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:	*MOCK-SOL-123*
Agency:	*Mock Agency*
Event Title:	*Mock Hotel Services*

APPENDIX A

Meeting Information

MEETING NAME	MEETING DATES
Mock Conference	September 10-15, 2025

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}