

# 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}

<b>Screen Count</b>	{SCREEN_COUNT}
<b>Microphones</b>	{MICROPHONE_TYPES}
<b>Breakout Room Count</b>	{BREAKOUT_ROOM_COUNT}
<b>Breakout Room Capacity</b>	{BREAKOUT_CAPACITY}
<b>Logistics Room Capacity</b>	{LOGISTICS_CAPACITY}

#### TERMS AND CONDITIONS

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

#### COMPLIANCE REQUIREMENTS

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