

**2022 National Academy of Elder Law Attorneys (NAELA)
ASK Conference**

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

Proposal Details

RFP Name	2022 National Academy of Elder Law Attorneys (NAELA) ASK Conference		
RFP Code	J6NY3J9GGP6		
Event Name	2022 National Academy of Elder Law Attorneys (NAELA) ASK Conference		
Response Date	Thu, 20-May-2021 3:13 PM	Proposal Status	Submitted Proposal
Supplier Name	Hilton Vancouver Washington	Supplier Type	Hotel
Chain	Hilton	Metro Area	OR - Portland
Brand	Hilton Hotels	Commission?	Yes - 7.00% on Accommodations

Proposal Introduction Thank you for considering the Hilton Vancouver Washington. We currently dates 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,
Christie Rust | Director of Sales and Marketing| 360-828-4310 | christie.rust@hilton.com

Date Type	Event Dates	Check-In Date	Availability	Rates (USD)
Preferred	Fri, 04-Nov-2022 to Sat, 05-Nov-2022	Thu, 03-Nov-2022	1st Option - Holding Space Until 03-Jun-2021	159.00

Additional Information We can offer a block with Friday/Sat Peak

Billing and Contractual Requirements

- Complimentary wifi in sleeping rooms
 - 20% attrition on guest rooms
 - Complimentary chairs, tables, hotel risers, water, ice, easels, pads, pens, etc. Meeting Room Rental of \$150.00 per day/per breakout
 - Two Complimentary room upgrades to a suite at the group rate
 - 1 per 40 cumulative complimentary rooms earned
 - 2 discounted staff rooms at \$119
 - Group rate available three (3) days prior to and three (3) days post the program dates; all rooms pre- and post- count count toward room block.
 - 5 Complimentary Box Handling
 - One complimentary room for site visit, based on availability
 - Complimentary access to health club facilities for all attendees
 - 50% off Prevailing Parking
- Encore will provide a quote for AV minimum as well as meeting room WI-Fi.

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Key Contact Information

Contact Name	Christie Rust	Email Address	christie.rust@hilton.com
Organization	Hilton Vancouver Washington	Phone	360-828-4310
Title	Director of Sales and Marketing	Fax	360-828-4309

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 Rust, CMP
Director of Sales and Marketing

Sleeping Room Availabilities

Sleeping Room Needs Met? Yes

Additional Information Single/Double Occupancy Rate: \$179.00
Triple Occupancy Rate: \$199.00
Quad Occupancy Rate: \$219.00

Preferred (Fri, 04-Nov-2022 to Sat, 05-Nov-2022)

Availability 1st Option - Holding Space Until 03-Jun-2021 **Check-in Date** Thu, 03-Nov-2022

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 19,873.00

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, 03-Nov-2022					5	159.00			2	119.00
Fri, 04-Nov-2022					50	159.00	2	159.00	3	119.00
Sat, 05-Nov-2022					60	159.00	2	159.00	3	119.00

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 do not have 10 suites to accommodate the breakouts. We can use 9 separate meeting rooms.

Start Date Thu, 03-Nov-2022

Day	Time	Agenda Item	Room Request	Room Assignment
Thu, 03-Nov-2022	10:00 AM-6:00 PM	General Session Set Up General Session <i>Notes or Exceptions: Room needs to be set with 25 Rounds of 3 ppl/table.</i> <i>Podium, lav mic, slide advancer, screen/projector.</i>	Rounds 65 people <ul style="list-style-type: none"> 24-hour hold 	Hemlock & Oak <ul style="list-style-type: none"> 2,320 Sq. Ft., 10 Ft. ceilings
Fri, 04-Nov-2022	8:00 AM-11:45 PM	Registration Registration <i>Notes or Exceptions: Will need 1 - 6' table near elevator on sleeping room floor with the 10 suites.</i>	2 people	2nd Floor Pre-Function <ul style="list-style-type: none"> 2,355 Sq. Ft.
Fri, 04-Nov-2022	1:00 PM-5:00 PM	Small Breakout Sessions (In Suites) Breakout <i>Notes or Exceptions: Group will use 10 sleeping room suites for these meetings in the living area of the sleeping rooms. These suites need to be on the same floor.</i> <i>Group will need a 6' table near elevator on floor with suites for registration.</i>	Other <ul style="list-style-type: none"> 24-hour hold 	Cedar <ul style="list-style-type: none"> 1,090 Sq. Ft., 10 Ft. ceilings <i>Notes or Exceptions: Use General Session and Meal Rooms - we can offer 9 breakouts;</i> Hemlock Oak Pine Spruce Cedar Board Room Willow Ash Birch
Fri, 04-Nov-2022	1:00 PM-5:00 PM	Kick Off and General Session (consecutive all day) General Session <i>Notes or Exceptions: Room needs to be set with 25 Rounds of 3 ppl/table.</i> <i>Podium, lav mic, slide advancer, screen/projector.</i>	Rounds 65 people <ul style="list-style-type: none"> 24-hour hold 	Hemlock & Oak <ul style="list-style-type: none"> 2,320 Sq. Ft., 10 Ft. ceilings

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Sat, 05-Nov-2022	6:00 AM-5:00 PM	<p>Small Breakout Sessions (In Suites) Breakout <i>Notes or Exceptions: Group will use 10 sleeping room suites for these meetings in the living area of the sleeping rooms. These suites need to be on the same floor.</i></p> <p><i>Group will need a 6' table near elevator on floor with suites for registration.</i></p>	<p>Other</p> <ul style="list-style-type: none"> 24-hour hold 	<p>Cedar</p> <ul style="list-style-type: none"> 1,090 Sq. Ft., 10 Ft. ceilings <p><i>Notes or Exceptions: Use General Session and Meal Rooms - we can offer 9 breakouts;</i> Hemlock Oak Pine Spruce Cedar Board Room Willow Ash Birch</p>
Sat, 05-Nov-2022	6:00 AM-11:45 PM	<p>General Session (consecutive all day) General Session <i>Notes or Exceptions: Room needs to be set with 25 Rounds of 3 ppl/table.</i> <i>Podium, lav mic, slide advancer, screen/projector.</i></p>	<p>Rounds 65 people</p> <ul style="list-style-type: none"> 24-hour hold 	<p>Hemlock & Oak</p> <ul style="list-style-type: none"> 2,320 Sq. Ft., 10 Ft. ceilings
Sat, 05-Nov-2022	12:00 PM-2:00 PM	<p>Program w/Lunch Lunch <i>Notes or Exceptions: Crescent rounds for 70 ppl.</i></p> <p><i>Can use General Session room.</i></p>	<p>Crescent Rounds 70 people</p>	<p>Pine & Spruce</p> <ul style="list-style-type: none"> 1,922 Sq. Ft., 10 Ft. ceilings
Sun, 06-Nov-2022	7:00 AM-12:00 PM	<p>Small Breakout Sessions (In Suites) Breakout <i>Notes or Exceptions: Group will use 10 sleeping room suites for these meetings in the living area of the sleeping rooms. These suites need to be on the same floor.</i></p> <p><i>Group will need a 6' table near elevator on floor with suites for registration.</i></p>	<p>Other</p> <ul style="list-style-type: none"> 24-hour hold 	<p>Cedar</p> <ul style="list-style-type: none"> 1,090 Sq. Ft., 10 Ft. ceilings <p><i>Notes or Exceptions: Use General Session and Meal Rooms - we can offer 9 breakouts;</i> Hemlock Oak Pine Spruce Cedar Board Room Willow Ash Birch</p>
Sun, 06-Nov-2022	9:00 AM-12:00 PM	<p>Wrap Up & General Session General Session <i>Notes or Exceptions: 25 Rounds with 3 ppl/table.</i></p>	<p>Rounds 65 people</p> <ul style="list-style-type: none"> 24-hour hold 	<p>Hemlock & Oak</p> <ul style="list-style-type: none"> 2,320 Sq. Ft., 10 Ft. ceilings

A/V Needs Encore - 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 \$10,000.00

Applicable Tax 8.5%

Service Charge 23%

Item	Cost Type	Amount	Quantity	Tax(%)	Tax/Service	Note
Average F&B Costs - Break - AM	Per Person	USD \$6.50			+Tax and Service	
Average F&B Costs - Break - PM	Per Person	USD \$12.00			+Tax and Service	
Average F&B Costs - Breakfast - Buffet	Per Person	USD \$30.00			+Tax and Service	
Average F&B Costs - Breakfast - Continental	Per Person	USD \$24.00			+Tax and Service	
Average F&B Costs - Breakfast - Plated	Per Person	USD \$27.00			+Tax and Service	
Average F&B Costs - Dinner - Buffet	Per Person	USD \$48.00			+Tax and Service	
Average F&B Costs - Dinner - Plated	Per Person	USD \$45.00			+Tax and Service	
Average F&B Costs - Lunch - Buffet	Per Person	USD \$38.00			+Tax and Service	
Average F&B Costs - Lunch - Plated	Per Person	USD \$35.00			+Tax and Service	
Average F&B Costs - Reception - Beverage	Per Person	USD \$10.00			+Tax and Service	
Average F&B Costs - Reception - Food	Per Person	USD \$30.00			+Tax and Service	<i>average cost per person, per Hor d'oeuvres</i>
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>

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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					
Transportation Costs - Airport Transportation	Per Person	USD \$32.00			Tax and Service Inclusive	<i>Roundtrip Airport Shuttle through Blue Star Bus/Transportation</i>

Additional Information Meeting Room Rental reduce to \$150.00 per breakout per day with \$10,000.00 of F&B spend.

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Additional Questions

1. Will the meeting room rentals be waived? If not, what rates will apply? (Comment) (Required)

Meeting Room Rental is reduced to \$150.00 per day per breakout.

2. Will negotiated rate be available three days pre and post event block? (Multiple choice) (Required)

Yes

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)

Not Rated - Star, 3 Diamond

5. Do you have internet access available in the rooms? Is it wireless? What is the cost? What is the type and cost of internet access in meeting rooms? Will any internet costs be waived for this group? (Comment) (Required)

Internet access is available both wired and wireless in the guest rooms and meeting rooms. Guest room internet is complimentary and meeting room internet access is \$150.00 per day for up to 10 users.

The meeting room internet access may be discussed with our audio/visual provider PSAV.

6. What meeting space is available? List meeting room names with square footage, ceiling height, and rental charges (if applicable). Please make sure that your offer includes a diagram of meeting space being offered. (Comment) (Required)

Hemlock/Oak 2,320, Waived Rental

Pine/Spruce 1,922

Pine 952 SF \$150.00 per day

Spruce 970 SF, \$150.00 per day

Cedar 1,090 SF, \$150 per day

Willow 300 SF, \$150 per day

Ash 523 SF, \$150 per day

Birch 581 SF, \$150.00 per day

Boardroom 981 SF, \$150.00 per day

All rooms have a minimum of 10 foot ceilings

7. What are your additional charges (ie Maid, portage, resort fees, etc.)? Please include with amounts and inclusions



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and note which charges are mandatory. (Comment) (Required)

There is no mandatory portage, maid or resort fee.

8. Is there a charge for self and/or valet parking per day? Please indicate amounts. (Comment) (Required)

Overnight guest self parking - \$25.00

Overnight guest valet parking - \$30.00

We are please to offer 50% off prevailing parking

9. 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

Shuttle is \$16.00 per person each way

Taxi is average of \$40.00

Uber is \$25.00 - \$40.00

10. What amenities and activities does your hotel have on or near the property? (Comment) (Required)

Our very own Grays Restaurant & Bar as well as Grays Coffee Bar.

We are across from beautiful Esther Short Park, home to Farmer's Market, Wine & Jazz Fest, Brew fest, Six to Sunset Concert series, etc. There are a variety of places to eat, pubs, spas, and things to do within walking distance.

The Source Indoor Rock Climbing Facility

Renaissance trail along the Columbia River

Fort Vancouver National Monument

Pearson Air Museum

Bicycle Rentals

Segway Tours

Award Winning Library (Families can not miss this!)

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Jantzen Beach, tax free shopping, less than a mile away

11. Please list other groups meeting in the hotel during proposed dates. (Comment) (Required)

None at this time

12. 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.

13. Overnight Room Block information on RFP represents a night by night estimate, as participation in the meeting is voluntary. Client requests a minimum of 20% attrition allowance, cumulative. Please indicate if your hotel's attrition policy is in line with this request. (Single choice) (Required)

Yes

14. HelmsBriscoe will be paid a placement fee of the industry-accepted rate of at least 10%, which is non-cancelable and non-transferable to any other party, for the booking of this meeting. HB is acting with full consent and the client is aware of the placement fee payable to HB by your organization. (Single choice) (Required)

I cannot agree to the industry-accepted rate and understand that the customer may take this into consideration when awarding business.

15. If the placement fee is under the industry-accepted rate of 10%, please advise the placement fee rate and what portions (e.g., overnight room rate, food and beverage revenue, audio/visual services, etc.) of this booking the rate shall apply to. (Comment)

We can offer the Hilton approved 7%

16. If special handling is required to pay the placement fee, for example, a split commission payment between invoicing the brand directly vs on-property invoicing for a portion of the placement fee, please note this. (Comment)

We utilize Hilton Fast Pay for all commission payments

17. Indicate your agreement to pay the placement fee as outlined above by providing your name, title and the date of your response in the area below. Placement fee may be split in portions – 7% from brand / 3% from on-property sales team as promotional sourcing fee. (Comment)

We utilize Hilton's Fast Pay system

18. If you are unable to pay the industry-accepted rate of at least 10%, please list additional offers/concessions included in this bid that are not already publicly available. We suggest concessions that benefit end users and reflect reinvestment value in lieu of third party compensation. (Comment)

N/A

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

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Min Lyan Tan

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

360-828-4359

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

min-lyan.tan@hilton.com

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

360-828-4395

Additional Files

File Name	Type	Size	Upload Date
Downtown Vancouver Walking Map.pdf	Portable Document Format (.pdf)	2.2 MB	Thu, 20-May-2021
Flavor Menu	Document Link		Thu, 20-May-2021
Meeting Space.pdf	Portable Document Format (.pdf)	1.32 MB	Thu, 20-May-2021
Encore 2021 Pricing.pdf	Portable Document Format (.pdf)	93 KB	Thu, 20-May-2021
PDXVA_VANCOUVER_MenusOnly.pdf	Portable Document Format (.pdf)	2.83 MB	Wed, 26-May-2021