



Portland & SW Washington's most vibrant Hotel & Convention Center!

Washington Municipal Clerks Association

Thank you for considering the **Hilton Vancouver Washington – Portland Area** for the **Washington Municipal Clerks Association**. We currently have your preferred dates available to accommodate your event, and I strongly believe you will find the value in our fully refreshed hotel and location after reviewing the following proposal. At your convenience, allow me the opportunity to provide you with a site tour of the hotel and all Vancouver has to offer your attendees. It would be my pleasure to show you how ideal our destination will be for your conference!

Provided with the best of regards,

Christie Rust, CMP | Director of Sales and Marketing | (360) 828-4310 | christie.rust@hilton.com

CONFERENCE ROOM BLOCK

The Hilton Vancouver Washington is pleased to provide the following room block for your conference attendees.

March 20-24, 2023

March 15-19, 2027

Hilton Vancouver Washington - Washington Municipal Clerks Association				
	Monday	Tuesday	Wednesday	Thursday
2 QUEEN BEDS	50	100	100	100
1 KING BED	0	15	15	15
PRESIDENTIAL SUITE	1	1	1	1

TOTAL COMMITTED GUESTROOMS: 439

Hilton Vancouver Washington - Washington Municipal Clerks Association		
	Single Rate	Double Rate
2 QUEEN BEDS	152.00	152.00
1 KING BED (Vendor Rates)	174.00	174.00
PRESIDENTIAL SUITE	Complimentary	Complimentary

Rates:

- The Hilton Vancouver Washington will offer the prevailing Government Per Diem Rate for your event not to fall below the current per Diem of 2021. 2023 and 2027's Government per Diem rates will be confirmed by October 1, 2022 and 2026.
- Vendor Rate will receive up to a 5% annually increase for 2027.

Guestroom Concessions provided regardless of rooms reserved:

- **Basic internet access is complimentary in the sleeping rooms.**
- Fitness center access is complimentary.
- When available, discounted group rates will be provided 3 days pre-and post- conference.

Additional Concessions:

In consideration of the entire value your Event brings to the Hotel, we are pleased to offer the following concessions for each year based on Group's achievement of **90%** or greater of the combined **Total Anticipated Sleeping Room Revenue** and **Total Anticipated Food and Beverage Revenue**.

Item	Retail Value per Unit	Quantity	Duration	Concession	Total Retail Value	Savings
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Pre Planning Site Tour Rooms	\$249.00	2	1 Night Each, Based on Hotel's Availability	Complimentary	\$498	\$498
Complimentary Presidential Suite	\$650.00	1	4 nights	Complimentary	\$2,600	\$2,600
Pre Planning Meeting Room	\$500	1	1 Day, Based on Hotel's Availability	Complimentary	\$500	\$500
Complimentary Room Policy	\$154	-	-	1:50	\$1,232	\$1,232
Guestroom Delivery Fee	\$3.50	15	-	Complimentary	\$52.50	\$52.50
Basic Guestroom Internet	Always Complimentary					
Fitness Center Access for all Guests	Always Complimentary					
TOTAL SAVINGS						

Parking Arrangements:

Current Overnight Self-Parking: \$25.00
 Current Overnight Valet Parking: \$30.00
 Current Day Parking at nearby Park-N-Go:
 Hourly: \$1.25 per hour
 Monday-Friday: \$12.50 max all day until closed at 10 PM (12 AM on Friday)
 Saturday & Sunday: \$3.50 max all day until closed at 10 PM

FUNCTION SPACE

Our facility can comfortably accommodate your meeting agenda listed below.

Start Time	End Time	Function	Room	Setup	Agr
MONDAY					
3:00 PM	11:00 PM	Office/Storage	Alder	Office	
3:00 PM	11:00 PM	Auction Room Client Setup	Alder	Exhibition - Table Top	
TUESDAY					
6:00 AM	11:00 PM	Auction Storage Room	Alder	Exhibition - Table Top	
6:00 AM	11:00 PM	Office/Storage	Alder	Office	
7:30 AM	8:30 AM	Continental Breakfast	Discovery Pre-Function	Special Setup Instructions	50
7:30 AM	3:00 PM	Registration Setup	Discovery Pre-Function	Registration	
8:30 AM	4:00 PM	Academy Session	Discovery C	Classroom	50
8:30 AM	5:00 PM	Athenian Dialogue	Discovery D	U Shape	35
12:00 PM	1:00 PM	Academy Lunch	Discovery A	Round Tables of 8	90
3:00 PM	6:00 PM	Registration	Discovery Pre-Function	Registration	
4:00 PM	5:30 PM	Client Setup	Pine / Spruce	Reception	
5:00 PM	5:30 PM	New Member Meet & Greet	Discovery E	Special Setup Instructions	20
5:30 PM	7:00 PM	Presidents Reception	Pine/spruce	Reception	100

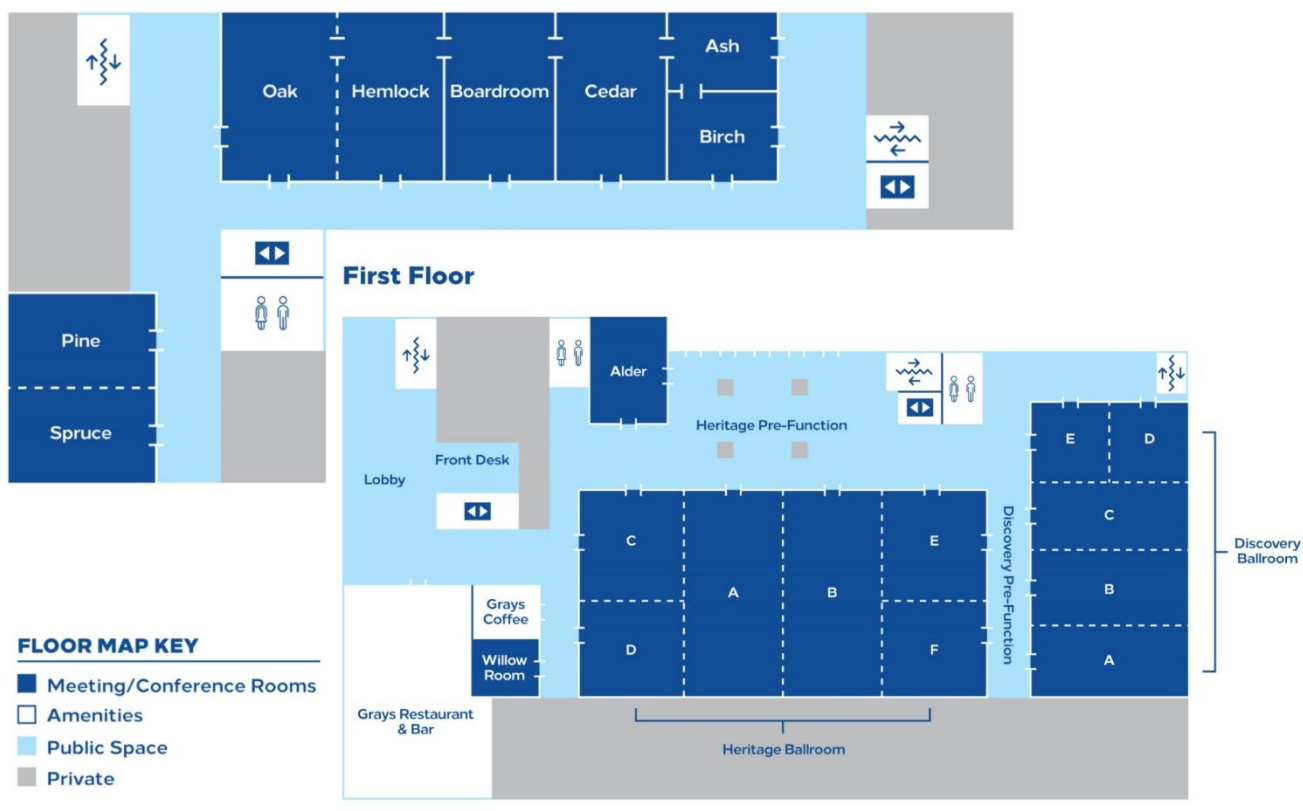


6:00 PM	11:00 PM	Exhibit Set-up	Discovery Pre-Function	Exhibition - Table Top	20
WEDNESDAY					
6:00 AM	11:00 PM	Auction Room	Alder	Exhibition - Table Top	
6:00 AM	11:00 PM	Office/Storage	Alder	Office	
7:00 AM	6:00 PM	Registration	Discovery Pre-Function	Registration	
8:00 AM	9:00 AM	First Time Attendees Breakfast	Discovery D	Round Tables of 10	60
8:00 AM	9:00 AM	Breakfast	Discovery A	Round Tables of 10	60
8:00 AM	11:00 PM	Auction Room	Alder	Exhibition - Table Top	
8:00 AM	11:00 PM	Exhibits Open	Discovery Pre-Function	Exhibition - Table Top	20
9:00 AM	12:00 PM	Opening Ceremony	Discovery B	Classroom	120
12:00 PM	1:30 PM	Academy Lunch	Discovery A	Round Tables of 8	120
1:30 PM	5:00 PM	Educational Session #2	Discovery D	Round Tables of 10	60
1:30 PM	5:00 PM	Educational Session #1	Discovery E	Theater	60
1:30 PM	5:30 PM	Educational Session #3	Discovery C	Theater	60
3:00 PM	3:30 PM	Afternoon Break	Discovery Pre-Function	Buffet - Standing	100
THURSDAY					
6:00 AM	5:00 PM	Office/Storage	Alder	Office	
7:00 AM	3:00 PM	Exhibits Open	Discovery Pre-Function	Exhibition - Table Top	20
8:00 AM	10:00 AM	Breakfast	Discovery Ballroom AB	Round Tables of 8	120
8:00 AM	5:00 PM	Auction Room	Discovery E	Exhibition - Table Top	
10:15 AM	4:30 PM	Educational Session #3	Discovery C	Theater	60
10:15 AM	4:30 PM	Educational Session #2	Discovery D	Theater	60
10:15 AM	4:30 PM	Educational Session #1	Discovery E	Theater	60
11:45 AM	1:00 PM	Academy Lunch	Discovery Ballroom AB	Round Tables of 8	130
2:30 PM	3:00 PM	Afternoon Break	Discovery Pre-Function	Buffet - Standing	100
4:00 PM	7:00 PM	Client setup	Discovery Ballroom AB	Round Tables of 8	
4:30 PM	5:00 PM	Exhibits Teardown	Discovery Pre-Function	Exhibition - Table Top	20
6:00 PM	7:00 PM	Vendor Reception	Discovery Pre-Function	Reception	150



7:20 PM	12:00 AM	Annual Banquet & Auction	Discovery Ballroom AB	Round Tables of 10	190
FRIDAY					
7:30 AM	8:30 AM	Breakfast	Discovery Ballroom AB	Round Tables of 10	120
8:30 AM	12:00 PM	Keynote Session	Discovery C	Theater	120
12:00 PM	3:00 PM	Board Meeting/Lunch	Board Room	Conference/Boardroom	15

Second Floor



Catering Minimum:

Based on your meeting agenda and the amount of space necessary to create a comfortable and successful event for Washington Municipal Clerks Association the required minimum spend in overall catering through food and beverage is **\$39,000.00** for 2023 and **\$43,000.00** for 2027.

The above rates and concession are based upon hotel availability and are confirmed to Washington Municipal Clerks Association until 2021-07-06. Should you desire to hold these dates on a guaranteed basis, kindly contact me as soon as possible. Thank you for this opportunity!

Christie Rust, CMP, Director of Sales and Marketing

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