

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

Opportunity Code: TEST-001

META

Field	Value
Solicitation Number	{SOLICITATION_NUMBER}
Agency	{AGENCY}
Event Title	{EVENT_TITLE}

MEETING INFO

Field	Value
Meeting Name	{MEETING_NAME}
Meeting Dates	{MEETING_DATES}

SLEEPING ROOM REQUIREMENTS

Field	Value
Date Range	{DATE_RANGE}
Room Block	{ROOM_BLOCK}
Total Participants	{TOTAL_PARTICIPANTS}

FUNCTION SPACE REQUIREMENTS

Field	Value
Registration Area Setup	{REGISTRATION_SETUP}
General Session Capacity	{GENERAL_SESSION_CAPACITY}
General Session Setup	{GENERAL_SESSION_SETUP}
Projector Lumens	{PROJECTOR_LUMENS}

Screen Count	{SCREEN_COUNT}
Microphones	{MICROPHONE_TYPES}
Breakout Room Count	{BREAKOUT_ROOM_COUNT}
Breakout Room Capacity	{BREAKOUT_CAPACITY}
Logistics Room Capacity	{LOGISTICS_CAPACITY}

TERMS AND CONDITIONS

Field	Value
Payment Terms	{PAYMENT_TERMS}
Tax Exempt	{TAX_EXEMPT}
E-Invoicing IPP	{E_INVOICING_IPP}
Cancellation Penalties	{CANCELLATION_PENALTIES}

COMPLIANCE REQUIREMENTS

Field	Value
FAR 52.212-4	{FAR_52_212_4}
FAR 52.212-5	{FAR_52_212_5}
FAR 52.204-24/25/26	{FAR_52_204_24_25_26}
Security/Telecom Restrictions	{SECURITY_TELECOM_RESTRICTIONS}
Bytedance Restriction	{BYTEDANCE_RESTRICTION}
SAM Registration	{SAM_REGISTRATION}
Tax Exemption Clause	{TAX_EXEMPTION_CLAUSE}