



RFP: SEDC 2023 Annual Conference - Visit Williamsburg

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Section Links

[RFP Details](#)

[Message History](#)

[Assignment Details](#)

[Suppliers and Responses](#)

[Proposal Admin](#)

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NEED DATES

PROMOTION

SUGGESTED AD

[View Details](#)

[View Details](#)

[View Details](#)

[General](#) [RFP Key Contact](#) [Event Details](#) **[Event Requirements](#)** [Additional Questions](#)

Guest Room Requirements

	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff	% on Peak
Tue, Jul 25, 2023	--	--	--	--	2	1%
Wed, Jul 26, 2023	--	--	--	--	2	1%
Thu, Jul 27, 2023	--	--	--	--	4	2%
Fri, Jul 28, 2023	20	--	--	--	4	11%
Sat, Jul 29, 2023	55	--	--	9	4	30%
Sun, Jul 30, 2023	215	--	--	9	4	100%
Mon, Jul 31, 2023	215	--	--	9	4	100%
Tue, Aug 1, 2023	165	--	--	9	4	78%
Wed, Aug 2, 2023	--	--	--	--	2	1%
Occupancy per Guest Room						

Budgeted Room Rate: USD \$190.00

Check-In Date: Tue, Jul 25, 2023

Total Room Nights: 736

Peak Room Nights: 228

Additional Information: Program Requirement: 10% rebate on attendee room rate paid to SEDC (amount can be credited to Master Bill)

-Block will be individual call in / IPO (except staff rooms and some VIPs)

- Staff rate 50% of group rate

- 9 suite upgrades at group rate (see agenda item for Monday for Chairman's suite)

-Room Rates of \$190 or less per night are desired. All rates will be considered depending on overall package.

-Conference rate will be offered 3 days pre/post of the conference

-80% cumulative room attrition

-If hotel has fewer than 300 rooms, overflow property must be offered - comparable quality with shuttle service to hos hotel

- Commissionable rate for HelmsBriscoe to be calculated after rebate

Meeting Room Requirements

Date and Time	Agenda Item	Meeting Room Requested
Wed, Jul 26, 2023		

Event Event Requirements

12:00 AM - 11:45 PM	Office & Storage Office  <i>Notes or Exceptions: 24 hour hold. Room with Keyed Locks from Wednesday to Wednesday --- may be single room for both office and storage or two separate spaces --- single space preferred, approx 1200 sq ft with easy access to GS</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Thu, Jul 27, 2023		
12:00 AM - 11:45 PM	Office & Storage Office  <i>Notes or Exceptions: 24 hour hold. Room with Keyed Locks from Wednesday to Wednesday --- may be single room for both office and storage or two separate spaces --- single space preferred, approx 1200 sq ft with easy access to GS</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Fri, Jul 28, 2023		
12:00 AM - 11:45 PM	Office & Storage Office  <i>Notes or Exceptions: 24 hour hold. Room with Keyed Locks from Wednesday to Wednesday --- may be single room for both office and storage or two separate spaces --- single space preferred, approx 1200 sq ft with easy access to GS</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Sat, Jul 29, 2023		
12:00 AM - 11:45 PM	Office & Storage Office  <i>Notes or Exceptions: 24 hour hold. Room with Keyed Locks from Wednesday to Wednesday --- may be single room for both office and storage or two separate spaces --- single space preferred, approx 1200 sq ft with easy access to GS</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
8:00 AM - 12:00 AM	Registration Registration  <i>Notes or Exceptions: A space that can be locked for registration</i>	(Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
9:00 AM - 12:00 PM	Executive Committee Meeting Meeting	Conference (Meeting Room Required) 10 people
12:00 PM - 11:45 AM	Communications Awards Other <i>Notes or Exceptions: Room must be at least 1200 sq.feet. 24 hour hold. Room with Keyed Locks</i>	Other (Meeting Room Required) 1,200 sq. ft.
2:00 PM - 5:00 PM	Board Meeting Meeting	Hollow Square (Meeting Room Required) 45 people
3:00 PM - 12:00 AM	Exhibitor Setup <i>Notes or Exceptions: Skirted Table Top Exhibits - 20 exhibits --- High-traffic area: pre-function with space for breaks</i>	Tabletop Exhibit (Meeting Room Required) 20 people
Sun, Jul 30, 2023		
12:00 AM - 11:45 PM	Office & Storage Office  <i>Notes or Exceptions: 24 hour hold. Room with Keyed Locks from Wednesday to Wednesday --- may be single room for both office and storage or two separate spaces --- single space preferred, approx 1200 sq ft with easy access to GS</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
12:00 AM - 11:45 PM	Breakout Breakout Session 	Classroom (Meeting Room Required) 75 people <ul style="list-style-type: none"> • 24-hour Hold
12:00 AM - 11:45 PM	Breakout Breakout Session	Classroom (Meeting Room Required) 75 people
12:00 AM - 11:45 PM	Exhibits Exhibit <i>Notes or Exceptions: 20 Skirted Table Top Exhibits (number may vary) --- High-traffic area: pre-function with space for breaks</i>	Tabletop Exhibit (Meeting Room Required) 20 people <ul style="list-style-type: none"> • 24-hour Hold
8:00 AM - 12:00 AM	Registration Registration  <i>Notes or Exceptions: A space that can be locked for registration</i>	(Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
8:00 AM - 11:45 PM	Communications Awards Other <i>Notes or Exceptions: Room must be at least 1200 sq.feet. 24 hour hold. Room with Keyed Locks</i>	Other (Meeting Room Required) 1,200 sq. ft. <ul style="list-style-type: none"> • 24-hour Hold
2:00 PM - 5:00 PM	Committee Meeting Meeting <i>Notes or Exceptions: 3 Committee meetings with 10-15 people. No AV Required. Setup TBD.</i>	Other (Meeting Room Required) 10 people
2:00 PM - 5:00 PM	Committee Meeting Meeting <i>Notes or Exceptions: 3 Committee meetings with 10-15 people. No AV Required. Setup TBD.</i>	Other (Meeting Room Required) 10 people
2:00 PM - 5:00 PM	Committee Meeting Meeting	Other (Meeting Room Required) 10 people

Cvent Event Requirements

	<i>Notes or Exceptions: 3 Committee meetings with 10-15 people. No AV Required. Setup TBD.</i>	
5:00 PM - 6:00 PM	State Caucus Meeting <i>Notes or Exceptions: 8 Meeting Rooms or Hospitality Suites with 10-15 people in each room. No AV Required. Setup TBD and may depend on space offered.</i>	Other (Meeting Room Required) 15 people
5:00 PM - 6:00 PM	State Caucus Meeting <i>Notes or Exceptions: 8 Meeting Rooms or Hospitality Suites with 10-15 people in each room. No AV Required. Setup TBD and may depend on space offered.</i>	Other (Meeting Room Required) 15 people
5:00 PM - 6:00 PM	State Caucus Meeting <i>Notes or Exceptions: 8 Meeting Rooms or Hospitality Suites with 10-15 people in each room. No AV Required. Setup TBD and may depend on space offered.</i>	Other (Meeting Room Required) 15 people
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5:00 PM - 6:00 PM	State Caucus Meeting <i>Notes or Exceptions: 8 Meeting Rooms or Hospitality Suites with 10-15 people in each room. No AV Required. Setup TBD and may depend on space offered.</i>	Other (Meeting Room Required) 15 people
5:00 PM - 6:00 PM	State Caucus Meeting <i>Notes or Exceptions: 8 Meeting Rooms or Hospitality Suites with 10-15 people in each room. No AV Required. Setup TBD and may depend on space offered.</i>	Other (Meeting Room Required) 15 people
5:00 PM - 6:00 PM	State Caucus Meeting <i>Notes or Exceptions: 8 Meeting Rooms or Hospitality Suites with 10-15 people in each room. No AV Required. Setup TBD and may depend on space offered.</i>	Other (Meeting Room Required) 15 people
5:00 PM - 6:00 PM	State Caucus Meeting <i>Notes or Exceptions: No AV Required. Setup TBD. May re-use breakout rooms from earlier in the day.</i>	Other (Meeting Room Required) 35 people
5:00 PM - 6:00 PM	State Caucus Meeting <i>Notes or Exceptions: No AV Required. Setup TBD. May re-use breakout rooms from earlier in the day.</i>	Other (Meeting Room Required) 35 people
5:00 PM - 6:00 PM	State Caucus Meeting <i>Notes or Exceptions: No AV Required. Setup TBD. May re-use breakout rooms from earlier in the day.</i>	Other (Meeting Room Required) 35 people
5:00 PM - 6:00 PM	State Caucus Meeting <i>Notes or Exceptions: No AV Required. Setup TBD. May re-use breakout rooms from earlier in the day.</i>	Other (Meeting Room Required) 35 people
6:30 PM - 7:30 PM	Welcome Reception Reception <i>Notes or Exceptions: Offsite - do not consider in F&B minimum</i>	Reception
Mon, Jul 31, 2023		
12:00 AM - 11:45 PM	Exhibits Exhibit <i>Notes or Exceptions: 20 Skirted Table Top Exhibits (number may vary) --- High-traffic area; pre-function with space for breaks</i>	Tabletop Exhibit (Meeting Room Required) 20 people • 24-hour Hold
12:00 AM - 11:45 PM	Office & Storage Office  <i>Notes or Exceptions: 24 hour hold. Room with Keyed Locks from Wednesday to Wednesday --- may be single room for both office and storage or two separate spaces --- single space preferred, approx 1200 sq ft with easy access to GS</i>	Other (Meeting Room Required) • 24-hour Hold
12:00 AM - 11:45 PM	Communications Awards Other  <i>Notes or Exceptions: Room must be at least 1200 sq.feet. 24 hour hold. Room with Keyed Locks</i>	Other (Meeting Room Required) 1,200 sq. ft. • 24-hour Hold
12:00 AM - 11:45 PM	Breakout Breakout Session 	Classroom (Meeting Room Required) 75 people • 24-hour Hold
12:00 AM - 11:45 PM	General Session General Session  <i>Notes or Exceptions: Meeting Room that can accommodate 300-350 in a combination of Classroom/Theater. Stage needed (28x8) with seating for 8 and 17</i>	Classroom (Meeting Room Required) 300 people • 24-hour Hold

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	<i>flag poles.</i>	
7:00 AM - 9:00 AM	Breakfast Breakfast <i>Notes or Exceptions: A separate room for Meals to hold 300-350 and an 8x8 stage. Buffet style</i>	Rounds (Meeting Room Required) 250 people • 24-hour Hold
7:00 AM - 9:00 AM	Breakfast - New Members Breakfast	Rounds (Meeting Room Required) 30 people
7:00 AM - 9:00 AM	Breakfast - Past Chairs Breakfast	Rounds (Meeting Room Required) 15 people
12:00 PM - 2:00 PM	Lunch Lunch <i>Notes or Exceptions: To be held in Meal room with rounds and the 8x8 stage. Buffet style</i>	Rounds (Meeting Room Required) 275 people • 24-hour Hold
5:00 PM - 6:00 PM	Chairman's Reception Reception <i>Notes or Exceptions: In suite of chairman - overnight room/suite must be large enough to accommodate</i>	Reception (Meeting Room Required) 35 people
6:00 PM - 7:30 PM	Silent Auction & Reception Reception	Other (Meeting Room Required) 250 people
Tue, Aug 1, 2023		
12:00 AM - 11:45 PM	Office & Storage Office <i>Notes or Exceptions: 24 hour hold. Room with Keyed Locks from Wednesday to Wednesday --- may be single room for both office and storage or two separate spaces --- single space preferred, approx 1200 sq ft with easy access to GS</i>	Other (Meeting Room Required) • 24-hour Hold
12:00 AM - 11:45 PM	Communications Awards Other <i>Notes or Exceptions: Room must be at least 1200 sq.feet. 24 hour hold. Room with Keyed Locks</i>	Other (Meeting Room Required) 1,200 sq. ft. • 24-hour Hold
12:00 AM - 11:45 PM	General Session General Session <i>Notes or Exceptions: Meeting Room that can accommodate 300-350 in a combination of Classroom/Theater. Stage needed (28x8) with seating for 8 and 17 flag poles.</i>	Classroom (Meeting Room Required) 300 people • 24-hour Hold
12:00 AM - 11:45 PM	Exhibits Exhibit <i>Notes or Exceptions: 20 Skirted Table Top Exhibits (number may vary) --- High-traffic area: pre-function with space for breaks</i>	Tabletop Exhibit (Meeting Room Required) 20 people • 24-hour Hold
8:00 AM - 10:00 AM	Breakfast Breakfast <i>Notes or Exceptions: A separate room for Meals to hold 300-350 and an 8x8 stage. Buffet style</i>	Rounds (Meeting Room Required) 250 people • 24-hour Hold
12:00 PM - 2:00 PM	Lunch Lunch <i>Notes or Exceptions: To be held in Meal room with rounds and the 8x8 stage. Buffet style</i>	Rounds (Meeting Room Required) 275 people • 24-hour Hold
6:00 PM - 9:00 PM	Reception & Dinner Dinner <i>Notes or Exceptions: Probably Held Off-Site --- Do not consider in F&B minimum</i>	
Wed, Aug 2, 2023		
12:00 AM - 6:00 PM	Office & Storage Office	Other (Meeting Room Required) • 24-hour Hold
Thu, Aug 3, 2023		
12:00 AM - 6:00 PM	Office & Storage Office	Other (Meeting Room Required) • 24-hour Hold

Food and Beverage Budget: USD \$45,000.00

Peak Meeting Rooms:

AV Requirements: AV services will be put out for bid and any in-house providers will be given the opportunity to submit a proposal. No additional charges will be levied for outside AV providers or the use of SEDC's own equipment.

Additional Information: - 24-hour hold on all space

-A separate room is needed for Meal & General Session Rooms.

-Exhibits in high-traffic area

- 4 breaks total (not listed on agenda): 2 morning / 2 afternoon

-There will be no reassignment of function space without the groups prior written consent.

-The numbers provided are not guarantees but estimates at this time.

Billing Information

The RFP organization requests a 10.00 % rebate for event costs.

Concessions or Contractual Requirements: See Custom Questions

Billing Information: Individual call in / IPO

Meeting costs to the master

- Create Proposal
- Assign RFP
- Turn Down RFP
- Actions
- Close

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