

Contractor Information

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NAICS CODE (MAIN): 721110

SET ASIDE: SMAL BUSINESS CONCERN

PAYMENT TERMS: NET 30

UNGM: 649661

UNSPSC CODE: J-SERVICES,
80000000
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THINK OUTSIDE THE CONFERENCE ROOM.

OUR RESORT AMENITIES MAKE YOUR EVENT MEMORABLE.

Sure, our meeting rooms are second to none, but it is what you'll find outside the conference room that separates us from the rest. DoubleTree by Hilton Hotel Orlando Airport offers stylish and comfortable amenities:

- Made Market
- 24-Hour Fitness by Precor®
- 24-Hour Complimentary Airport Shuttle Service
- Landings Bistro
- Landings Lounge
- Starbucks® On-Site
- Concierge/Tour Desk
- Laundry/Valet Service
- Pool-Side Cabanas
- Ping Pong and Foosball Tables
- Pool Tables

MEETING AMENITIES

- Customized Catering
- Business Center
- High-Speed Wi-Fi
- Video Conferencing Available
- State-of-the-Art AV Equipment
- 8 Breakout Rooms, 4 Boardrooms
- 7,350 Square-Foot Ballroom Accommodating Events of All Sizes
- Pre-Function Space
- Outdoor Space
- Photo Copying Service
- On-Site Tech Support
- Printer
- On-Site Dining

CONTACT ONE OF OUR MEETING SPECIALISTS
AT (407) 235 1901 TO BEGIN PLANNING TODAY!



5555 Hazeltine National Drive | Orlando, FL 32812
(407) 856 0100 | doubletreeorlandoairport.com





A GREAT LOCATION

From the moment you arrive, our hotel will delight you with the amenities and comfort you expect from DoubleTree. Only 5 minutes north of Orlando International Airport, we are situated away from the bustle of theme parks but within 20 minutes of your favorite attractions. Shop 'til you drop at many nearby shopping malls or visit Disney Springs and Universal CityWalk for an unforgettable night out.

Be sure to ask our front desk associates here at the DoubleTree by Hilton Orlando Airport for additional recommendations.

RESTAURANTS - WITHIN ONE MILE

Agave Azul	Chuy's	Little Greek	Outback Steakhouse
Another Broken Egg	Cracker Barrel	LongHorn Steakhouse	Panda Express
Bar Louie	Denny's	Marlow's Tavern	Panera Bread
Bonefish Grill	First Watch	Matt's Latin BBQ	Planet Smoothie
Buffalo Wild Wings	Habibi Lebanese	Meson's	Pollo Tropical
Carrabba's	Hooters	Millers Ale House	Rock N' Brews
Cheddar's	I Love New York Pizza	Mission BBQ	Sonny's BBQ
Chili's	Jersey Mike's Subs	Mito Sushi & Grill	Subway
Chipotle	Kyoto Sushi & Grill	Moe's Southwest Grill	Texas Roadhouse

ATTRACTIIONS

	DISTANCE FROM HOTEL
Lee Vista Promenade	.5 Miles
EPIC Theatres at Lee Vista	.5 Miles
Orlando Watersports Complex	6 Miles
Florida Mall	7 Miles
Boxi Park Lake Nona	9 Miles
Amway Center	10 Miles
Exploria Stadium	10 Miles
Drive Shack	10 Miles
Downtown Orlando	10 Miles
Andretti Indoor Karting & Games	11 Miles
Camping World Stadium	11 Miles
Top Golf	11 Miles

DISTANCE FROM HOTEL

	DISTANCE FROM HOTEL
ICON Park	12 Miles
SeaWorld	13 Miles
Discovery Cove	13 Miles
Premium Outlets	15 Miles
Mall at Millenia	15 Miles
Universal Studios	18 Miles
Disney Springs	19 Miles
Walt Disney World	25 Miles
Boggy Creek Airboat Adventures	33 Miles
Kennedy Space Center	43 Miles
Cruise Port – Port Canaveral	45 Miles

BUSINESSES

Simcom Flight School	2 Miles
Siemens Training Facility	3 Miles
FlightSafety International	4 Miles
USTA	10 Miles
VHA SimLEARN	10 Miles
Lake Nona Medical Center	10 Miles
University of Central Florida	20 Miles

RECREATION

Three Point Bowling Alley	3 Miles
Nona Adventure Park	10 Miles
Austin-Tindall Sports Complex	11 Miles
Eagle Creek Golf Club	12 Miles
Fortune Road Athletic Complex	13 Miles
Buena Vista Water Sports	16 Miles
Cocoa Beach	50 Miles

CONCESSIONS

- Complimentary basic wireless internet access in all meeting space outlined – Value of \$10,500
- Complimentary wireless internet in guestrooms
- One Complimentary podium
- Complimentary Overnight & Daily Self-Parking
- Complimentary use of the Fitness Center
- Complimentary shuttle service for individuals to and from the airport
- Complimentary shuttle service for individuals within a 1-mile radius of the hotel
- Complimentary handling of up to 15 boxes during program each additional box to be charged at \$5.00

General Requirements:

- 1) Capacity for 100 participants
- 2) Date Availability: April 15 – 19, 2024
- 3) Close proximity to restaurants (within walking distance-no more than 5 min walk---2 miles) or offer free shuttle to large restaurant area.
- 4) Free shuttle to and from the airport
- 5) No penalties included in resulting contract.
- 6) Free parking for participants

Lodging Room Requirements:

The following room blocks are anticipated (dates and number of guest rooms). Room rental cannot be guaranteed. The Government is requesting rooms be blocked and the Government be provided a code. Individual participants will be booking the rooms with their Government Travel card.

Sunday, April 14, 2024: 5 guest rooms

Monday, April 15, 2024: 55 guest rooms

Tuesday, April 16, 2024: 65 guest rooms

Wednesday, April 17, 2024: 65 guest rooms

Thursday, April 18, 2024: 65 guest rooms

Note: Most attendees will arrive on Monday and depart Friday.

Hotel must provide reservation code for room block with a reasonable cutoff date (1 week prior to event) and still allow reservations if rooms are available. The government plans on working with the potential awardee, based on the present solicitation, to refine the actual award to match real numbers closer to execution date.

Lodging rooms are on-site, in a single building and priced no higher than the published government per diem rates applicable to the location of the hotel. FY 2024 Per Diem Rates for Florida | GSA

- April Per Diem: \$140 per night as of September 2023

Lodging and taxes will be billed to the room, but no taxes are to be paid by participants. The U.S. Federal Government is tax exempt in the state of Florida.

Each room will be comprised of 1 queen or larger bed or 2 double or larger beds, private bath, TV, Climate controlled and Free Wi-Fi.

At least 2 ADA compliant guest rooms available in room block

Conference room requirements:

Conference space is required for Monday, Tuesday, Wednesday, and Thursday as detailed below:

- 1) 1 large General Session conference room
 - a) 100 people, round table set-up, seating 8-12 per table
 - b) Large enough to accommodate aisles and adequate spacing between tables to maneuver
 - c) Space needed: Set-Up Monday; Tuesday, Wednesday, Thursday
 - d) Podium
 - e) AV: 2 Large screens, projector, and mic
- 2) 2 breakout rooms
 - a) 15 people, crescent round table set-up, seating 8-12 per table.
 - b) Space needed Set-Up Monday; Tuesday, Wednesday
 - c) Podium
 - d) AV: 1 Large screen and projector
- 3) 1 breakout room
 - a) 30 people, crescent round table set-up, seating 8-12 per table.
 - b) Space needed Set-Up Monday; Tuesday, Wednesday
 - c) Podium
 - d) AV: 1 Large screen and projector
- 4) 1 board room
 - a) 12 people, U-Shape
 - b) Space needed Monday, Tuesday, Wednesday, Thursday
 - c) AV: 1 screen/TV and projector
- 5) Free Wi-Fi in meeting space
- 6) Breakout rooms and main conference area have “soundproofed” walls.
- 7) Lighting and environmental comforts (A/C and heat) are provided as needed.
- 8) Meeting rooms need to offer open and unobstructed space.
- 9) General Session and break out rooms need nearby electrical and data outlets.
- 10) Area for registration table close to conference rooms, which should also be contained in close proximity to the General Session room.
- 11) Hotel will provide some type of signage to direct conference participants where to go.
- 12) Hotel will provide easels, butcher block paper, markers for General Session Room, and Break Out rooms.
- 13) Access to meeting rooms starting at 6am and ending at 7pm. Meetings will start at 8am and end at 6pm.
- 14) If rooms are needed for another nightly event, then will need adequate storage for A/V equipment and other items in room. The government prefers exclusive use of the rooms to ensure that the rooms are secured at night but will work with venue to make sure that equipment is stored and secured.

Food and beverage Requirements:

- (1) Provide cold water (tap) and cups to participants while in general session and breakout sessions.
- (2) No additional food or beverage required

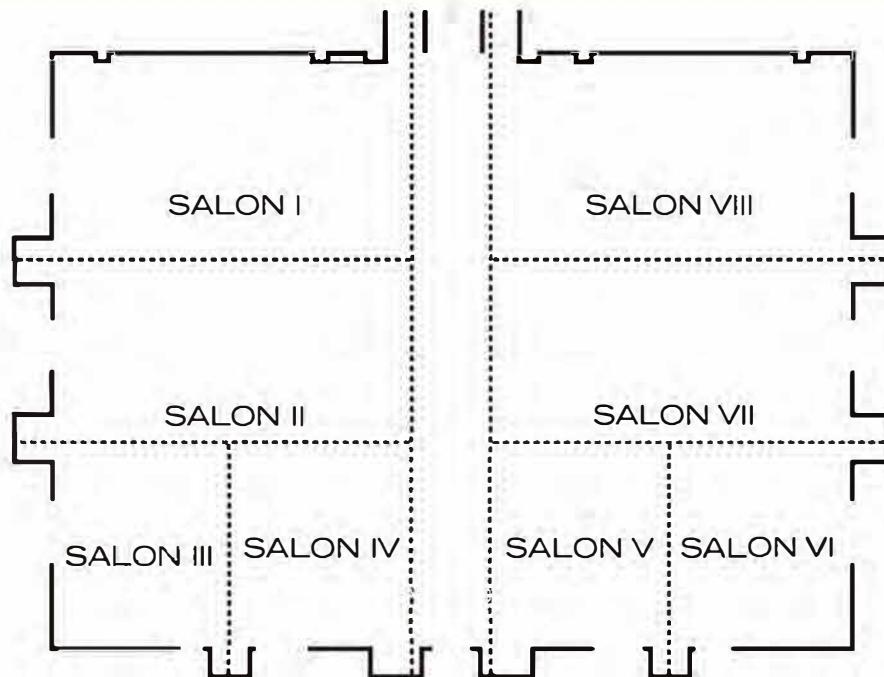
Audio Visual Support Requirements:

- 1) The venue must have the ability to provide audiovisual support. Personnel are needed to set up the site, be on-site throughout the event to trouble shoot the equipment and trouble shoot any problems that might arise during the conference, as well as take down the site after the conference.
- 2) At a minimum the following AV requirements are anticipated:
 - (a) General Session Room: 2 large screens, projector, mic
 - (b) Breakout Rooms: 1 large screen, projector
 - (c) Boardroom: 1 screen/tv and projector

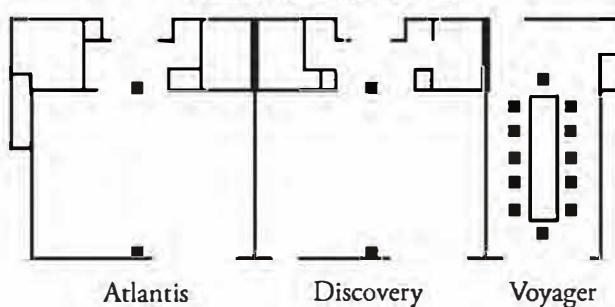
All the terms and conditions and minimum requirements IAW SOW acceptable to the contractor.

**CREATA GLOBAL EVENT AGENCY LLC
CNN2T3673V51**

MEETING CAPACITIES & FLOORPLANS

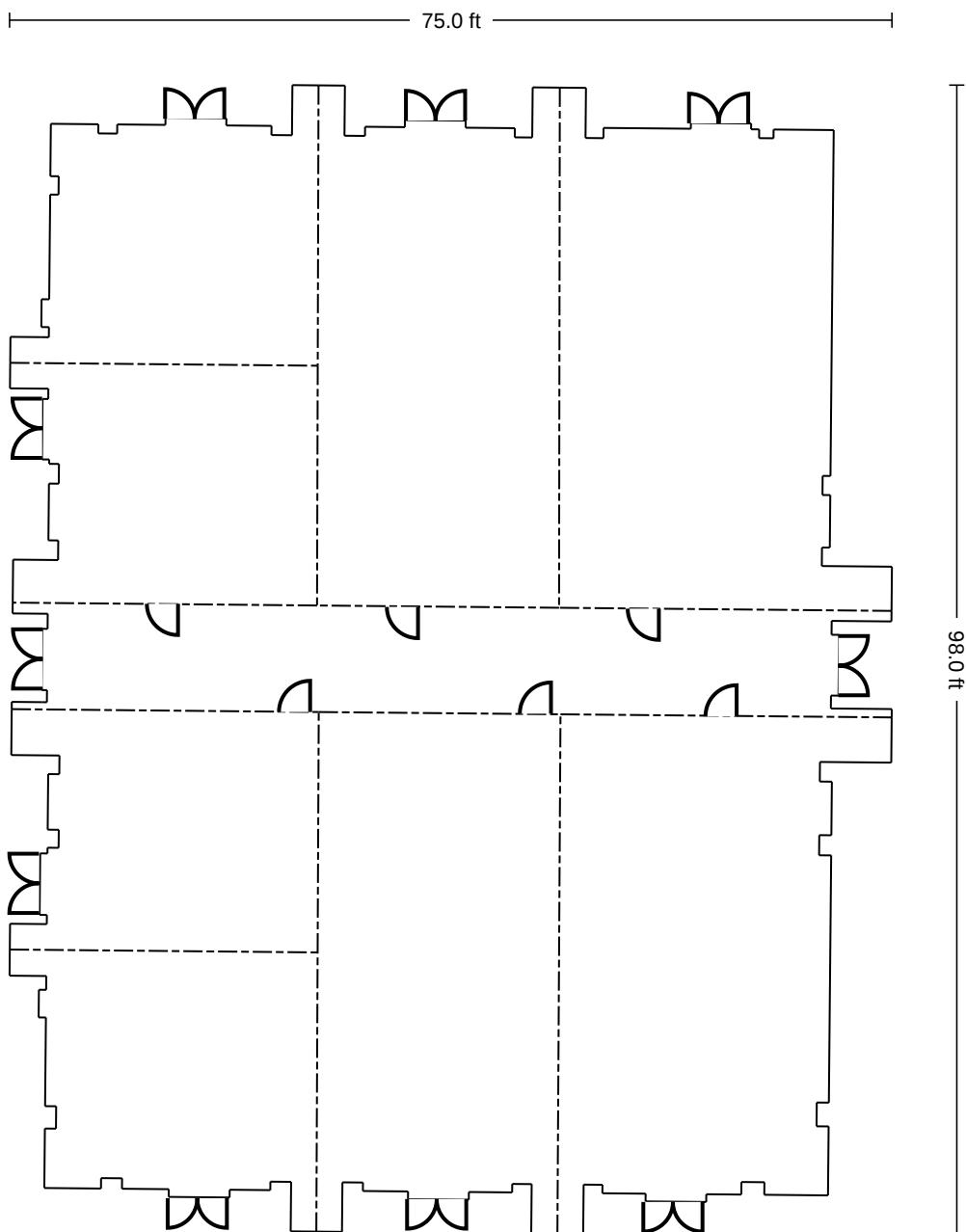


Orlando Ballroom



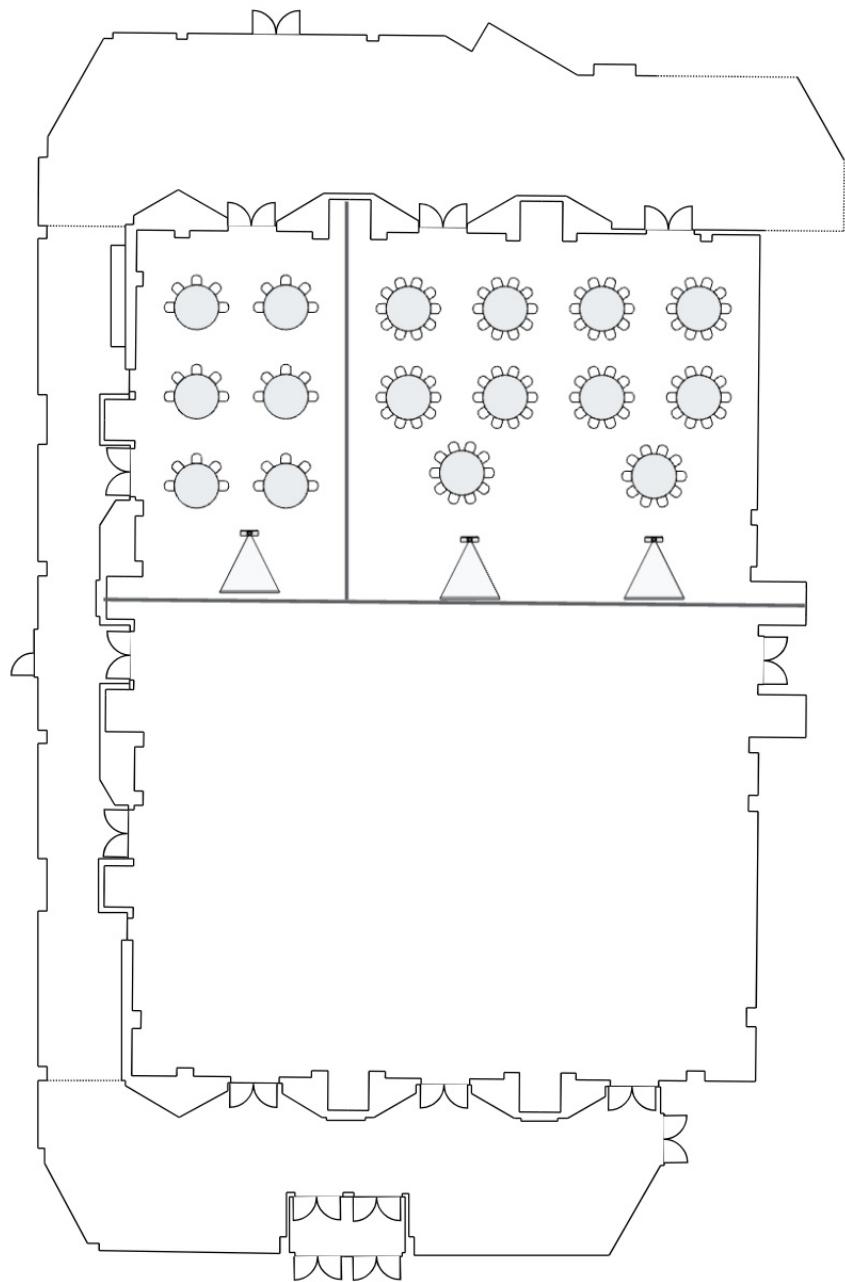
Room Name	Total Sq. Ft.	Room Size	Classroom	Theatre	Banquet	Reception	Conference	U-Shape
Atlantis	634	34'x19'	24	55	50	60	20	20
Discovery	634	34'x19'	24	55	50	60	20	20
Voyager	351	13'x27'	n/a	n/a	n/a	n/a	12	n/a
Orlando Ballroom	7,056	98'x72'	350	640	525	700	235	200
Half Salon	550	22'x25'	30	50	40	60	20	15
Single Salon	1100	44'x25'	55	100	80	110	40	30
Double Salon	2200	44'x50'	110	200	160	220	70	60
Triple Salon	3300	44'x75'	165	300	245	330	110	90
Presidential	646	34'x19'	n/a	50	30	40	24	18
Salon I, II	1,100	25'x44'	55	100	80	110	40	30
Salon III, IV, V, VI	550	22'x25'	30	50	40	60	20	15
Salon VII, VIII	1,100	44'x25'	55	100	80	110	35	30

DoubleTree by Hilton Hotel Orlando Airport - Orlando Ballroom



TOTAL SQUARE FEET: 7350 Sq Ft. POWER OUTLETS: 0

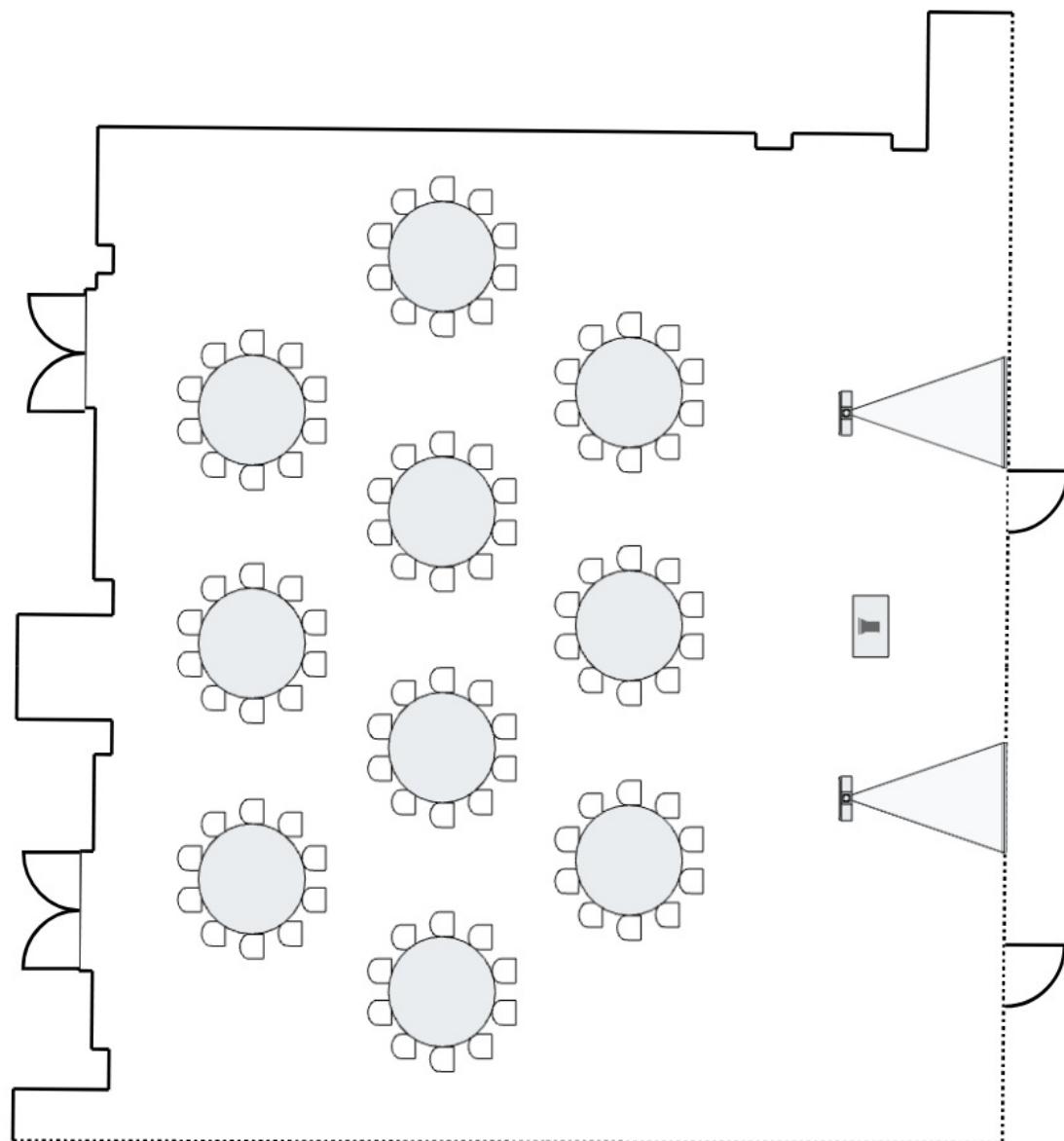
5555 Hazeltine National Dr Orlando FL 32812



20 Feet

GENERAL SESSION- 100 SEAT ROUNDS

SALON 1-2 / 2200 SQFT



10 Feet

Equipment List

[10 Total Tables, 100 Total Chairs]

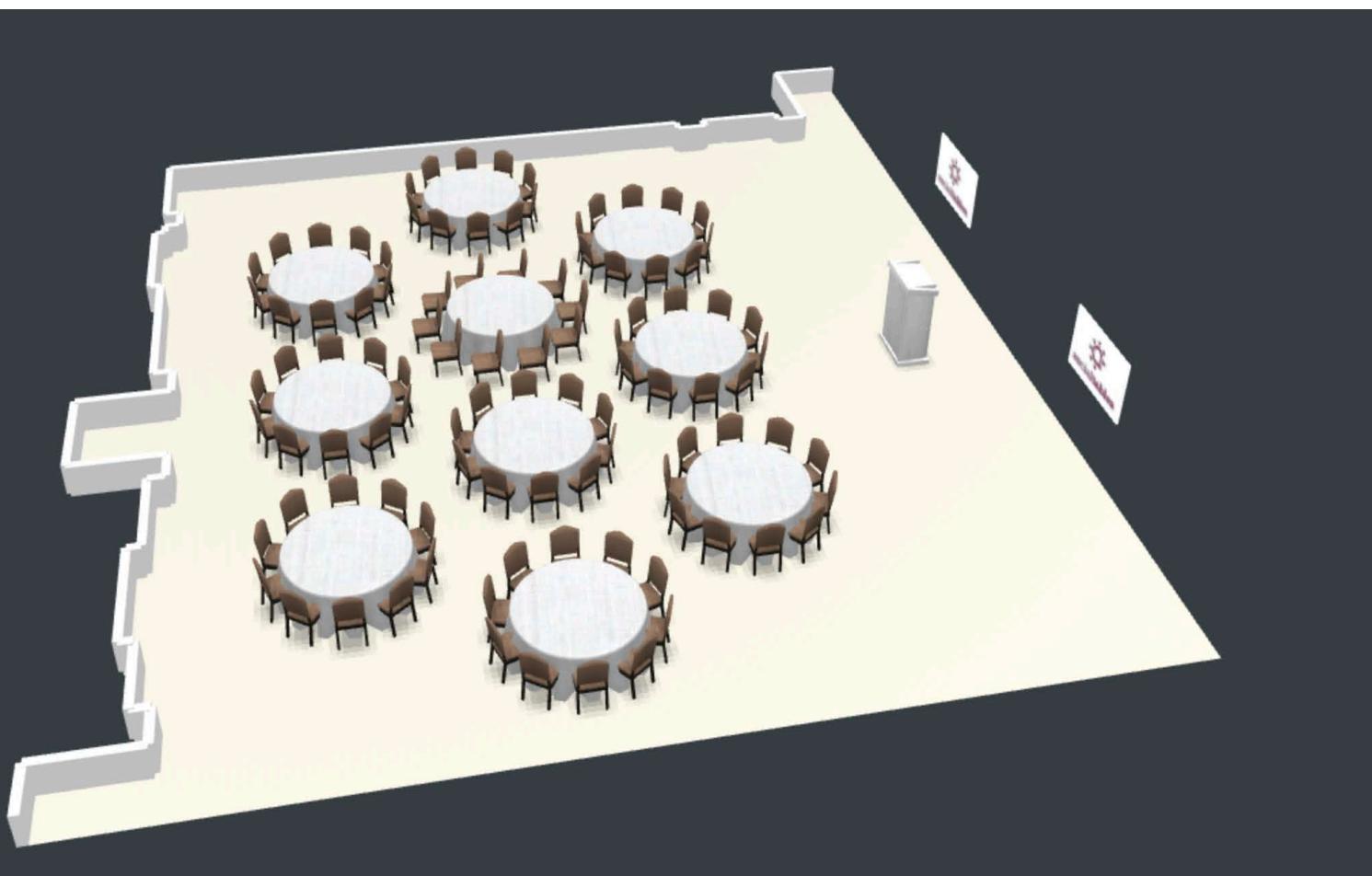
 100 Banquet

 2 Screen + Projector

 1 Podium

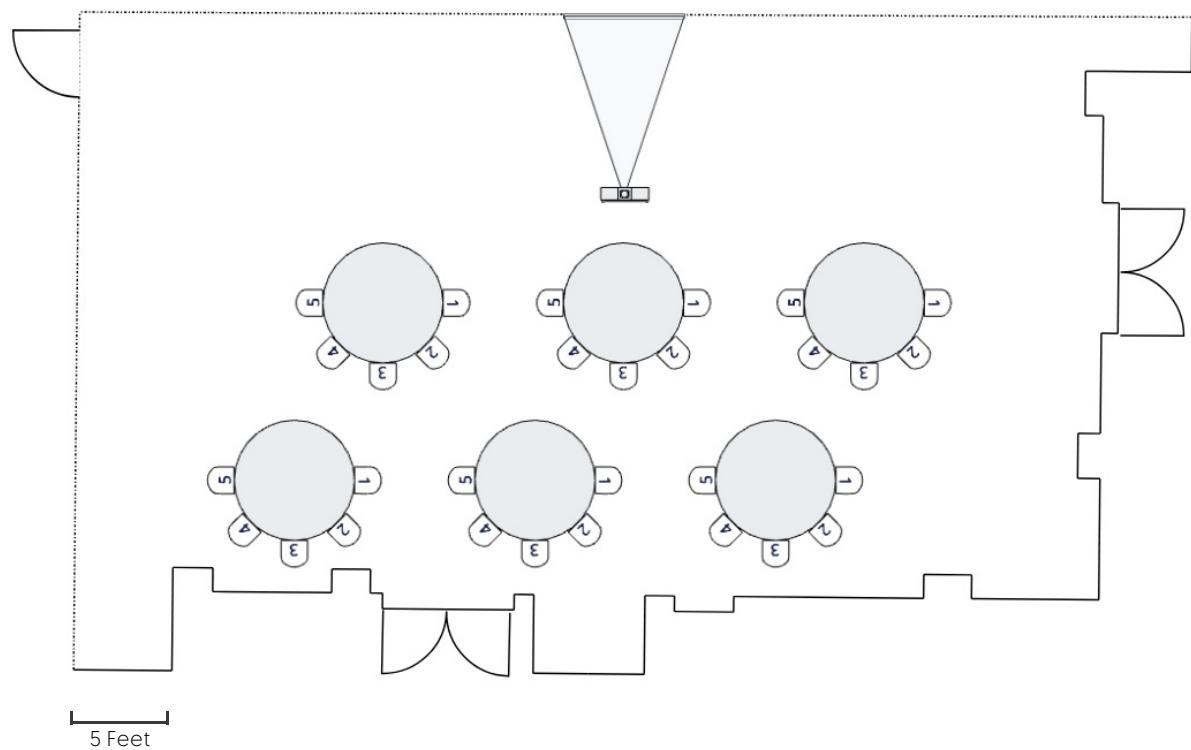
 10 Round

Notes



GENERAL SESSION- 30 SEAT ROUNDS

SALON 3-4/1100 SQFT



Equipment List

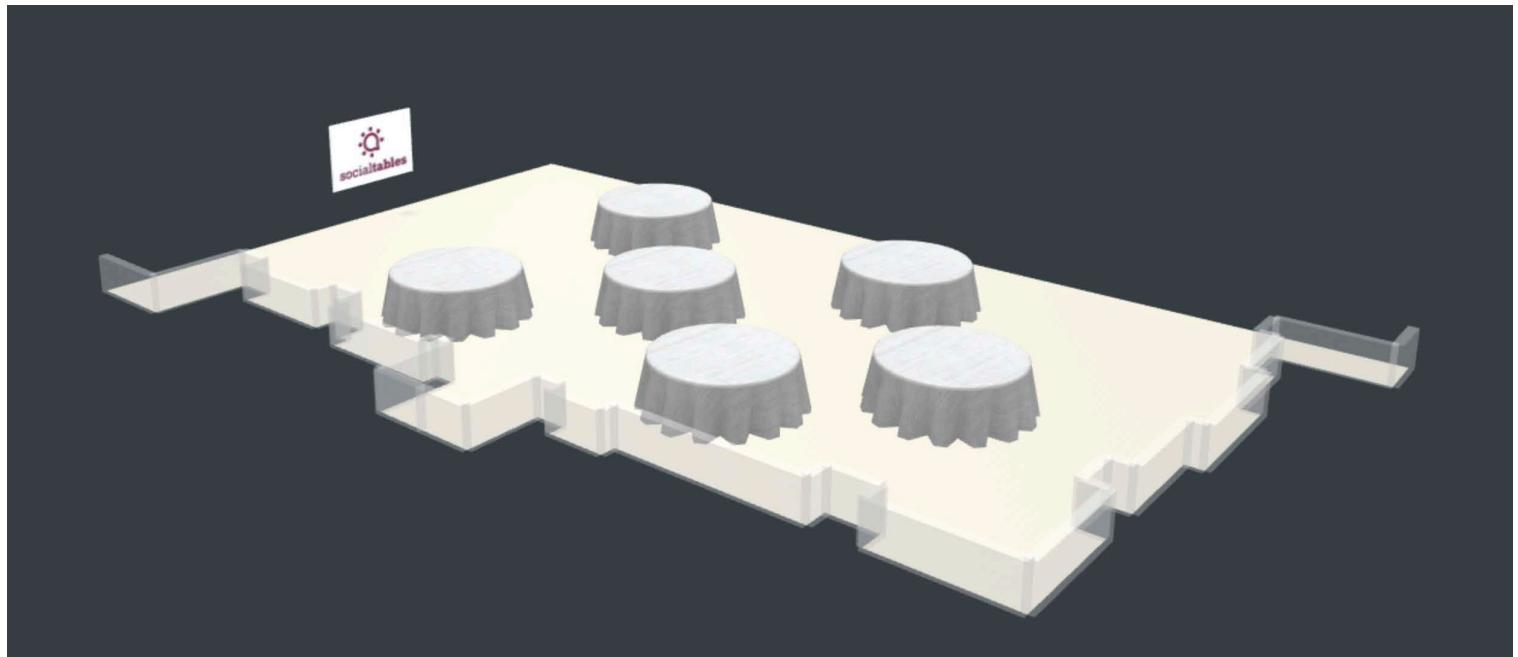
[6 Total Tables, 30 Total Chairs]

 30 Banquet

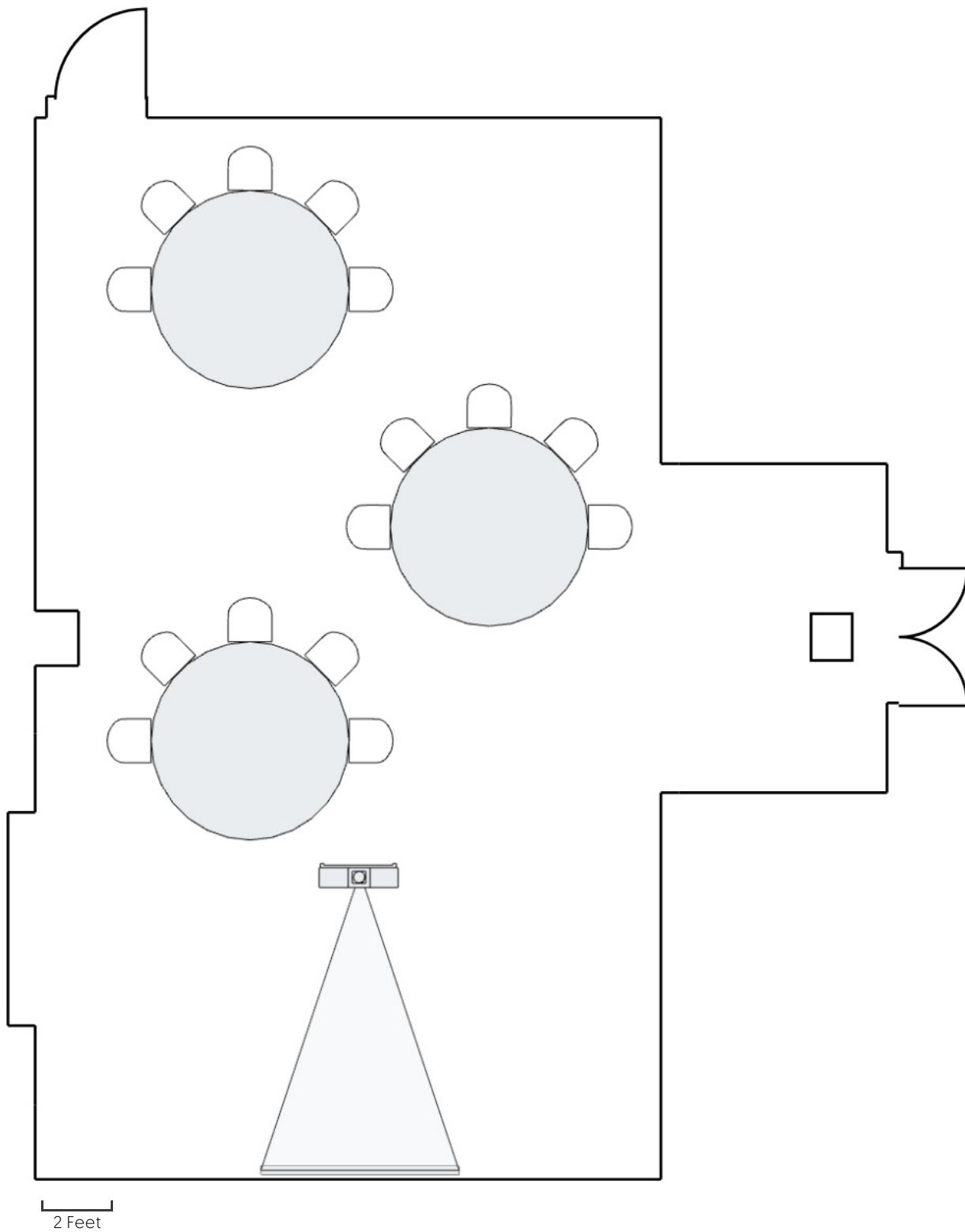
 6 Crescent

 1 Screen + Projector

Notes



**GENERAL SESSION- 15 SEAT CRESCENT
ROOM ATLANTIS/646 SQFT**



Equipment List

(3 Total Tables, 15 Total Chairs)



15 Banquet

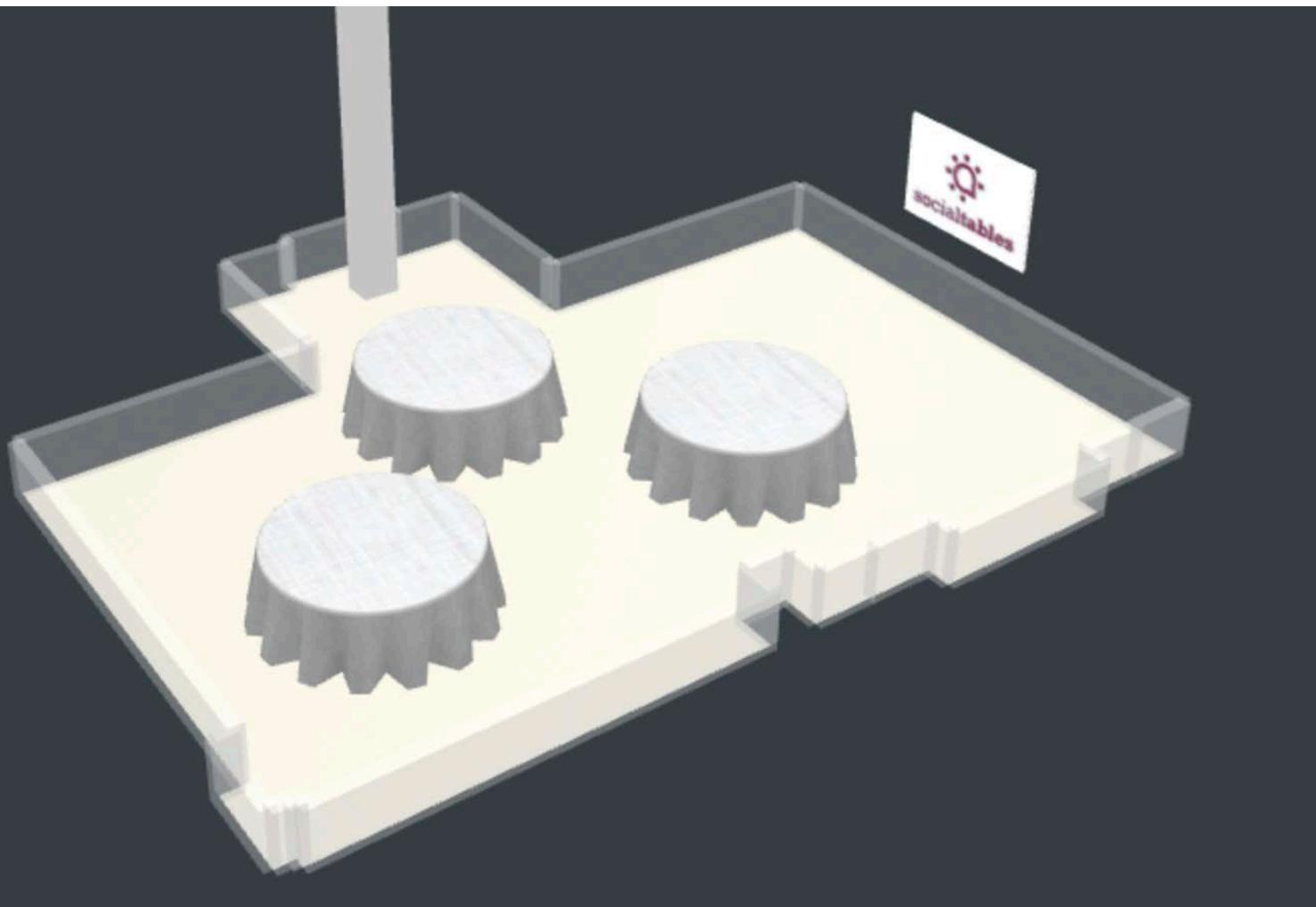


3 Crescent

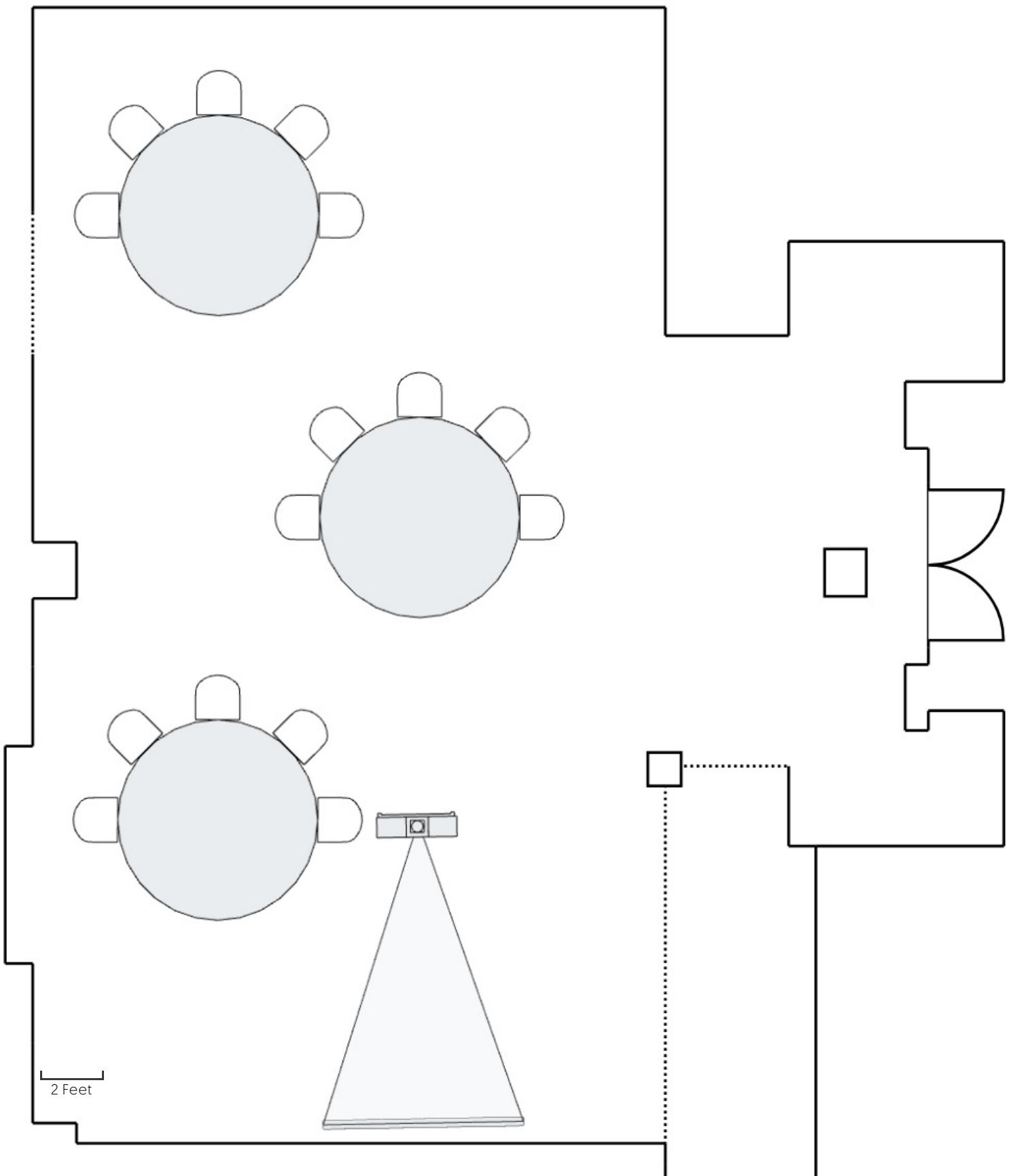


1 Screen + Projector

Notes



**GENERAL SESSION- 15 SEAT CRESCENT
ROOM DISCOVERY/646 SQFT**



Equipment List

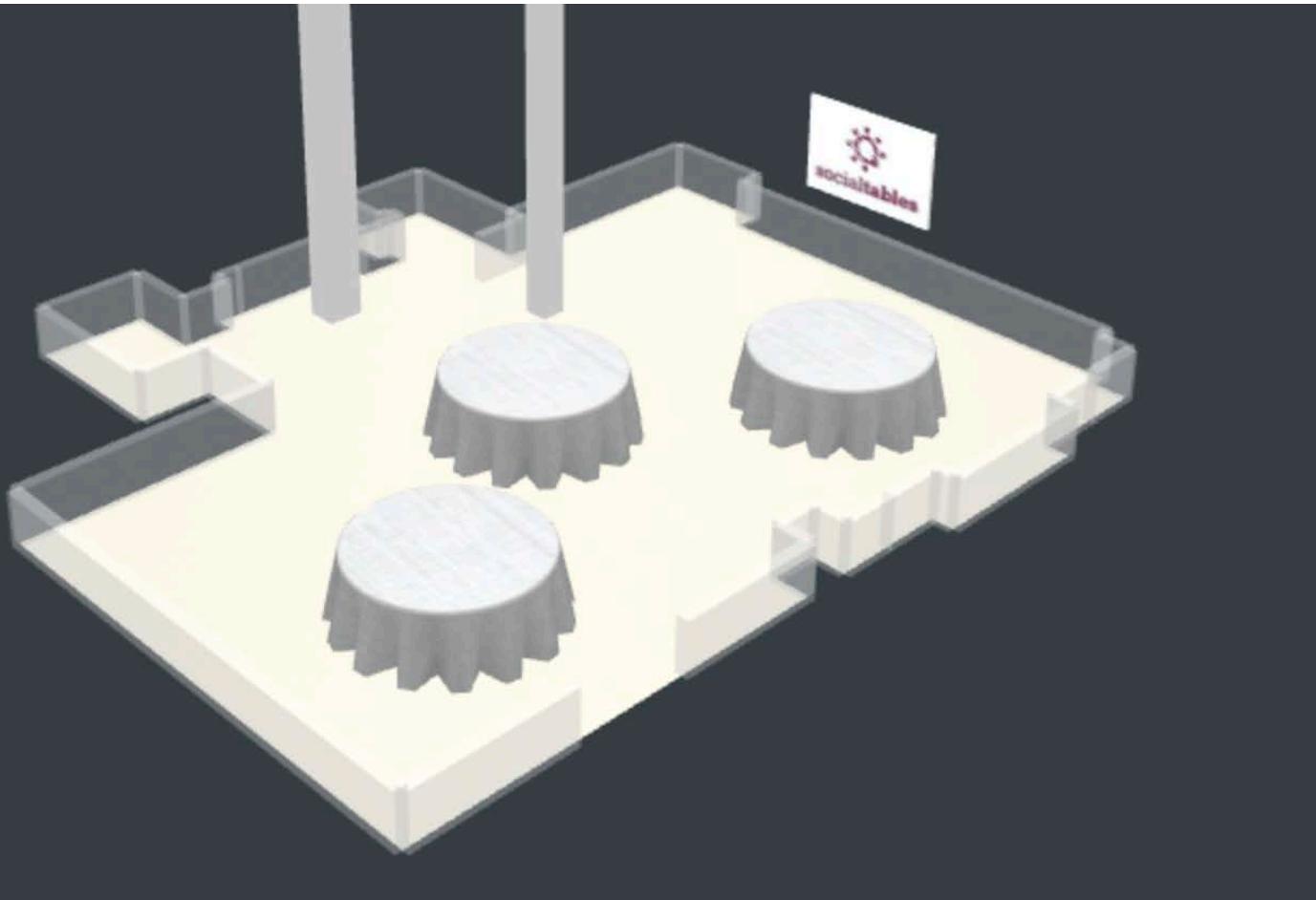
[3 Total Tables, 15 Total Chairs]

 15 Banquet

 3 Crescent

 1 Screen + Projector

Notes



GENERAL SESSION- 15 SEAT CRESCENT ROOM VOYAGER/351 SQFT

Equipment List

[8 Total Tables, 17 Total Chairs]

12 Banquet



8 Rectangle



1 Television

