

# Virginia Association of Surveyors 2026

Virginia Association of Surveyors

Request for Proposal (RFP)

## RFP Details

<b>RFP Name</b>	Virginia Association of Surveyors 2026
<b>Response Due Date</b>	Wed, May 1, 2024
<b>Decision Due Date</b>	Fri, May 31, 2024
<b>RFP Type</b>	Meeting Space and Guest Rooms
<b>RFP Code</b>	KCN2T5YG5CM
<b>Description</b>	The Virginia Association of Surveyors (VAS), a statewide professional society of individual practitioners in the surveying and mapping field, is seeking a property as a site for its annual Convention in April 2025 and 2026.

This is two programs in one - their John Foster Education program and the general annual convention. The John Foster attendees will arrive on Monday and meet all day Tues, Wed, and Thurs. General members will arrive for a reception on Wednesday and meet all day Thurs and Fri.

They would like two separate room blocks - each with their own reservation link and call in code. One for the John Foster attendees and one for the general conference attendees.

**John Foster Meeting Specs:**

70 attendees  
 2 meeting rooms all day Tues,Wed,Thurs - classroom for 30, classroom for 40  
 Bfast, Lunch, & breaks served in foyer & eaten in meeting rooms Tues & Wed (Thurs, attendees will join convention for bfast & lunch in GS room)

**Annual Convention:**

130 attendees  
 General Session Room - 25 tabletop exhibits around perimeter, rounds for 200, buffet for meals in foyer.  
 two concurrent breakout sessions, classroom 50 each  
 Office, Board Room, and Hospitality Suite all needed Wed, Thurs, and Fri.  
 Can reuse 1 John Foster mtg room on Fri.  
 Will serve breakfast & lunch to all attendees Thurs & Fri  
 Reception in GS Thurs  
 Smaller Banquet dinner Fri  
 breakfast on Sat  
 Program ends Sat @ noon

**Meals:**

Tues - breakfast 70  
 Wed - breakfast 70  
     - reception in hospitality suite - 50 ppl  
 Thurs - breakfast 200  
     - lunch 200  
     - reception in GS room 200  
     - reception in hospitality suite 50  
 Fri - breakfast 200  
     - lunch 200  
     - dinner 100 (separate meal room)  
     - reception in hospitality suite 50  
 Sat - breakfast 70

**History:**

1/22-24 2015 Wyndham VA Crossing Hotel in Glen Allen, VA  
 1/21-26 2016 Marriott Waterside Norfolk, VA  
 1/25-28, 2017 Hyatt Regency Herndon Dulles, VA  
 1/18-21, 2018 Stonewall Jackson Hotel Staunton VA  
 4/24-27, 2019 Hyatt Regency Herndon VA  
 change to April for first year  
 2020 - Cancelled  
 9/15-18,2021 - Doubletree Williamsburg, VA  
 4/6-9, 2022 - Wyndham VA Oceanfront, Virginia Beach, VA

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	4/12-15, 2023 – Newport News Marriott at City Center, Newport News, VA 4/3-6, 2024 – Hotel Madison, Harrisonburg, VA
	Richmond, Charlottesville, or Roanoke for 2026 - if Richmond is selected for both 2025 & 2026 they would consider a 2 year contract
	See attached for full RFP
<b>Decision Factors</b>	Price - attendees don't have a large budget for sleeping rooms
<b>Billing Information</b>	Staff, VIPS, and all meeting expenses on master account w/rooming list Attendees will make reservations and pay on own
<b>Concession and Contractual Information</b>	Requested: 2 separate room blocks each with their own reservation link and call in code 1 complimentary presidential suite w/attached bedroom for duration of conference Discounted room rate for 3 staff rooms Mon-Sun Complimentary meeting space w/F&B minimum (with the exception of 1 boardroom and the office, they are serving all meals in the same rooms as the meetings to condense the needed meeting space and we hope is a benefit to the hotel!) Complimentary self parking for all attendees Complimentary basic bandwidth in meeting space Triple rewards points for HB and Planner 2 complimentary rooms for 1 night for site visit or pre-planning visit Extra concessions offered for multi-year contract for 2025 and 2026 (see separate cvent rfp fro 2026) 10 complimentary VIP amenities - chef's choice 5 rooms at government per diem rate to be included in HB commission and total pickup 1 per 40 comp room policy rate honored 2 days pre and post

Key Contact Information			
<b>Contact Name</b>	Ali Cannon	<b>Email Address</b>	acannon@helmsbriscoe.com
<b>Organization</b>	HelmsBriscoe	<b>Phone Number</b>	6153648041
<b>Title</b>	Director, Global Accounts		
<b>Preferred Contact Method</b>	Cvent, Email Address, Phone Number		
<b>Address</b>	2109 Putnam Ln Mount Juliet, TN 37122 USA		

Organization Information	
<b>Organization Name</b>	Virginia Association of Surveyors
<b>Organization Type</b>	Association
<b>Address</b>	10304 Democracy Ln #300 Fairfax, VA 22030
<b>Events per Year</b>	0

## Virginia Association of Surveyors 2026

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Event Information		
<b>Event Name</b>	Virginia Association of Surveyors 2026	
<b>Total Attendees</b>	200	
<b>Commission</b>	Yes - 10.00%	
<b>Event History</b>	The planner has indicated that this event has been held before.	
<b>Dates Flexible</b>	Yes	
<b>Event Dates</b>	Tue, Apr 7, 2026 - Sat, Apr 11, 2026 + 1 alternate dates	
Date Type	Event Date Options	Notes
<b>Planner Preferred</b>	Tue, Apr 7, 2026 - Sat, Apr 11, 2026	
<b>Alternate Date</b>	Tue, Apr 14, 2026 - Sat, Apr 18, 2026	
<b>Business Objectives</b>	Education and Networking	
<b>Destinations Under Consideration</b>	Must stay in Virginia Richmond, Charlottesville, or Roanoke	
<b>Attendee Profile</b>	70 Tues & Wed 200 Thurs, Fri 70 Sat	

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
Hotel Madison	Harrisonburg	Virginia	April 2024		336	325	
<i>2025 &amp; 2026 room block matches 2024 final pickup per night</i>							

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**Guest Room Requirements**

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, Apr 6, 2026	14			1	3
Tue, Apr 7, 2026	52			1	3
Wed, Apr 8, 2026	99			1	3
Thu, Apr 9, 2026	99			1	3
Fri, Apr 10, 2026	41			1	3
Meeting Room Name Occupancy	Double	-	-	-	-

**Check-In Date** Mon, Apr 6, 2026

**Total Room Nights** 325

**Peak Room Nights** 103

**Additional Information** They want 2 blocks - about 52 each night for John Foster, and the rest for the general conference. We haven't split the blocks before so we don't have good data on exactly how many for each block.

John Foster:

Mon - 14

Tues - 52

Wed - 52

Thurs - 52

Fri - 10

Convention:

Tues - 0

Wed - 48

Thurs - 48

Fri - 31

Staff - 3 rooms each night

Suite - 1 complimentary president's suite/hospitality suite

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## Meeting Room Requirements

**Start Date** Tue, Apr 7, 2026

Day	Time	Agenda Item	Meeting Room Requested
Tue, Apr 7, 2026	7:30 AM-5:00 PM	<b>John Foster Meeting Room 1</b> <i>Notes or Exceptions: Classroom for 30 Breakfast, Lunch, and breaks served Tues &amp; Wed (Thurs, attendees will eat with main group)</i>	Classroom ( <b>Meeting Room Required</b> ) 30 people
Tue, Apr 7, 2026	7:30 AM-5:00 PM	<b>John Foster Meeting Room 2</b> <i>Notes or Exceptions: Classroom for 40 Breakfast, Lunch, and breaks served Tues &amp; Wed (Thurs, attendees will eat with main group)</i>	Classroom ( <b>Meeting Room Required</b> ) 40 people
Tue, Apr 7, 2026	8:00 AM-9:00 AM	<b>John Foster Breakfast Buffet</b> <i>Notes or Exceptions: John Foster Breakfast 70 ppl - can take food into meeting rooms</i>	70 people
Tue, Apr 7, 2026	8:00 AM-5:00 PM	<b>Office</b> <i>Notes or Exceptions: Small room for storage. Seating for 3</i>	Conference 3 people
Tue, Apr 7, 2026	8:00 AM-5:00 PM	<b>Registration</b> <i>Notes or Exceptions: 2 tables 4 chairs Tues for John Foster, Wed &amp; Thurs for general conferece - if all space is together, can be same setup</i>	4 people
Tue, Apr 7, 2026	12:00 PM-1:00 PM	<b>John Foster Lunch Buffet</b> <i>Notes or Exceptions: 70 ppl Buffet can be set in foyer and food eaten in meeting rooms</i>	70 people
Wed, Apr 8, 2026	7:30 AM-5:00 PM	<b>John Foster Meeting Room 1</b> <i>Notes or Exceptions: Classroom for 30 Breakfast, Lunch, and breaks served Tues &amp; Wed (Thurs, attendees will eat with main group)</i>	Classroom ( <b>Meeting Room Required</b> ) 30 people
Wed, Apr 8, 2026	7:30 AM-5:00 PM	<b>John Foster Meeting Room 2</b> <i>Notes or Exceptions: Classroom for 40 Breakfast, Lunch, and breaks served Tues &amp; Wed (Thurs, attendees will eat with main group)</i>	Classroom ( <b>Meeting Room Required</b> ) 40 people
Wed, Apr 8, 2026	8:00 AM-9:00 AM	<b>John Foster Breakfast Buffet</b> <i>Notes or Exceptions: John Foster Breakfast 70 ppl - can take food into meeting rooms</i>	70 people
Wed, Apr 8, 2026	8:00 AM-5:00 PM	<b>Office</b> <i>Notes or Exceptions: Small room for storage. Seating for 3</i>	Conference 3 people
Wed, Apr 8, 2026	8:00 AM-5:00 PM	<b>Registration</b> <i>Notes or Exceptions: 2 tables 4 chairs Tues for John Foster, Wed &amp; Thurs for general conferece - if all space is together, can be same setup</i>	4 people
Wed, Apr 8, 2026	8:00 AM-5:00 PM	<b>General Session/Exhibits/Meals</b> <i>Notes or Exceptions: 25 tabletop exhibits around perimeter, rounds for 200, smallish stage &amp; podium, AV booth. Buffet can be served in foyer Setup Wed afternoon Breakfast &amp; Lunch Thurs &amp; Fri Reception Thurs Breakfast Sat mtg ends Sat at noon</i>	( <b>Meeting Room Required</b> ) 200 people <ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Wed, Apr 8, 2026	12:00 PM-1:00 PM	<b>John Foster Lunch Buffet</b> <i>Notes or Exceptions: 70 ppl Buffet can be set in foyer and food eaten in meeting rooms</i>	70 people

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Wed, Apr 8, 2026	5:00 PM-10:00 PM	<b>Hospitality Suite</b> Hospitality Suite <i>Notes or Exceptions: 50 ppl will have access, on a flow They normally get this suite comped as a concession</i>	<b>(Meeting Room Required)</b> 50 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Thu, Apr 9, 2026	7:30 AM-5:00 PM	<b>John Foster Meeting Room 1</b> <i>Notes or Exceptions: Classroom for 30 Breakfast, Lunch, and breaks served Tues &amp; Wed (Thurs, attendees will eat with main group)</i>	Classroom <b>(Meeting Room Required)</b> 30 people
Thu, Apr 9, 2026	7:30 AM-5:00 PM	<b>John Foster Meeting Room 2</b> <i>Notes or Exceptions: Classroom for 40 Breakfast, Lunch, and breaks served Tues &amp; Wed (Thurs, attendees will eat with main group)</i>	Classroom <b>(Meeting Room Required)</b> 40 people
Thu, Apr 9, 2026	8:00 AM-9:00 AM	<b>Breakfast</b> <i>Notes or Exceptions: Eaten in GS/Exhibit Hall/Meal Room</i>	200 people
Thu, Apr 9, 2026	8:00 AM-5:00 PM	<b>Office</b> <i>Notes or Exceptions: Small room for storage. Seating for 3</i>	Conference 3 people
Thu, Apr 9, 2026	8:00 AM-5:00 PM	<b>Registration</b> <i>Notes or Exceptions: 2 tables 4 chairs Tues for John Foster, Wed &amp; Thurs for general conferece - if all space is together, can be same setup</i>	4 people
Thu, Apr 9, 2026	8:00 AM-5:00 PM	<b>General Session/Exhibits/Meals</b> <i>Notes or Exceptions: 25 tabletop exhibits around perimeter, rounds for 200, smallish stage &amp; podium, AV booth. Buffet can be served in foyer Setup Wed afternoon Breakfast &amp; Lunch Thurs &amp; Fri Reception Thurs Breakfast Sat mtg ends Sat at noon</i>	<b>(Meeting Room Required)</b> 200 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Thu, Apr 9, 2026	12:00 PM-1:00 PM	<b>Lunch</b> <i>Notes or Exceptions: Eaten in GS/Exhibit Hall/Meal Room</i>	200 people
Thu, Apr 9, 2026	5:00 PM-7:00 PM	<b>President's Reception</b> <i>Notes or Exceptions: in GS/Exhibit Hall/Meal Room</i>	200 people
Thu, Apr 9, 2026	5:00 PM-10:00 PM	<b>Hospitality Suite</b> Hospitality Suite <i>Notes or Exceptions: 50 ppl will have access, on a flow They normally get this suite comped as a concession</i>	<b>(Meeting Room Required)</b> 50 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Fri, Apr 10, 2026	8:00 AM-9:00 AM	<b>Breakfast</b> <i>Notes or Exceptions: Eaten in GS/Exhibit Hall/Meal Room</i>	200 people
Fri, Apr 10, 2026	8:00 AM-5:00 PM	<b>Office</b> <i>Notes or Exceptions: Small room for storage. Seating for 3</i>	Conference 3 people
Fri, Apr 10, 2026	8:00 AM-5:00 PM	<b>General Session/Exhibits/Meals</b> <i>Notes or Exceptions: 25 tabletop exhibits around perimeter, rounds for 200, smallish stage &amp; podium, AV booth. Buffet can be served in foyer Setup Wed afternoon Breakfast &amp; Lunch Thurs &amp; Fri Reception Thurs Breakfast Sat mtg ends Sat at noon</i>	<b>(Meeting Room Required)</b> 200 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>

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Fri, Apr 10, 2026	12:00 PM-1:00 PM	<b>Lunch</b> <i>Notes or Exceptions: Eaten in GS/Exhibit Hall/Meal Room</i>	200 people
Fri, Apr 10, 2026	12:00 PM-1:00 PM	<b>Foundation Meeting (Can Reuse John Foster 1)</b> <i>Notes or Exceptions: Meeting for 30</i>	Classroom 30 people
Fri, Apr 10, 2026	5:00 PM-10:00 PM	<b>Hospitality Suite</b> Hospitality Suite <i>Notes or Exceptions: 50 ppl will have access, on a flow They normally get this suite comped as a concession</i>	<b>(Meeting Room Required)</b> 50 people • 24-hour Hold
Fri, Apr 10, 2026	7:00 PM-10:00 PM	<b>Ticketed Banquet Dinner</b> <i>Notes or Exceptions: Dinner for 100 (attendance will be add on option during online registration so exact number will be known in advance)</i>  <i>Separate room required</i>	<b>(Meeting Room Required)</b> 100 people
Sat, Apr 11, 2026	8:00 AM-9:00 AM	<b>Breakfast</b> <i>Notes or Exceptions: Eaten in GS/Exhibit Hall/Meal Room</i>	200 people
Sat, Apr 11, 2026	8:00 AM-5:00 PM	<b>Office</b> <i>Notes or Exceptions: Small room for storage. Seating for 3</i>	Conference 3 people
Sat, Apr 11, 2026	8:00 AM-5:00 PM	<b>General Session/Exhibits/Meals</b> <i>Notes or Exceptions: 25 tabletop exhibits around perimeter, rounds for 200, smallish stage &amp; podium, AV booth. Buffet can be served in foyer Setup Wed afternoon Breakfast &amp; Lunch Thurs &amp; Fri Reception Thurs Breakfast Sat mtg ends Sat at noon</i>	<b>(Meeting Room Required)</b> 200 people • 24-hour Hold

**AV Requirements** Stage, Screen, Podium, Mics, Projector in GS room  
Screen & Projector in each breakout and John Foster meeting rooms

**Additional Information** They need 200 seats in the General Session room because the John Foster attendees will join for the GS and meals on Thurs & Fri

### Additional Questions

**1. 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. Indicate your agreement to the placement fee by providing your name, title and the date of your response in the area below. (Comment) (Required)**

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

**3. Accounts Payable Phone Number: (Comment) (Required)**

**4. Accounts Payable Email Address: (Comment) (Required)**