

## NEW SALES LEAD

- ☒ Williamsburg Tourism Council  
Address: 421 North Boundary Street P.O. Box 3495 Williamsburg, VA 23185 USA  
Phone: 757.253.2313

**Created:** 12/17/2020  
**Response Due Date:** **12/30/2020**  
**Decision Date:** 03/01/2021  
**From:** Julia Smyth-Young, Director of Sales -- (757) 253-2313,  
julia.smyth-young@visitwilliamsburg.com

**Lead ID:** **3916**  
**Organization:** National Conference on Weights & Measures (NCWM)  
**Market Segment:** Association  
**Meeting:** NCWM Annual Meeting  
**Contact:** Elisa Stritt  
Meeting Planner  
**Company:** National Conference on Weights & Measures (NCWM)  
**Address:** 1135 M Street, Suite 110

Lincoln, NE 68508  
**Phone:** (402) 434-4872  
**Fax:**  
**E-Mail:** elisa.stritt@ncwm.com

## MEETING REQUIREMENTS

**Requested Dates:** 07/07/2023 to 07/13/2023  
**Meeting Dates:** 07/08/2023 to 07/13/2023  
**Alternate Dates:** 07/15/2023 to 07/20/2023  
07/22/2023 to 07/27/2023

## ROOMS FORECAST

**Room Attendance:** 223  
**Requested Rooms:** 983  
**Requested Peak:** 223

	Fri, 07/07/23	Sat, 07/08/23	Sun, 07/09/23	Mon, 07/10/23	Tue, 07/11/23	Wed, 07/12/23	Thu, 07/13/23
<b>Requested Rooms</b>	23	138	203	223	203	178	15

## COMPETITION

Virginia Beach, Norfolk

**Meeting Requirements:**

Office space for staff and exhibitors, Hollow square for 20 with additional space around the perimeter, Reception space for 50, GS for 200, breakout rooms w/ U-shape and T/S, breakouts for 50 T/S, Reception/F&B for 200  
See attached specs

**Schedule of Events:**

Food and Beverage:

- Sunday evening Chairman's Reception to include food and cash bar
- Breakfast and lunch for BOD meeting on Saturday, breakfast on Sunday
- Light breakfast/coffee Monday-Thursday, coffee service only on Sunday

**Comments:**

Respond directly to Elisa and cc Visit Williamsburg. Bids due ASAP for consideration.

- Room rates at or below federal per diem (requirement)
- Flight availability and historical airfare costs
- Surrounding food and entertainment options
- Ability to locate exhibit space (5-10 tabletops) and coffee service in the registration area
- Special concessions such as:
  - o Complimentary meeting space
  - o Complimentary internet (meeting space and guest rooms)
  - o Complimentary Chair Suite
  - o Complimentary or reduced staff room rates (7)
  - o Complimentary exhibit tables
  - o Discounting on A/V and food and beverage
  - o Shipping and Handling hotel charges waived for 20 small boxes and 5 crates
  - o The 3 offices must each include 5 complimentary keys

**Action Requested:**

Respond directly to Elisa with availability and option. All bids are due before December 30, 2020!