

Washington Association of County Officials 2025 Annual Meeting

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

Proposal Details

RFP Name	Washington Association of County Officials 2025 Annual Meeting		
RFP Code	MYNYYZLZDGW		
Event Name	Washington Association of County Officials 2025 Annual Meeting		
Response Date	Fri, 28-Aug-2020 6:45 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 We are please to offer a 2 year RFP for 2023 and 2025

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	Mon, 22-Sep-2025 to Fri, 26-Sep-2025	Sun, 21-Sep-2025	1st Option - Holding Space Until 11-Sep-2020	1.00 - 182.00

Billing and Contractual Requirements Based on a 2 year offer:
 Requests near government per diem confirmed rate. – Prevailing per Diem not to fall below \$182.00
 Requests complimentary self parking., 50% off prevailing parking rates.
 Requests complimentary internet in guest rooms and meeting rooms. Needs to be wireless.
 Complimentary for guest that book within the official room block. Complimentary basic Wi-Fi in Meeting Space with \$10,600.00 spend with PSAV
 No resort fees. N/A
 Will guarantee at least \$18,000 in food and beverage. - \$31,000 in Food and Beverage to waive meeting room rental
 Requests one per 40 comp rooms. YES
 In addition requests 4 comp staff rooms Mon-Fri. Staff rooms at \$105.00
 Requests comp Pres. Suite Mon-Fri. Yes
 Need one Hosp Ste at group rate Mon-Fri. YES
 Request 20% off audio visual. Yes will \$10,600.00 spend with PSAV – more details can be provided with a base list of AV needs.
 Please indicate your corkage fee-for Presidents Reception. \$22.00 Retail, We can offer 50% off corkage
 Requests rate available three days prior and after. YES
 Requests two comp pre-planning room nights. Yes, based on hotel's availability
 Meeting planner points or mileage points can be accepted, please include those options. Double Honors Points if Singed by 9/30/2020
 30 comp exhibit 6' tables - Yes with boxed linen
 One night stay gift certificate for giveaway. Yes



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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 Prevailing per Diem not to follow below \$182.00

Preferred (Mon, 22-Sep-2025 to Fri, 26-Sep-2025)

Availability 1st Option - Holding Space Until 11-Sep-2020 **Check-in Date** Sun, 21-Sep-2025

Do all guest room rates include breakfast? No

Do all guest room rates include tax? No

Applicable Taxes VAT USD 2.00, Occupancy 10.40%

Total USD 50,334.00

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)
Sun, 21-Sep-2025							1	1.00	4	105.00
Mon, 22-Sep-2025					65	182.00	1	1.00	4	105.00
Tue, 23-Sep-2025					105	182.00	1	1.00	4	105.00
Wed, 24-Sep-2025					95	182.00	1	1.00	4	105.00
Thu, 25-Sep-2025									4	105.00

Additional Fees

Occupancy 10.400% on Guest Rooms

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	Mon, 22-Sep-2025

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Day	Time	Agenda Item	Room Request	Room Assignment
Mon, 22-Sep-2025	7:00 AM-11:00 PM	Office-secured Office	Conference <ul style="list-style-type: none"> 24-hour hold 	Willow <ul style="list-style-type: none"> 300 Sq. Ft., 8 Ft. ceilings
Tue, 23-Sep-2025	7:00 AM-11:00 PM	Office-secured Office	Conference <ul style="list-style-type: none"> 24-hour hold 	Willow <ul style="list-style-type: none"> 300 Sq. Ft., 8 Ft. ceilings
Tue, 23-Sep-2025	7:00 AM-11:00 PM	Registration-foyer area Registration	Other <ul style="list-style-type: none"> 24-hour hold 	Heritage Prefunction <ul style="list-style-type: none"> 3,300 Sq. Ft., 18 Ft. ceilings
Tue, 23-Sep-2025	8:00 AM-5:00 PM	Breakout Breakout	Hollow Square 35 people	Hemlock <ul style="list-style-type: none"> 1,103 Sq. Ft., 10 Ft. ceilings
Tue, 23-Sep-2025	8:00 AM-5:00 PM	Breakout Breakout	Hollow Square 15 people	Ash <ul style="list-style-type: none"> 523 Sq. Ft., 10 Ft. ceilings
Tue, 23-Sep-2025	8:00 AM-5:00 PM	Breakout Breakout	Hollow Square 15 people	Birch <ul style="list-style-type: none"> 581 Sq. Ft., 10 Ft. ceilings
Tue, 23-Sep-2025	8:00 AM-5:00 PM	Breakout Breakout	Hollow Square 20 people	Cedar <ul style="list-style-type: none"> 1,090 Sq. Ft., 10 Ft. ceilings
Tue, 23-Sep-2025	8:00 AM-5:00 PM	Breakout Breakout	Hollow Square 50 people	Pine & Spruce <ul style="list-style-type: none"> 1,922 Sq. Ft., 10 Ft. ceilings
Tue, 23-Sep-2025	8:00 AM-5:00 PM	Breakout Breakout	Hollow Square 30 people	Alder <ul style="list-style-type: none"> 1,052 Sq. Ft., 10 Ft. ceilings
Tue, 23-Sep-2025	8:00 AM-5:00 PM	Breakout Breakout	Hollow Square 30 people	Oak <ul style="list-style-type: none"> 1,217 Sq. Ft., 10 Ft. ceilings
Tue, 23-Sep-2025	8:00 AM-5:00 PM	Breakout Breakout	Hollow Square 20 people	Boardroom <ul style="list-style-type: none"> 981 Sq. Ft., 10 Ft. ceilings
Tue, 23-Sep-2025	8:00 AM-11:00 PM	General Session- set up Setup	Crescent Rounds 150 people <ul style="list-style-type: none"> 24-hour hold 	Heritage D, C, A <ul style="list-style-type: none"> 7,054 Sq. Ft., 18 Ft. ceilings
Tue, 23-Sep-2025	8:00 AM-11:00 PM	Exhibitor Set up Setup <i>Notes or Exceptions: Client would prefer 8 x 10 booths, but could use tabletops- 30 booths</i>	Other 3,200 Sq. Ft. <ul style="list-style-type: none"> 24-hour hold 	Heritage B, E, F <ul style="list-style-type: none"> 7,054 Sq. Ft., 18 Ft. ceilings

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		<i>and if they had to these can be in a foyer.</i>		
Tue, 23-Sep-2025	6:00 PM-8:00 PM	President's Reception Reception <i>Notes or Exceptions: Hors d'oeuvres and no host bar</i>	Flow 100 people	Heritage D, C, A • 7,054 Sq. Ft., 18 Ft. ceilings
Wed, 24-Sep-2025	7:00 AM-11:00 PM	Registration-foyer area Registration	Other • 24-hour hold	Heritage Prefunction • 3,300 Sq. Ft., 18 Ft. ceilings
Wed, 24-Sep-2025	7:00 AM-11:00 PM	Exhibit Hall Exhibit	8x10 150 people • 24-hour hold	Heritage B, E, F • 7,054 Sq. Ft., 18 Ft. ceilings
Wed, 24-Sep-2025	7:00 AM-11:00 PM	Office-secured Office	Conference • 24-hour hold	Willow • 300 Sq. Ft., 8 Ft. ceilings
Wed, 24-Sep-2025	8:00 AM-9:00 AM	Breakfast Buffet Breakfast <i>Notes or Exceptions: Rds of 8-10</i>	Rounds of 10 100 people	Heritage D, C, A • 7,054 Sq. Ft., 18 Ft. ceilings
Wed, 24-Sep-2025	9:00 AM-12:00 PM	General Session General Session	Crescent Rounds 150 people • 24-hour hold	Heritage D, C, A • 7,054 Sq. Ft., 18 Ft. ceilings
Wed, 24-Sep-2025	10:00 AM-10:30 AM	Exhibitor Coffee Break Break	150 people	Heritage B, E, F • 7,054 Sq. Ft., 18 Ft. ceilings
Wed, 24-Sep-2025	12:00 PM-1:30 PM	Plated Lunch Lunch	Rounds of 10 100 people	Heritage D, C, A • 7,054 Sq. Ft., 18 Ft. ceilings
Wed, 24-Sep-2025	1:30 PM-4:00 PM	Breakout Breakout	Classroom 20 people	Alder • 1,052 Sq. Ft., 10 Ft. ceilings
Wed, 24-Sep-2025	1:30 PM-4:00 PM	Breakout Breakout	Classroom 30 people	Cedar • 1,090 Sq. Ft., 10 Ft. ceilings
Wed, 24-Sep-2025	1:30 PM-4:00 PM	Breakout Breakout	Classroom 30 people	Oak • 1,217 Sq. Ft., 10 Ft. ceilings
Wed, 24-Sep-2025	1:30 PM-4:00 PM	Breakout Breakout	Classroom 15 people	Ash • 523 Sq. Ft., 10 Ft. ceilings
Wed, 24-Sep-2025	1:30 PM-4:00 PM	Breakout Breakout	Classroom 20 people	Hemlock • 1,103 Sq. Ft., 10 Ft. ceilings

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Wed, 24-Sep-2025	1:30 PM-4:00 PM	Breakout Breakout	Classroom 15 people	Birch • 581 Sq. Ft., 10 Ft. ceilings
Wed, 24-Sep-2025	1:30 PM-4:00 PM	Breakout Breakout	Classroom 50 people	Pine & Spruce • 1,922 Sq. Ft., 10 Ft. ceilings
Wed, 24-Sep-2025	3:30 PM-4:00 PM	Break in Exhibit Hall Break	150 people	Heritage B, E, F • 7,054 Sq. Ft., 18 Ft. ceilings
Wed, 24-Sep-2025	4:00 PM-5:00 PM	Breakout Breakout	Hollow Square 65 people	Hemlock • 1,103 Sq. Ft., 10 Ft. ceilings
Wed, 24-Sep-2025	4:00 PM-5:00 PM	Breakout Breakout	Hollow Square 75 people	Discovery A • 1,918 Sq. Ft., 18 Ft. ceilings
Wed, 24-Sep-2025	5:00 PM-10:00 PM	Dinner Dinner <i>Notes or Exceptions: Plated dinner with no host bar</i>	Rounds of 8 100 people	Heritage D, C, A • 7,054 Sq. Ft., 18 Ft. ceilings
Thu, 25-Sep-2025	7:00 AM-5:00 PM	Exhibit Hall Exhibit <i>Notes or Exceptions: Tear down at 1pm</i>	8x10 150 people • 24-hour hold	Heritage B, E, F • 7,054 Sq. Ft., 18 Ft. ceilings
Thu, 25-Sep-2025	7:00 AM-5:00 PM	Office-secured Office	Conference • 24-hour hold	Willow • 300 Sq. Ft., 8 Ft. ceilings
Thu, 25-Sep-2025	7:00 AM-5:00 PM	Registration-foyer area Registration	Other • 24-hour hold	Heritage Prefunction • 3,300 Sq. Ft., 18 Ft. ceilings
Thu, 25-Sep-2025	8:00 AM-9:00 AM	Breakfast Buffet Breakfast <i>Notes or Exceptions: Rds of 8-10</i>	Rounds of 10 100 people	Heritage D, C, A • 7,054 Sq. Ft., 18 Ft. ceilings
Thu, 25-Sep-2025	8:00 AM-12:00 PM	Breakout Breakout	Hollow Square 15 people	Hemlock • 1,103 Sq. Ft., 10 Ft. ceilings
Thu, 25-Sep-2025	8:00 AM-12:00 PM	Breakout Breakout	Hollow Square 20 people	Ash • 523 Sq. Ft., 10 Ft. ceilings
Thu, 25-Sep-2025	8:00 AM-12:00 PM	Breakout Breakout	Hollow Square 30 people	Cedar • 1,090 Sq. Ft., 10 Ft. ceilings

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Thu, 25-Sep-2025	8:00 AM-12:00 PM	Breakout Breakout	Hollow Square 50 people	Pine & Spruce • 1,922 Sq. Ft., 10 Ft. ceilings
Thu, 25-Sep-2025	8:00 AM-12:00 PM	Breakout Breakout	Hollow Square 20 people	Birch • 581 Sq. Ft., 10 Ft. ceilings
Thu, 25-Sep-2025	8:00 AM-12:00 PM	Breakout Breakout	Hollow Square 30 people	Alder • 1,052 Sq. Ft., 10 Ft. ceilings
Thu, 25-Sep-2025	8:00 AM-12:00 PM	Breakout Breakout	Hollow Square 15 people	Boardroom • 981 Sq. Ft., 10 Ft. ceilings
Thu, 25-Sep-2025	9:00 AM-12:00 PM	General Session General Session	Crescent Rounds 150 people • 24-hour hold	Heritage D, C, A • 7,054 Sq. Ft., 18 Ft. ceilings
Thu, 25-Sep-2025	10:00 AM-10:30 AM	Exhibitor Coffee Break Break	150 people	Heritage B, E, F • 7,054 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 with the exception of house patch fees.

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Estimated Costs

Total F&B Minimum	USD \$31,000.00
Applicable Tax	8.4%
Service Charge	23%

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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					

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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	Complimentary					
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 Questions

1. Can you meet all of the meeting room needs? If there are any limitations, please list them here. (Comment) (Required)

Yes we can meet all of the meeting space needs.