smallest should accommodate 10. Prefer no more than 2 attendees per 8' classroom table.</i>	Classroom (Room Required) <ul style="list-style-type: none"> 24-hour hold 	Willow <ul style="list-style-type: none"> 300 Sq. Ft., 8 Ft. ceilings

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Sat, 20-Jul-2024	4:30 PM-8:30 PM	Merchandise Night Other <i>Notes or Exceptions: 25-30 vendors will set up tables for showcasing items for purchase. Each vendor uses 1 6' or 8' table - clothed with 2 chairs. Each vendor is back to back with another vendor & ample walk way space around the vendor tables for attendees. Some vendors may need Wi-Fi for credit purchases.</i>	125 people	Discovery A, B <ul style="list-style-type: none"> 3,685 Sq. Ft., 18 Ft. ceilings
Sun, 21-Jul-2024	7:30 AM-7:00 PM	Seminar Central Other <i>Notes or Exceptions: See previous notes on set up.</i>	3,400 Sq. Ft. <ul style="list-style-type: none"> 24-hour hold 	Discovery A, B <ul style="list-style-type: none"> 3,685 Sq. Ft., 18 Ft. ceilings

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Sun, 21-Jul-2024	8:00 AM-5:00 PM	Classroom Breakout <i>Notes or Exceptions: Each classroom is a hands on instruction class for attendees. Largest should accommodate 20 students - smallest should accommodate 10. Prefer no more than 2 attendees per 8' classroom table.</i>	Classroom (Room Required) • 24-hour hold	Alder • 1,052 Sq. Ft., 10 Ft. ceilings
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Sun, 21-Jul-2024	11:30 AM-1:30 PM	Region Lunch Lunch <i>Notes or Exceptions: need (10) 6' or 8' clothed tables around perimeter of room for teachers to greet attendees.</i>	Rounds of 8 (Room Required) 125 people	Discovery C <ul style="list-style-type: none">1,934 Sq. Ft., 18 Ft. ceilings

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Mon, 22-Jul-2024	8:00 AM-5:00 PM	Classroom Breakout <i>Notes or Exceptions: Each classroom is a hands on instruction class for attendees. Largest should accommodate 20 students - smallest should accommodate 10. Prefer no more than 2 attendees per 8' classroom table.</i>	Classroom (Room Required) <ul style="list-style-type: none"> 24-hour hold 	Pine <ul style="list-style-type: none"> 952 Sq. Ft., 10 Ft. ceilings
Tue, 23-Jul-2024	7:30 AM-6:00 PM	Seminar Central Other <i>Notes or Exceptions: See previous notes on set up.</i>	3,400 Sq. Ft. <ul style="list-style-type: none"> 24-hour hold 	Discovery A, B <ul style="list-style-type: none"> 3,685 Sq. Ft., 18 Ft. ceilings

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Wed, 24-Jul-2024	8:00 AM-5:00 PM	Classroom Breakout <i>Notes or Exceptions: Each classroom is a hands on instruction class for attendees. Largest should accommodate 20 students - smallest should accommodate 10. Prefer no more than 2 attendees per 8' classroom table.</i>	Classroom (Room Required) <ul style="list-style-type: none"> 24-hour hold 	Birch <ul style="list-style-type: none"> 581 Sq. Ft., 10 Ft. ceilings
Wed, 24-Jul-2024	8:00 AM-5:00 PM	Classroom Breakout <i>Notes or Exceptions: Each classroom is a hands on instruction class for attendees. Largest should accommodate 20 students - smallest should accommodate 10. Prefer no more than 2 attendees per 8' classroom table.</i>	Classroom (Room Required) <ul style="list-style-type: none"> 24-hour hold 	Cedar <ul style="list-style-type: none"> 1,090 Sq. Ft., 10 Ft. ceilings
Wed, 24-Jul-2024	8:00 AM-5:00 PM	Classroom Breakout <i>Notes or Exceptions: Each classroom is a hands on instruction class for attendees. Largest should accommodate 20 students - smallest should accommodate 10. Prefer no more than 2 attendees per 8' classroom table.</i>	Classroom (Room Required) <ul style="list-style-type: none"> 24-hour hold 	Hemlock <ul style="list-style-type: none"> 1,103 Sq. Ft., 10 Ft. ceilings
Wed, 24-Jul-2024	8:00 AM-5:00 PM	Classroom Breakout <i>Notes or Exceptions: Each classroom is a hands on instruction class for attendees. Largest should accommodate 20 students - smallest should accommodate 10. Prefer no more than 2 attendees per 8' classroom table.</i>	Classroom (Room Required) <ul style="list-style-type: none"> 24-hour hold 	Oak <ul style="list-style-type: none"> 1,217 Sq. Ft., 10 Ft. ceilings
Wed, 24-Jul-2024	8:00 AM-5:00 PM	Classroom Breakout <i>Notes or Exceptions: Each classroom is a hands on instruction class for attendees. Largest should accommodate 20 students - smallest should accommodate 10. Prefer no more than 2 attendees per 8' classroom table.</i>	Classroom (Room Required) <ul style="list-style-type: none"> 24-hour hold 	Pine <ul style="list-style-type: none"> 952 Sq. Ft., 10 Ft. ceilings
Wed, 24-Jul-2024	8:00 AM-9:00 PM	Registration/Storage Registration <i>Notes or Exceptions: Registration needs to be near Seminar Central - if in an open space, a small - lockable storage area is requested.</i>	Flow (Room Required) <ul style="list-style-type: none"> 24-hour hold 	Discovery Prefuction <ul style="list-style-type: none"> 2,400 Sq. Ft., 18 Ft. ceilings

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Wed, 24-Jul-2024	6:00 PM-8:00 PM	Reception Reception <i>Notes or Exceptions: Cash Bar - bar open 1 hour prior to dinner & continue during dinner service.</i>	Flow (Room Required) 125 people	Discovery C • 1,934 Sq. Ft., 18 Ft. ceilings
Wed, 24-Jul-2024	7:00 PM-9:30 PM	Closing Ceremony Dinner	Rounds of 8 (Room Required) 125 people	Discovery C • 1,934 Sq. Ft., 18 Ft. ceilings

A/V Needs Audio Visual Services
 Our professional on-site AV team can accommodate all of your equipment requests and is pleased to provide a tailored proposal of their services and fees.

There is no additional fee for bringing in your own outside A/V.

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Estimated Costs

Total F&B Minimum USD \$30,000.00

Applicable Tax 8.5%

Service Charge 23%

Item	Cost Type	Amount	Quantity	Tax(%)	Tax/Service	Note
Miscellaneous Costs - Bellman Delivery	Per Item	USD \$2.50			+Tax	
Miscellaneous Costs - Facility Fee	N/A					
Miscellaneous Costs - Housekeeping	N/A					
Miscellaneous Costs - Internet - Guest Room	Complimentary					<i>In guestrooms, available for 24 hrs</i>
Miscellaneous Costs - Internet - Meeting Room	Minimum	USD \$150.00			+Tax and Service	<i>For first 10 users. \$10.00 each additional user. Plus 22% Service Charge</i>
Miscellaneous Costs - Parking Fee - Self	Per Day	USD \$25.00			+Tax	<i>Self Overnight Parking</i>
Miscellaneous Costs - Parking Fee - Valet	Per Day	USD \$30.00			+Tax	<i>Valet Overnight Parking</i>
Miscellaneous Costs - Resort Fee	N/A					
Rental Costs - Meeting Rooms - Total	Total	USD \$15,000.00		8.50	+Tax	
Transportation Costs - Airport Transportation	Per Person	USD \$32.00			Tax and Service Inclusive	<i>Roundtrip Airport Shuttle through Blue Star Bus/Transportation</i>
Transportation Costs - Local Transportation	Per Person	USD \$25.00			Tax and Service Inclusive	<i>One Way Cab Fare from Airport to Hotel.</i>

Additional Information Meeting Room Rental Reduce to \$15,000.00 with \$30,00.00 in F&B spend

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Additional Questions

1. Rates quoted are applicable _____ days pre-meeting. (Comment) (Required) (Comment) (Required)

3 pays pre and post based on hotel's availability

2. Rates quoted are applicable _____ days post-meeting. (Comment) (Required)

Quoted sleeping room rates will be offered to your attendees, based on availability of contracted room type(s), 3 days before and 3 days after the above Event dates.

3. Web address for meeting space detail? (Comment) (Required)

http://www.hilton.com/en/hi/hotels/meeting_space.jhtml;?ctyhocn=PDXVAHH

4. Please select your current Forbes and/or AAA Rating? (Multiple choice) (Required)

3 Star, Not Rated - Diamond

5. Will the meeting room rentals be waived? If not, what rates will apply?

PLEASE NOTE: ROOM RENTAL IS A HOT BUTTON FOR THIS GROUP. (Comment) (Required)

Meeting Room Rental is reduce to \$15,000.00 with \$30,000.00 F&B spend

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)

Portland International Airport

11 miles or 15 minutes

Taxi is average of \$40.00

Uber is \$25.00 - \$40.00

7. What renovations have your property either recently completed or has on schedule? (Comment) (Required)

The entire property completed \$5 million remodel as of October, 2015. Our beautiful restaurant, Gray underwent a \$1.7 million renovation in 2018. We understand the importance of providing a high quality product to our guests and intend to maintain that quality for years to come.

8. Please include your current catering and A/V pricing lists. (Comment)

See attached

9. Is your hotel a union property? (Single choice) (Required)

Yes

10. Will you venue offer a rebate on guestrooms? Please note amount per room below. (Comment) (Required)

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N/O

11. Please respond to the following requests:

- * Comp Guestroom Wi-Fi
- * Comp Meeting space Wi-Fi - Browsing only
- * 1 per 40 comp cumulative
- * 2 comp suites + 2 suites at group rate
- * 75% attrition
- * Group requests am/pm comp coffee/hot tea in meeting space
- * Comp parking
- * No resort fee
- * Are refrigerators available in guestrooms? Is there a fee?
- * 3 comp guestrooms for 1 night for pre-planning - dates to be mutually acceptable with hotel.
- * Comp podium & microphone w/house sound for dinners (Comment) (Required)

We can offer the following concessions

- * Comp Guestroom Wi-Fi
- * 1 per 50 comp cumulative
- * 85% attrition
- * No resort fee
- * Refrigerators are available in guestrooms?
- * 1 comp guestrooms for 1 night for pre-planning - dates to be mutually acceptable with hotel.
- * Comp podium

12. 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)

Christie Rust, CMP

Director of Sales and Marketing

Hilton Vancouver Washington

301 West 6th Street

Vancouver, WA 98660

Direct: 360-828-4310

Fax: 360-828-4309

christie.rust@hilton.com

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13. Please indicate the commission % payable to HelmsBriscoe: (Comment)

7%

14. Indicate your agreement to compensate HelmsBriscoe as selected above with your name, title, response date, and explanation. (Comment) (Required)

Christie Rust, CMP

Director of Sales and Marketing

Hilton Vancouver Washington

7/28/2021

15. Indicate your agreement to the placement fee by providing your name, title and the date of your response in the area below. (Comment) (Required)

Christie Rust, CMP

Director of Sales and Marketing

360-828-4310

7/28, 2021

16. Accounts Payable Contact First & Last Name: (Comment) (Required)

Min Lyan Tan

17. Accounts Payable Phone Number: (Comment) (Required)

360-828-4359

18. Accounts Payable Email Address: (Comment) (Required)

min-lyan.tan@hilton.com

19. Accounts Payable Fax: (Comment) (Required)

360-828-4395

Additional Files

File Name	Type	Size	Upload Date
source safely at hilton	Document Link		Mon, 12-Jul-2021
PDXVA_Flavor_MenusOnly.pdf	Portable Document Format (.pdf)	4.01 MB	Wed, 28-Jul-2021
2021 Encore Price Guide - Hilton Vancouver.pdf	Portable Document Format (.pdf)	93 KB	Wed, 28-Jul-2021