

CFA Annual Program 2027

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

Proposal Details

RFP Name	CFA Annual Program 2027	Proposal Status	Submitted Proposal
RFP Code	ZCNQCQRPLHF	Supplier Type	Hotel
Event Name	CFA Annual Program 2027	Metro Area	OR - Portland
Response Date	Wed, 14-Jul-2021 4:35 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 would be thrilled to welcome back CFA in 2027! We currently have your preferred date available to offer as first option.

Kindest Regards,

Christie Rust, CMP
Director of Sales and Marketing

Date Type	Event Dates	Check-In Date	Availability	Rates (USD)
Preferred	Tue, 22-Jun-2027 to Sun, 27-Jun-2027	Mon, 21-Jun-2027	1st Option - Holding Space Until 31-Aug-2021	199.00
Alternate 1	Tue, 15-Jun-2027 to Sun, 20-Jun-2027	Mon, 14-Jun-2027	1st Option - Holding Space Until 31-Aug-2021	189.00

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	Zaira Gonzalez	Email Address	zaira.gonzalez@hilton.com
Organization	Hilton Vancouver	Phone	360-828-4304
Title	Senior Sales Manager		

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,

Hilton

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Sleeping Room Availabilities

Sleeping Room Needs Met? Yes

Additional Information We can offer a block of room with 156 on your three peak nights. We have new hotels being built at the new Vancouver Waterfront that could accommodate your overflow within 3-5 blocks of the hotel.

Preferred (Tue, 22-Jun-2027 to Sun, 27-Jun-2027)

Availability 1st Option - Holding Space Until 31-Aug-2021

Check-in Date Mon, 21-Jun-2027

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 132,874.00

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)
Mon, 21-Jun-2027					2	199.00				
Tue, 22-Jun-2027					9	199.00			6	149.00
Wed, 23-Jun-2027			20	199.00	42	199.00	10	199.00	6	149.00
Thu, 24-Jun-2027			30	199.00	110	199.00	10	199.00	6	149.00
Fri, 25-Jun-2027			30	199.00	110	199.00	10	199.00	6	149.00
Sat, 26-Jun-2027			30	199.00	110	199.00	10	199.00	6	149.00
Sun, 27-Jun-2027					110	199.00			3	149.00

Alternate 1 (Tue, 15-Jun-2027 to Sun, 20-Jun-2027)

Availability 1st Option - Holding Space Until 31-Aug-2021

Check-in Date Mon, 14-Jun-2027

Total USD 105,135.00

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)
Mon, 14-Jun-2027					2	189.00				
Tue, 15-Jun-2027					9	189.00			6	139.00
Wed, 16-Jun-2027			20	189.00	40	189.00	10	189.00	6	139.00
Thu, 17-Jun-2027			30	189.00	110	189.00	10	189.00	6	139.00
Fri, 18-Jun-2027			30	189.00	110	189.00	10	189.00	6	139.00
Sat, 19-Jun-2027			30	189.00	110	189.00	10	189.00	6	139.00
Sun, 20-Jun-2027					1	189.00			3	139.00

Additional Information We can accommodate a room block of 156 on peak. The new Waterfront has 2 hotels being built that could offer overflow.

Additional Fees

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Sleeping Room Availabilities

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 Tue, 22-Jun-2027

Day	Time	Agenda Item	Room Request	Room Assignment
Tue, 22-Jun-2027	12:00 AM-11:30 PM	Office Office	Conference 10 people • 24-hour hold	
Wed, 23-Jun-2027	12:00 AM-11:30 PM	Office Office	Conference 10 people • 24-hour hold	
Wed, 23-Jun-2027	12:00 AM-11:30 PM	Tabletop Exhibits Exhibit <i>Notes or Exceptions: These should be in the foyer of the ballroom. We need at least 800 sq ft for this.</i>	Tabletop 10 people • 24-hour hold	
Wed, 23-Jun-2027	3:00 AM-11:45 PM	Awards storage Breakout <i>Notes or Exceptions: We need to have a room near the General Session that is lockable and can hold the awards</i>	Flow 4 people • 24-hour hold	
Wed, 23-Jun-2027	2:00 PM-11:30 PM	Bag Stuffing / Registration Office <i>Notes or Exceptions: We need a separate room to stuff the bags and then to store them until registration the next day.</i>	Conference 12 people	
Wed, 23-Jun-2027	6:00 PM-9:00 PM	Winn Foundation Meeting Meeting	Conference 15 people	
Thu, 24-Jun-2027	12:00 AM-11:30 PM	Office Office	Conference 10 people • 24-hour hold	
Thu, 24-Jun-2027	12:00 AM-11:30 PM	Registration Registration <i>Notes or Exceptions: U shape set up with 3 tables in the rear and 3 tables in the front. Actual registration takes place from 3-5pm.</i>	U-Shaped 5 people	
Thu, 24-Jun-2027	12:00 AM-11:30 PM	Tabletop Exhibits Exhibit <i>Notes or Exceptions: These should be in the foyer of the ballroom. We need at least 800 sq ft for this.</i>	Tabletop 10 people • 24-hour hold	

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Thu, 24-Jun-2027	3:00 AM-11:45 PM	Awards storage Breakout <i>Notes or Exceptions: We need to have a room near the General Session that is lockable and can hold the awards</i>	Flow 4 people • 24-hour hold	
Thu, 24-Jun-2027	9:00 AM-6:00 PM	CFA Board meeting Meeting <i>Notes or Exceptions: Please put theater chairs for 50 around the perimeter. We want wifi in here at no cost.</i>	Hollow Square 25 people	
Thu, 24-Jun-2027	10:00 AM-5:00 PM	Credentials Meeting Meeting	Conference 15 people	
Thu, 24-Jun-2027	12:00 PM-1:00 PM	CFA Board Lunch Lunch <i>Notes or Exceptions: Roll in Buffet for 24. Please do not charge us additional cost for small lunch.</i>	Other 24 people	
Thu, 24-Jun-2027	2:00 PM-6:30 PM	Winn Symposium / Reception Meeting	Rounds of 8 80 people	
Thu, 24-Jun-2027	5:30 PM-10:00 PM	JA Dinner / Judges Workshop Meeting	Classroom 100 people	
Fri, 25-Jun-2027	12:00 AM-11:30 PM	Office Office	Conference 10 people • 24-hour hold	
Fri, 25-Jun-2027	12:00 AM-11:30 PM	Registration Registration <i>Notes or Exceptions: U shape set up with 3 tables in the rear and 3 tables in the front. Actual registration takes place from 7:30 am-10 am.</i>	U-Shaped 5 people	
Fri, 25-Jun-2027	12:00 AM-11:30 PM	Tabletop Exhibits Exhibit <i>Notes or Exceptions: These should be in the foyer of the ballroom. We need at least 800 sq ft for this.</i>	Tabletop 10 people • 24-hour hold	
Fri, 25-Jun-2027	3:00 AM-11:45 PM	Awards storage Breakout <i>Notes or Exceptions: We need to have a room near the General Session that is lockable and can hold the awards</i>	Flow 4 people • 24-hour hold	
Fri, 25-Jun-2027	7:00 AM-12:00 PM	Credentials / Tellers Meeting	Conference 15 people	

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Fri, 25-Jun-2027	8:00 AM-9:00 AM	Continental Breakfast Breakfast <i>Notes or Exceptions: In the foyer where the exhibits are.</i>	Flow 400 people	
Fri, 25-Jun-2027	9:00 AM-6:00 PM	Annual Meeting General Session <i>Notes or Exceptions: Classroom style for 400. Rear screen projection</i>	School Room 10,000 Sq. Ft. / 400 people	
Fri, 25-Jun-2027	9:00 PM-12:00 AM	Reception Reception <i>Notes or Exceptions: 2 bars, cocktail rounds, hi boys. This is reception with a theme for the area.</i>	Flow 200 people	
Sat, 26-Jun-2027	12:00 AM-11:30 PM	Tabletop Exhibits Exhibit <i>Notes or Exceptions: These should be in the foyer of the ballroom. We need at least 800 sq ft for this.</i>	Tabletop 10 people • 24-hour hold	
Sat, 26-Jun-2027	12:00 AM-11:30 PM	Office Office	Conference 10 people • 24-hour hold	
Sat, 26-Jun-2027	3:00 AM-11:45 PM	Awards storage Breakout <i>Notes or Exceptions: We need to have a room near the General Session that is lockable and can hold the awards</i>	Flow 4 people • 24-hour hold	
Sat, 26-Jun-2027	9:00 AM-12:00 PM	JA meeting Breakout <i>Notes or Exceptions: theater style for 100</i>	Theater 100 people	
Sat, 26-Jun-2027	9:00 AM-12:00 PM	Marketing meeting Breakout <i>Notes or Exceptions: theater seating</i>	Theater 100 people	
Sat, 26-Jun-2027	9:00 AM-2:00 PM	Board Meeting Meeting <i>Notes or Exceptions: special set for 75 people.</i>	Other 2,500 Sq. Ft. / 75 people	
Sat, 26-Jun-2027	9:00 AM-5:00 PM	Dinner set up & Rehearsal Dinner <i>Notes or Exceptions: Take the General Session room with the rear screen projection and turn it into the dinner area with a center aisle and ramp.</i>	Rounds of 10 10,000 Sq. Ft. / 400 people	
Sat, 26-Jun-2027	4:30 PM-5:30 PM	Reception Reception	Flow 400 people	

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Sat, 26-Jun-2027	6:00 PM-10:30 PM	Awards Dinner Dinner	Rounds of 10 400 people	
Sat, 26-Jun-2027	10:30 PM-12:00 AM	Dance Dinner <i>Notes or Exceptions: Large Dance floor. DJ, on stage. we have done this in the foyer before with dessert.</i>	Flow 400 people	
Sun, 27-Jun-2027	12:00 AM-11:30 PM	Office Office	Conference 10 people • 24-hour hold	
Sun, 27-Jun-2027	3:00 AM-11:45 PM	Awards storage Breakout <i>Notes or Exceptions: We need to have a room near the General Session that is lockable and can hold the awards</i>	Flow 4 people • 24-hour hold	
Sun, 27-Jun-2027	9:00 AM-1:00 PM	CFA Board Meeting Meeting <i>Notes or Exceptions: comp wifi for this meeting.</i>	Hollow Square 25 people	

A/V Needs Encore our on-site 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 \$65,000.00

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					
Rental Costs - Meeting Rooms - Total	Waived					
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 Waived with \$65,000.00 minimum F&B spend

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Additional Questions

1. Rates quoted are applicable _____ days pre-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.

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. Hotel web site address? (Comment) (Required)

www.vancouverwashington.hilton.com

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

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

5. Total number of rooms on property? (Comment) (Required)

226

6. What is your property's current Mobile Rating? (Comment) (Required)

Three

7. What is your property's current Star Rating? (Comment) (Required)

Three

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

Yes with \$65,000.00 F&B Spend

9. 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? (Comment) (Required)

\$150.00 for the first 10 users and \$15.00 each additional user.

10. 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

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11. 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!)

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

12. Are there any special concessions and/or incentives you would like to offer this group? (Comment) (Required)

10 Suite Upgrades at the Group Rate

6 Staff Rooms at Reduced Rate

13. 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.

14. HelmsBriscoe will be paid a placement fee which is non-cancelable and non transferable to any other party for the booking of this meeting. HelmsBriscoe is acting with full consent and the client is aware of the placement fee payable to HelmsBriscoe by your organization. (Multiple choice) (Required)

I agree that HelmsBriscoe will be paid a placement fee

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)

Agree to a placement fee of 7% per Hilton Standard

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Christie Rust, CMP

Director of Sales and Marketing

360-828-4310

July 14, 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

20. 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

Additional Files

File Name	Type	Size	Upload Date
source safely at hilton	Document Link		Wed, 07-Jul-2021
PDXVA_Flavor_MenusOnly.pdf	Portable Document Format (.pdf)	4.01 MB	Wed, 14-Jul-2021