

UPDATED 1.31.24 IBM (International Brotherhood of Magicians) 2026 (and 2027 as well)

International Brotherhood of Magicians



Request for Proposal (RFP)

RFP Details

RFP Name	UPDATED 1.31.24 IBM (International Brotherhood of Magicians) 2026 (and 2027 as well)
Response Due Date	Tue, Feb 6, 2024
Decision Due Date	Fri, Mar 8, 2024
RFP Type	Meeting Space and Guest Rooms
RFP Code	ZYN6QZW8YMF
Description	<p>**ideally we find our 2026 AND 2027 hotels with this 1 RFP. (DIFFERENT CITIES not both in same hotel just to clarify...)</p> <p>The International Brotherhood of Magicians is the world's largest organization dedicated to the art of magic, with members in over 88 countries.</p> <p>The annual event usually takes place in July all day sessions and breakouts Monday-Saturday in the hotel larger and smaller ballrooms for performances, shows, and exhibitor room</p> <p>big banquet dinner event on Friday with buffet and cash bar VIP "Merlin Gathering" for 100+ people on Saturday morning</p> <p>**final schedule TBD based on space at hotel</p> <p>Evening shows have the potential to sell tickets to the public, with an expected attendance of 600-800 people. The group might need to find a local theater nearby for a public show. (CVB assistance with this part please)</p> <p>ideal room rate around \$125 ideal F&B min for contracting \$15,000</p> <p>many opportunities to capture hotel F&B revenue in hotel restaurants and to sell concessions / boxed lunches in the convention area</p> <p>DO NOT TURN DOWN based on space because group can use a theater nearby for "showroom"</p> <p>prefer non-union properties</p> <p>HISTORY: 2028- Houston 2027- 2026- 2025- Houston Texas 2024- Tacoma WA 2023 July Wyndham Grand Pittsburgh Downtown (rescheduled from 2020 due to Covid) 2022 July- Hilton Atlanta Airport (+ overflow hotels) 15K F&B min, room rate \$129 2020 MOVED to 2021 then 2023 due to COVID-19 Wyndham Grand Pittsburgh 7/5/21 rate \$120 F&B min \$15,000. 2019 Talking Stick Resort, Scottsdale Arizona -rate \$105, F&B min too high \$22,500 2018 Amway Grand Plaza, Grand Rapids MI- rate \$103, F&B spend \$17,800.00, room nights picked up =1069 2017 Galt House, Louisville KY- (this was a combined convention with 2 groups)</p>
Decision Factors	<p>able to use own AV non-union a plus theater on property a plus (or nearby necessary if space not on property) property must have a secure/lockable ballroom, not foyer space, for Vendor room (setup = 30 U shaped tabletop exhibitors Monday-Sunday 1 U = 3 tables + 2 chairs table linens / skirted (So... 30 u shaped = 90 tables needed)</p>
Billing Information	<p>can do deposits but prefer final payment AFTER event not before. Can set up direct bill.</p> <p>rooms IPO unless noted to be on a master account</p>
Concession and	see questions in RFP

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Contractual Information

F&B not to exceed 20K max (prefer 15K for faster contract approval) with waived rental.

Key Contact Information

Contact Name	Amy Lipson	Email Address	alipson@helmsbriscoe.com
Organization	HelmsBriscoe	Phone Number	3018736800
Title	Director, Global Accounts		
Preferred Contact Method	Cvent, Email Address, Phone Number	Mobile Phone Number	3018736800
Address	38 Maryland Ave, Unit 511 Rockville, MD 20850 USA		
Website	HelmsBriscoe		

Organization Information

Organization Name	International Brotherhood of Magicians		
Organization Type	Association		
Address	HelmsBriscoe St Charles, MO		
Events per Year	1	Average Attendees per Event	501 - 1,000
Multi-Day Events	100%	Average Room Nights per Event	1,001 - 1,500
Organization Information	The International Brotherhood of Magicians is a non-profit organization for both professional and amateur close-up and stage magicians, with approximately 15,000 members worldwide.		
	Organization is registered in St. Charles MO but contract will be signed remote from other location		

Event Information

Event Name	IBM 2026		
Total Attendees	425		
Event Type	Conference or Convention	Total Meeting Space Required	20,000 sq. ft.(2,000 sq. m)
Commission	Yes	Largest Meeting Room Required	7,000 sq. ft.(700 sq. m)
Event History	The planner has indicated that this event has been held before.		
Dates Flexible	Yes		
Event Dates	Sun, Jul 12, 2026 - Sun, Jul 19, 2026 + 4 alternate dates		

Date Type	Event Date Options	Notes
Planner Preferred	Sun, Jul 12, 2026 - Sun, Jul 19, 2026	
Alternate Date	Sun, Jul 19, 2026 - Sun, Jul 26, 2026	
Alternate Date	Sun, Jul 5, 2026 - Sun, Jul 12, 2026	
Alternate Date	Sun, Jul 11, 2027 - Sun, Jul 18, 2027	
Alternate Date	Sun, Jul 18, 2027 - Sun, Jul 25, 2027	

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Contract Signature Location	Texas
Business Objectives	Annual convention
Destinations Under Consideration	many cities under consideration hoping to review both 2026 AND 2027 availability and select 1 hotel for each open year.
Additional Information	please provide all July availability EXCEPT over July 4th please F&B History: Our most recent actual F&B was \$17,313 (2018), \$24,824 (2019), and \$19,525 (2022). Average is \$20,554 Food & Beverage. We had no convention in 2020 (covid), and had a virtual convention in 2021 (covid)

View Event History

This event has been held in the following locations:

Venue Name	City	State	Date	Attendees	Room Block	Room Pick-Up	Food and Beverage Spend
Hilton Atlanta	Atlanta	Georgia	July 2022		993	991	
	<i>15K min on contract</i>						
Wyndham Grand - Pittsburgh Downtown	Pittsburgh	Pennsylvania	July 2023		1,001		
	<i>19K F&B min</i>						
Marriott Tacoma Downtown	Tacoma	Washington	July 2024				

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Sat, Jul 11, 2026					3
Sun, Jul 12, 2026	6			1	5
Mon, Jul 13, 2026	39			1	5
Tue, Jul 14, 2026	140			1	5
Wed, Jul 15, 2026	199			1	5
Thu, Jul 16, 2026	204			1	5
Fri, Jul 17, 2026	204			1	5
Sat, Jul 18, 2026	179			1	5
Sun, Jul 19, 2026	22			1	3

Check-In Date Sat, Jul 11, 2026

Budgeted Room Rate USD \$120

Additional Information folks do share rooms and many attendees are couples so room count tends to be less than attendance due to 2 ppl in most rooms,

****There will also be a mid-winter board meeting/ pre-con to be booked in the selected hotel that will take place around 6 months prior to the event in January

Total Room Nights 1,042

Peak Room Nights 210

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Meeting Room Requirements

Start Date Sun, Jul 12, 2026

Day	Time	Agenda Item	Meeting Room Requested
Sun, Jul 12, 2026	12:00 AM-11:45 PM	Office/ Storage space near Registration Office	5 people <ul style="list-style-type: none"> • 24-hour Hold
Sun, Jul 12, 2026	12:00 AM-11:45 PM	Theater set for 50 ppl- Teen Seminar Other <i>Notes or Exceptions: set up Sunday Mon & Tues Teen Seminar room Use rest of week for other programming through Saturday night</i> <i>auditorium seating is preferred for best viewing if venue has this type room</i>	Theater (Meeting Room Required) 500 Sq. Ft. / 50 people <ul style="list-style-type: none"> • 24-hour Hold
Sun, Jul 12, 2026	12:00 AM-11:45 PM	Green room/ Speaker Ready Room Speaker Room <i>Notes or Exceptions: set up Sunday, then used throughout the convention- performer ready room NEAR THE GRAND BALLROOM</i>	5 people <ul style="list-style-type: none"> • 24-hour Hold
Sun, Jul 12, 2026	12:00 AM-11:45 PM	General Session General Session <i>Notes or Exceptions: set up Sunday, then used throughout the convention with load out/ move out following Sunday morning</i> <i>can be RE-used throughout the event for: daytime session evening Reception/ banquet</i> <i>Theater set for daytime approx. 300-450 ppl room for staging</i>	Theater (Meeting Room Required) 4,500 Sq. Ft. / 450 people <ul style="list-style-type: none"> • 24-hour Hold
Sun, Jul 12, 2026	12:00 AM-11:45 PM	Registration/ Hospitality Desk Registration	<ul style="list-style-type: none"> • 24-hour Hold
Sun, Jul 12, 2026	12:00 AM-11:45 PM	Board Meeting Room Meeting <i>Notes or Exceptions: set u shape for 35-40 ppl with rows of seating on open end (see diagram attached) at least one day change to classroom style</i> <i>Wed= Outgoing president's Board meeting on Wednesday morning ;</i> <i>Thurs=annual meeting on Thursday morning;</i> <i>Fri= incoming president's meeting on Friday morning</i>	U-Shape (Meeting Room Required) 1,300 Sq. Ft. / 60 people <ul style="list-style-type: none"> • 24-hour Hold
Mon, Jul 13, 2026	12:00 AM-11:45 PM	Office/ Storage space near Registration Office	5 people <ul style="list-style-type: none"> • 24-hour Hold
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Mon, Jul 13, 2026	12:00 PM-11:45 AM	<p>Vendor Room Exhibit <i>Notes or Exceptions: 30 tabletop exhibitors Monday-Sunday</i></p> <p><i>room must be secure/lockable, not foyer space</i></p> <p><i>each = 3 tables + 2 chairs (90 tables provided comp please) table linens & skirts provided please</i></p> <p><i>tables set with 1 in front, then 2 stacked behind- can use schoolroom table on larger table - used for display</i></p>	<p>Tabletop Exhibit (Meeting Room Required) 3,000 Sq. Ft.</p> <ul style="list-style-type: none"> • 24-hour Hold
Mon, Jul 13, 2026	5:00 PM-11:45 PM	<p>OPTIONAL BALLROOM high ceiling seat 600 theater <i>Notes or Exceptions: If the hotel has a high ceiling ballroom that can support staging (built-in is a plus) and seat at least 600 (or more) we will definitely use this- we can also use this for the General Session room + the evening shows. *IF NOT* then we can rent a theater nearby. Just need to know if you have it.</i></p>	<p>Theater 6,500 Sq. Ft. / 600 people</p>
Tue, Jul 14, 2026	12:00 AM-11:45 PM	<p>Office/ Storage space near Registration Office</p>	<p>5 people</p> <ul style="list-style-type: none"> • 24-hour Hold

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Thu, Jul 16, 2026	12:00 AM-11:45 PM	<p>Office/ Storage space near Registration Office</p>	<p>5 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Thu, Jul 16, 2026	12:00 AM-11:45 PM	<p>Theater set for 50 ppl- Teen Seminar Other</p> <p><i>Notes or Exceptions: set up Sunday Mon & Tues Teen Seminar room Use rest of week for other programming through Saturday night</i></p> <p><i>auditorium seating is preferred for best viewing if venue has this type room</i></p>	<p>Theater (Meeting Room Required) 500 Sq. Ft. / 50 people</p> <ul style="list-style-type: none"> • 24-hour Hold
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Thu, Jul 16, 2026	12:00 AM-11:45 PM	<p>General Session</p> <p>General Session</p> <p><i>Notes or Exceptions: set up Sunday, then used throughout the convention with load out/ move out following Sunday morning</i></p> <p><i>can be RE-used throughout the event for: daytime session evening Reception/ banquet</i></p> <p><i>Theater set for daytime approx. 300-450 ppl</i></p> <p><i>room for staging</i></p>	<p>Theater (Meeting Room Required) 4,500 Sq. Ft. / 450 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Thu, Jul 16, 2026	12:00 AM-11:45 PM	<p>Registration/ Hospitality Desk</p> <p>Registration</p>	<ul style="list-style-type: none"> • 24-hour Hold
Thu, Jul 16, 2026	12:00 AM-11:45 PM	<p>Board Meeting Room</p> <p>Meeting</p> <p><i>Notes or Exceptions: set u shape for 35-40 ppl with rows of seating on open end (see diagram attached) at least one day change to classroom style</i></p> <p><i>Wed= Outgoing president's Board meeting on Wednesday morning ;</i> <i>Thurs=annual meeting on Thursday morning;</i> <i>Fri= incoming president's meeting on Friday morning</i></p>	<p>U-Shape (Meeting Room Required) 1,300 Sq. Ft. / 60 people</p> <ul style="list-style-type: none"> • 24-hour Hold

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Thu, Jul 16, 2026	11:30 PM-1:30 AM	<p>Invisible Lodge Meeting Meeting <i>Notes or Exceptions: set up: combination of smaller round tables and high-top tables, for casual mixing. And a small elevated stage for some presentations// do not need food/drinks, they meet for one hour, and have about twenty people attending // can re-purpose an existing space if necessary</i></p>	<p>Other (Meeting Room Required) 200 Sq. Ft. / 20 people</p>
Fri, Jul 17, 2026	12:00 AM-11:45 PM	<p>Office/ Storage space near Registration Office</p>	<p>5 people • 24-hour Hold</p>
Fri, Jul 17, 2026	12:00 AM-11:45 PM	<p>Theater set for 50 ppl- Teen Seminar Other <i>Notes or Exceptions: set up Sunday Mon & Tues Teen Seminar room Use rest of week for other programming through Saturday night</i></p> <p><i>auditorium seating is preferred for best viewing if venue has this type room</i></p>	<p>Theater (Meeting Room Required) 500 Sq. Ft. / 50 people • 24-hour Hold</p>
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Fri, Jul 17, 2026	12:00 AM-11:45 PM	<p>Close Up Magic- Breakout 1 Breakout Session <i>Notes or Exceptions: 5x rooms for "close up magic" competitions and seminars, 40-60ppl in each room</i></p> <p><i>set theater style/ auditorium for best viewing if possible</i></p>	<p>Theater (Meeting Room Required) 550 Sq. Ft. / 60 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Fri, Jul 17, 2026	12:00 AM-11:45 PM	<p>Close Up Magic- Breakout 2 Breakout Session <i>Notes or Exceptions: 5x rooms for "close up magic" competitions and seminars, 40-60ppl in each room</i></p> <p><i>set theater style/ auditorium for best viewing if possible</i></p>	<p>Theater (Meeting Room Required) 550 Sq. Ft. / 60 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Fri, Jul 17, 2026	12:00 AM-11:45 PM	<p>Close Up Magic- Breakout 3 Breakout Session <i>Notes or Exceptions: 5x rooms for "close up magic" competitions and seminars, 40-60ppl in each room</i></p> <p><i>set theater style/ auditorium for best viewing if possible</i></p>	<p>Theater (Meeting Room Required) 550 Sq. Ft. / 60 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Fri, Jul 17, 2026	12:00 AM-11:45 PM	<p>Close Up Magic- Breakout 4 Breakout Session <i>Notes or Exceptions: 5x rooms for "close up magic" competitions and seminars, 40-60ppl in each room</i></p> <p><i>set theater style/ auditorium for best viewing if possible</i></p>	<p>Theater (Meeting Room Required) 550 Sq. Ft. / 60 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Fri, Jul 17, 2026	12:00 AM-11:45 PM	<p>Close Up Magic- Breakout 5 Breakout Session <i>Notes or Exceptions: 5x rooms for "close up magic" competitions and seminars, 40-60ppl in each room</i></p> <p><i>set theater style/ auditorium for best viewing if possible</i></p>	<p>Theater (Meeting Room Required) 550 Sq. Ft. / 60 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Fri, Jul 17, 2026	12:00 AM-11:45 PM	<p>Ready Room/ Green Room - Close Up Magic <i>Notes or Exceptions: green room for performers/contestants near the 5 breakouts</i></p>	<p>5 people</p> <ul style="list-style-type: none"> • 24-hour Hold

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International Brotherhood of Magicians



Request for Proposal (RFP)

Fri, Jul 17, 2026	12:00 PM-11:45 AM	<p>Vendor Room Exhibit <i>Notes or Exceptions: 30 tabletop exhibitors Monday-Sunday</i></p> <p><i>room must be secure/lockable, not foyer space</i></p> <p><i>each = 3 tables + 2 chairs (90 tables provided comp please) table linens & skirts provided please</i></p> <p><i>tables set with 1 in front, then 2 stacked behind- can use schoolroom table on larger table - used for display</i></p>	<p>Tabletop Exhibit (Meeting Room Required) 3,000 Sq. Ft.</p> <ul style="list-style-type: none"> • 24-hour Hold
Fri, Jul 17, 2026	5:00 PM-11:45 PM	<p>OPTIONAL BALLROOM high ceiling seat 600 theater <i>Notes or Exceptions: If the hotel has a high ceiling ballroom that can support staging (built-in is a plus) and seat at least 600 (or more) we will definitely use this- we can also use this for the General Session room + the evening shows. *IF NOT* then we can rent a theater nearby. Just need to know if you have it.</i></p>	<p>Theater 6,500 Sq. Ft. / 600 people</p>
Fri, Jul 17, 2026	6:00 PM-11:45 PM	<p>Banquet Dinner <i>Notes or Exceptions: sit down dinner for up to 250 ppl</i> <i>Awards presentations (can repurpose the Grand Ballroom, or use a large atrium or foyer area)</i></p> <p><i>not for ALL attendees only for folks who buy ticket as part of their event registration</i></p> <p><i>no cash bar</i></p>	<p>Rounds (Meeting Room Required) 3,000 Sq. Ft. / 250 people</p>
Sat, Jul 18, 2026		<p>Order of Merlin Gathering Luncheon Lunch <i>Notes or Exceptions: time TBD- possible lunch/ brunch, just sandwiches and maybe coffee and sodas private invite only event with light refreshments</i> <i>mix of high tops and small rounds</i> 100 ppl</p> <p><i>time TBD- lunch or late afternoon - will schedule time based on space avail at selected hotel</i></p>	<p>Reception (Meeting Room Required) 1,500 Sq. Ft. / 100 people</p>
Sat, Jul 18, 2026	12:00 AM-11:45 PM	<p>Office/ Storage space near Registration Office</p>	<p>5 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Sat, Jul 18, 2026	12:00 AM-11:45 PM	<p>Theater set for 50 ppl- Teen Seminar Other <i>Notes or Exceptions: set up Sunday Mon & Tues Teen Seminar room</i> <i>Use rest of week for other programming through Saturday night</i></p> <p><i>auditorium seating is preferred for best viewing if venue has this type room</i></p>	<p>Theater (Meeting Room Required) 500 Sq. Ft. / 50 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Sat, Jul 18, 2026	12:00 AM-11:45 PM	<p>Green room/ Speaker Ready Room Speaker Room <i>Notes or Exceptions: set up Sunday, then used throughout the convention- performer ready room NEAR THE GRAND BALLROOM</i></p>	<p>5 people</p> <ul style="list-style-type: none"> • 24-hour Hold

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Sat, Jul 18, 2026	12:00 AM-11:45 PM	<p>General Session General Session <i>Notes or Exceptions: set up Sunday, then used throughout the convention with load out/ move out following Sunday morning</i></p> <p><i>can be RE-used throughout the event for: daytime session evening Reception/ banquet</i></p> <p><i>Theater set for daytime approx. 300-450 ppl room for staging</i></p>	<p>Theater (Meeting Room Required) 4,500 Sq. Ft. / 450 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Sat, Jul 18, 2026	12:00 AM-11:45 PM	<p>Registration/ Hospitality Desk Registration</p>	<ul style="list-style-type: none"> • 24-hour Hold
Sat, Jul 18, 2026	12:00 AM-11:45 PM	<p>Board Meeting Room Meeting <i>Notes or Exceptions: set u shape for 35-40 ppl with rows of seating on open end (see diagram attached) at least one day change to classroom style</i></p> <p><i>Wed= Outgoing president's Board meeting on Wednesday morning ;</i> <i>Thurs=annual meeting on Thursday morning;</i> <i>Fri= incoming president's meeting on Friday morning</i></p>	<p>U-Shape (Meeting Room Required) 1,300 Sq. Ft. / 60 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Sat, Jul 18, 2026	12:00 PM-11:45 AM	<p>Vendor Room Exhibit <i>Notes or Exceptions: 30 tabletop exhibitors Monday-Sunday</i></p> <p><i>room must be secure/lockable, not foyer space</i></p> <p><i>each = 3 tables + 2 chairs (90 tables provided comp please) table linens & skirts provided please</i></p> <p><i>tables set with 1 in front, then 2 stacked behind- can use schoolroom table on larger table - used for display</i></p>	<p>Tabletop Exhibit (Meeting Room Required) 3,000 Sq. Ft.</p> <ul style="list-style-type: none"> • 24-hour Hold
Sat, Jul 18, 2026	5:00 PM-11:45 PM	<p>OPTIONAL BALLROOM high ceiling seat 600 theater <i>Notes or Exceptions: If the hotel has a high ceiling ballroom that can support staging (built-in is a plus) and seat at least 600 (or more) we will definitely use this- we can also use this for the General Session room + the evening shows. *IF NOT* then we can rent a theater nearby. Just need to know if you have it.</i></p>	<p>Theater 6,500 Sq. Ft. / 600 people</p>
Sun, Jul 19, 2026	12:00 AM-12:00 PM	<p>Office & Registration - move out Office <i>Notes or Exceptions: move out Sunday morning</i></p>	5 people
Sun, Jul 19, 2026	12:00 AM-12:00 PM	<p>Vendor Room- move out Exhibit <i>Notes or Exceptions: Vendor room- move out Sunday morning</i></p>	Other
Sun, Jul 19, 2026	12:00 AM-12:00 PM	<p>General session/ banquet space <i>Notes or Exceptions: Grand ballroom move out Sunday morning</i></p>	

Food and Beverage Budget USD \$15,000

Peak Meeting Rooms 13

UPDATED 1.31.24 IBM (International Brotherhood of Magicians) 2026 (and 2027 as well)

International Brotherhood of Magicians



Request for Proposal (RFP)

AV Requirements group brings own AV/ production team, MIGHT need additional items from hotel AV if necessary

Additional Information flex use of space- see attached agenda for reference, some days need classroom for 50 and next day theater for 150

smaller sessions Monday and Tuesday

Tuesday usually starts set up for performance space (ballroom) and exhibitor space

Ballroom high ceiling is required if doing evening shows on property

Group to bring own AV

IF hotel has a theater/ showroom space for Thurs-Sat nights, set up = 4hr tech time

We will definitely consider hotels that do not have the theater space and in this case will use a theater nearby for these evening events

Please see attached agenda draft for more details

approx. space need on property is minimum 15,000 sq ft

Additional Questions

1. Are you a Union property? (Single choice) (Required)

- Yes
- No

2. Are you able to hold the entire event, including the showroom/theater space with high ceiling, room for staging, and with seating for 600+ on property? Or do we need to find a theater nearby for evening performances? (Comment) (Required)

3. Please note theaters are in your local area, and distance from hotel (walkable) for Group to possibly contact for booking space for evening shows if this is not an option to hold on property (CVB's please provide details as well) (Comment) (Required)

4. Some magicians use animals. Will you agree to this contract clause?

Animals on Property

It is understood by the hotel and hotel staff that a performing magician will often have animals (rabbits, birds, etc...) that are utilized in the performance. Any animals necessary for part of the contracted event will be permitted by the hotel.

Upon check in guest will disclose all accompanying animals, and will agree to the following terms:

- Animals left unattended in room will be in cages/confined area
- Animal is free of ticks and fleas
- Animal waste will be disposed of and not left in room, hallways, or wastebaskets in common areas inside the hotel.
- Animal will be kept off all furniture including beds, chairs, and couches
- Guest will assume financial responsibility for any damage caused by animal with either a refundable security deposit at check in, or a bill for damage after room inspection that results in loss of revenue for the hotel (Single choice) (Required)

- Yes we agree to use the "Animals on Property" clause and will allow small animals as noted.
- NO- no animals on property at all

5. Will you agree to complementary tables for vendor room (up to 90 tables) with linens and 2 chairs each? (usually each vendor uses 2 x6 ft tables and 1x schoolroom table each per vendor) (Single choice) (Required)

- Yes use of tables (linens and chairs) is complementary
- Other

6. Are there any mandatory fees added to F&B other than tax/service? (Such as event fee, administration fee, convenience fee, etc...)

If so, please explain, in detail, what is covered by these fees that is not already included in the meeting room rental or service charge.

***note- Preference will be given to hotels without added fees. (Comment) (Required)**

7. Are there any events at the hotel or in the city immediately prior to, during, or after this booking which may impact the execution of this program, such as the rates, availability of rooms or access to the hotel and neighborhood services? This may include religious holidays, sporting events, concerts, govt affairs, trade shows, etc...? Thank you for helping us set the right expectations for the client! (Comment) (Required)

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

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

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

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

- 1 Star
- 2 Star
- 3 Star
- 4 Star
- 5 Star
- Not Rated - Star
- 1 Diamond
- 2 Diamond
- 3 Diamond
- 4 Diamond
- 5 Diamond
- Not Rated - Diamond

12. Will the meeting room rentals be waived with a 15K F&B minimum? If not, what rates will apply? (Comment) (Required)

13. What is the type and cost of internet access in meeting rooms? Will any internet costs be waived for this group? (Comment) (Required)

14. 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)

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

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

17. Requested concessions:

1/ 40 comp rooms

80% or better attrition calculated cumulatively

waived space rental with F&B min met

5 staff rooms per night at \$80 or reduced rate

1 or 2 comp suites (or 1 x two bedroom suite)

discount if use any in-house AV

no charge for wall plug in power

3 VIP complimentary amenities

3 room upgrades at group rate

complimentary internet in guest rooms and meeting/event space

complimentary tables for vendor room (up to 90) with linens and 2 chairs each

21 day cut off

double or bonus reward points to event planner (Comment) (Required)

18. The group will use the selected hotel for a 2-day mid-winter board meeting/ pre-con, usually in January of this event year, actual date TBD and will be flexible based on host hotel availability.

Rooms are to be a courtesy block with no attrition,

waived room rental and no F&B min

and room rate below the convention rate, preferably at the staff rate.

Do you agree? (Single choice) (Required)

YES, we will look forward to seeing the group here in January and agree to the courtesy block, staff rate for rooms, and comp meeting room for 2 days

NO, we will require rental

No, we will require contracting with attrition

no, we will require contracting with rental costs and attrition.

19. Are there any concessions/offers exclusive to HelmsBriscoe clients, or special /additional hotel or city incentives that you would like to offer this group? They are VERY interested in a city incentive or rebate per room night back to master account to help offset production costs. Please note incentives that will apply? (Comment) (Required)

20. Attrition- will you agree to at least 80%, with 20% allowable slippage, calculated cumulatively, including pre and post nights? (Single choice)

Yes, I agree to 80%

No, I cannot agree to this

Yes, plus I can do even better than 80%!!

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

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

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

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

25. 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)

26. 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)

I agree that HelmsBriscoe will be paid the industry-accepted rate or above as detailed in next questions.

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

27. 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) (Required)

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28. 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. Please note, if below 10%, the Placement Fee may be split in portions – 7% from brand / 3% or alternative compensation from on-property sales team as promotional sourcing fee. (Comment) (Required)

29. Hotel reward points to the HB associate do not go into the client/hotel contract. Please acknowledge that associate will be awarded points by your hotel (appropriate brand forms are on file and will be submitted as required) (Multiple choice) (Required)

- No we do not have a hotel rewards program
- Yes we will award hotel reward points to the HelmsBriscoe associate
- Yes we will offer points and additional bonus points noted here in "other"
- Other

Additional Files

File Name	RFP Type	File Size	Uploaded Date
Board Meeting Floor Plan 2020.pdf	Portable Document Format (.pdf)	1.93 MB	Mon, May 22, 2023