



NVON Annual Conference Conference Bid Information

Date of Bid _____

Name of Hotel: _____

Location/Address: _____

Dates Available: _____

Room Rates

Single _____ Double _____ Triple _____ Quad _____

Present Accommodation Tax Rate _____ Anticipated Tax Increase maximum _____

Items available in room i.e coffee pot, iron, refrigerator, microwave, _____

Complimentary Rooms: (How many per sleeping nights?) Suite? _____

Meeting Rooms: (Free with how many meals/sleeping rooms?) _____

Is there an additional meeting space charge, if so how much? _____

Meals: (Range of prices - Include tax and gratuity during calculations) _____

Can lunch menu be used for evening meals? _____

When can meal prices be locked in (a year in advance?) _____

Date to confirm meal count: _____

Complimentary Breakfast: _____

Special dietary constraints: _____

Walking distance to restaurants? (for meals other than the planned conference events)

Transportation Logistics: (airports, trains, shuttle, etc.) _____

Cost and times (or schedule) of airport shuttle to hotel: _____

Hotel parking fees? _____

Audio Visual Costs: _____

Can equipment be brought in? _____

Area Attractions/Tour Possibilities: _____

(attach additional information: if necessary)

Approximate Costs: _____

Additional Comments about Site: _____