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:	*{SOLICITATION_NUMBER}*
Agency:	*{AGENCY}*
Event Title:	*{EVENT_TITLE}*

APPENDIX A

Meeting Information

MEETING NAME	MEETING DATES
{MEETING_NAME}	{MEETING_DATES}

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 {TOTAL_PARTICIPANTS} participants. If fewer than {TOTAL_PARTICIPANTS} 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):
{REGISTRATION_AREA_DETAILS}

General Sessions Room (1):
{GENERAL_SESSION_DETAILS}

Conference Breakout Rooms (4):
{BREAKOUT_ROOMS_DETAILS}

Logistics Room (1):
{LOGISTICS_ROOM_DETAILS}

LIGHT REFRESHMENTS

{REFRESHMENTS_DETAILS}

Pre-con Meeting and Event Logistics

{PRE_CON_MEETING_DETAILS}

TERMS AND CONDITIONS

Payment Terms: *{PAYMENT_TERMS}*

Tax Exempt: *{TAX_EXEMPT}*

E-Invoicing IPP: *{E_INVOICING_IPP}*

Cancellation Penalties: *{CANCELLATION_PENALTIES}*

COMPLIANCE REQUIREMENTS

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}*

Other Mandatory Clauses: *{OTHER_MANDATORY_CLAUSES}*