

STATEMENT OF WORK (SOW) FOR HOTEL ACCOMMODATIONS AND MEETING SPACE

1. BACKGROUND

This Statement of Work (SOW) outlines the requirements for hotel accommodations and meeting space services for a federal government event.

Solicitation Number: *TBD*

Agency: *482nd Fighter Wing Air Force Reserve*

Event Title: *Blanket Purchase Agreement for Commercial Lodging*

APPENDIX A

Meeting Information

MEETING NAME	MEETING DATES
Blanket Purchase Agreement for Commercial Lodging	TBD

Sleeping Room Requirements

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	{DATE}	{DATE}	{DATE}	{DATE}	{DATE}	{DATE}	{DATE}
Rooms Booked/Night	{ROOMS}	{ROOMS}	{ROOMS}	{ROOMS}	{ROOMS}	{ROOMS}	{ROOMS}

NOTES: Room block requested may be amended slightly. Room Block of TBD participants. If fewer than TBD rooms are reserved by the hold end date, no attrition or any other fees or penalties will be assessed.

Function Space Requirements

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Date	{DATE}	{DATE}	{DATE}	{DATE}	{DATE}	{DATE}
Registration Area	{REGISTRATION}	{REGISTRATION}	{REGISTRATION}	{REGISTRATION}	{REGISTRATION}	{REGISTRATION}
General Sessions Room	{GENERAL_SESSION}	{GENERAL_SESSION}	{GENERAL_SESSION}	{GENERAL_SESSION}	{GENERAL_SESSION}	{GENERAL_SESSION}
Conference Breakout Rooms (4)	{BREAKOUT}	{BREAKOUT}	{BREAKOUT}	{BREAKOUT}	{BREAKOUT}	{BREAKOUT}
Logistics Room (1)	{LOGISTICS}	{LOGISTICS}	{LOGISTICS}	{LOGISTICS}	{LOGISTICS}	{LOGISTICS}

Function Space Requirements (cont.)

MEETING ROOM SETUP/ AUDIO VISUAL REQUIREMENTS

Registration Area (1):

* Minimum 5,000 lumen projector, two 6' x 10' screens, high-speed Wi-Fi, audio equipment including handheld mics and podiums, various monitor cables and adapters.

General Sessions Room (1):

* Minimum 5,000 lumen projector, two 6' x 10' screens, high-speed Wi-Fi, audio equipment including handheld mics and podiums, various monitor cables and adapters.

Conference Breakout Rooms (4):

* Minimum 5,000 lumen projector, two 6' x 10' screens, high-speed Wi-Fi, audio equipment including handheld mics and podiums, various monitor cables and adapters.

Logistics Room (1):

* Minimum 5,000 lumen projector, two 6' x 10' screens, high-speed Wi-Fi, audio equipment including handheld mics and podiums, various monitor cables and adapters.

LIGHT REFRESHMENTS

Light refreshments provided once in the morning and once during a PM break each meeting day. Charges for food and drinks are not authorized to be charged to the Government.

Pre-con Meeting and Event Logistics

Pre-conference meeting with hotel staff, logistics plan for refreshments, setup completion deadlines.

TERMS AND CONDITIONS

Payment Terms:	<i>Net 30 days</i>
Tax Exempt:	<i>No</i>
E-Invoicing IPP:	<i>No</i>
Cancellation Penalties:	<i>As specified in contract</i>

COMPLIANCE REQUIREMENTS

FAR 52.212-4:	<i>Yes</i>
FAR 52.212-5:	<i>Yes</i>
FAR 52.204-24/25/26:	<i>Yes</i>
Security/Telecom Restrictions:	<i>No</i>
Bytedance Restriction:	<i>No</i>
Other Mandatory Clauses:	<i>System for Award Management (SAM) registration requirement, Tax exemption clause for federal government entity</i>