

Statement of Work (SOW) -

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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**

General Notes

Light refreshments will be provided once in the morning (e.g., coffee, juice, nuts, fruit, muffin, and Danish) and a second time during a PM break (e.g., tea, sodas, crackers, chips, and cookies) each meeting day.

The Federal government is exempt from sales and other taxes on the goods and services it acquires through contract, and these taxes should be excluded from the cost for food and beverage.

APPENDIX A

Meeting Information

| MEETING NAME | MEETING DATES |

| --- | --- |

| Blanket Purchase Agreement for Commercial Lodging | TBD |

Sleeping Room Requirements

****Date Range:**** TBD

****Room Block:**** Single occupancy lodging accommodations for personnel in IDT, UTA, TPs, and RMPs.

****Total Participants:**** TBD

Function Space Requirements

****Meeting Spaces:**** General Sessions Room (1), Conference Breakout Rooms (4), Registration Area (1), Logistics Room (1)

****AV Requirements:**** 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.

Function Space Requirements (cont.)

MEETING ROOM SETUP/AUDIO VISUAL REQUIREMENTS

****Meeting rooms must be booked on a 24-hour hold beginning from the day and time the Government takes possession of function space.****

Registration Area (1):

- One rectangular-style table provided with chairs to seat 3 people located in front of general session room.
- Table provided with a white tablecloth.
- Wi-Fi Available.

General Sessions Room (1):

- Classroom-style room arrangement with tables and padded seating for 120 people.
- Presentation stage provided with podium with either mounted or wireless microphones and speakers.
- Presentation stage should accommodate a rectangular table with a white tablecloth and 5 chairs set up classroom style.
- 3 round tables and padded seating on the back of room for speakers with a charging station in each table.
- 2 - Handheld Mics
- **Projection:** Provide a minimum of 5,000 lumen projector and two 6' x 10' screens with Truss Dress Kit Black, Screen Frame, and front projector surface with black back that can be seen easily by everyone in the room. Both screens must be cloned to project the same image/presentation from the presenter's computer.
- High Speed Wi-Fi Access for presenter.
- Presenter laptop audio must be playable through speakers in the room.
- A variety of monitor cables and adapters (HDMI, DisplayPort, DVI, VDA) must be available for compatibility with government laptops.
- At least 10 Power strips and extension cords.
- 6 trashcans.
- 4 easels with a self-adhesive flip chart pad and a marker set.
- High speed Wi-Fi, audio-visual equipment, and room setup must be completed by 6:00 PM on the day prior to attendee occupancy.

Conference Breakout Rooms (4):

- **Location:** Rooms should be near the General Session room.
- **Quantity:** Minimum of four separate rooms.
- **Arrangement:** Classroom-style.
- **Capacity:** Each room must hold at least 30 people.
- **Seating:** Include tables with padded seating.

- **Equipment per room:**
 - 2 Handheld mics.
 - 1 Standalone podium with mic (either mounted or wireless) connected to the room's speakers.
 - Laptop audio must be playable through speakers.
 - 1 minimum 5000 lumen projector.
 - 1 6' x 10' screen with Truss Dress Kit Black, Screen Frame, and a front projector surface with a black back that is easily visible to everyone.
 - The projector cart must be set up far enough from the screen to use the entire projection area and must not block audience view once the projector is seated on the cart.
 - A variety of adapters, monitor cables, and adapters (HDMI, DisplayPort, DVI, VDA) for government laptops.
 - Power strips and extension cords.
 - High speed Wi-Fi Access for presenter.
 - 2 trashcans provided for the duration of the event.
 - 1 easel with a self-adhesive flip chart pad and a marker set.
 - Post-it notes on the tables, provided on day one.
 - High speed Wi-Fi, audio-visual equipment, and room setup must be completed by 6:00 PM on the day prior to attendee occupancy.

Logistics Room (1):

- **Arrangement:** Boardroom Style with tables and padded seating for 15 people.
- **Connectivity:** Room should have electrical outlets and power strips to accommodate 15 laptops and high-speed Wi-Fi.
- **Waste:** A trashcan provided for the duration of the event.
- High speed Wi-Fi, equipment, and room setup must be completed by 1:00 PM on the day prior to attendee occupancy.

General Obstruction Requirement:

All meeting rooms must not have any obstructions that impede the view of attendees to the speaker's area, or screens, including no obstruction caused by projector cart.

LIGHT REFRESHMENTS

****Standard Service:**** Water, coffee, and tea service in all meeting rooms throughout the event.

****AM/PM Refreshments:**** Provided once in the morning (as selected by the Government) and a second time during a PM break (as selected by the Government) each meeting day.

****Timing Agreement:**** Refreshment times will be agreed upon 15 days prior to the event.

****Breakout Room Logistics:**** If breakout meeting rooms are not all located in the same area in the hotel, a snack area will be set up for each group area. The hotel must provide a logistics plan to ensure all participants have close access to AM/PM refreshments.

****Additional F&B Requirements:****

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.

****Tax Exemption:**** The Federal government is exempt from sales and other taxes on the goods and services it acquires through contract, and these taxes should be excluded from the cost for food and beverage.

Pre-con Meeting and Event Logistics

****Pre-conference Meeting:**** The Government requests a pre-conference meeting with the hotel sales, banquets, and AV staff managing the event.

****Date/Time:**** Afternoon of the day prior to the event start date (TBD).

****Attendees:**** Government project lead and the contractor lead (or assigned representatives).

****Agenda:**** Review of banquet event orders for final approval and review of the hotel room block list.

****Location:**** Can be in any location within the hotel.

****Additional Request:**** The Government team would like a tour of the group's meeting rooms being used throughout the event.

TERMS AND CONDITIONS

****Payment Terms:**** Net 30 days

****Tax Exempt:**** No

****E-Invoicing IPP:**** No

****Cancellation Penalties:**** As specified in contract

COMPLIANCE REQUIREMENTS

- FAR 52.212-4: Required
- FAR 52.212-5: Required
- FAR 52.204-24/25/26: As specified
- System for Award Management (SAM) registration: Required
- Tax exemption clause: Required

****Prepared by:**** CREATA GLOBAL MEETING & EVENTS

****Date:**** November 12, 2025