GBTA Hotel RFP Global Format 2013

Glossary

GBTA Hotel Committee

May 2013

GBTA HOTEL RFP GLOBAL FORMAT 2013
PROPERTY BASIC

PROPERTY LOCATION / CONTACT

(1) Property Code (Assigned by client or RFP management company. Buyers, use this code to link modules.)
(2) Internal Hotel Reference Code (Assigned by hotel chain. May be left blank. Buyers, do not use to link modules.)
(3) Property Name
(4) Property Address
(5) Additional Address
(6) City (7) State/Province (8) County
(9) Region (10) Country (11) Postal/Zip Code
Phone (12) Country Code (13) City/Area Code (14) Phone Number
Fax   (15) Country Code (16) City/Area Code (17) Fax Number
(18) Unit of measure for distance related questions throughout profile   Miles (MI)   Kilometers (KM)
(19) Property Website (URL Address)
(20) Property sales general email address

PROPERTY OVERVIEW

(21) Is hotel Full or Limited Service? (F or L)
(22) Is hotel Extended Stay/Residential Apartment?   Yes   No
(23) Which of the following market tier/price segments classifies your hotel (U.S. hotels, please use Smith Travel Research market tier/price
        segment for your hotel) Acceptable answers: L=Luxury, UU=Upper Upscale, U=Upscale, UM=Upper Midscale, M=Midscale, E=Economy

(24) Year the property was built

(25) Year of last complete guest room renovation

(26) Total number of rooms/suites

(27) Number of non-smoking rooms/suites

(28) Number of floors

(29) Management Company
(30) Ownership Company
(31) Please provide a brief property overview:

(32) Property location (D=Downtown/City Center, A=Airport, S=Suburb, R=Rural, T=Resort)? (enter only one)
(33) Airport City Code for Metro Area
(34) 3-letter Airport code for nearest major airport:

FACILITIES FOR PEOPLE WITH PHYSICAL DISABILITIES

Yes	No	
		(35) Does hotel comply with all local and national disability laws?
		(36) Are facilities/public areas accessible by people with physical disabilities?
		(37) Total number of rooms for people with physical disabilities
		(38) Does the hotel have handicap parking?

SERVICES / AMENITIES

(39) Restaurant on site?   Yes   No
(40) Is Room Service available?   Yes   No
(41) If yes, list room service hours (use 24h clock)
(42) Is there a food outlet that serves food to take away such as a "Grab & Go?"   Yes   No
(43) On-site Business Center?   Yes   No
(44) Front Desk hours (use 24h clock)
(45) Do all guest rooms have air conditioning?   Yes   No
(46) Do all guest rooms have private bath room?   Yes   No

CREDIT CARDS ACCEPTED:

(47) American Express   (48) Diners/Carte Blanche
(49) Discover   (50) JCB
(51) MasterCard/Eurocard   (52) VISA

PROPERTY'S GDS CHAIN   PROPERTY CODE
AND PROPERTY CODES: CHAIN CODE   (NO CHAIN CODES)

Amadeus   (53)   (54)
Apollo/Galileo   (55)   (56)
Sabre   (57)   (58)   (Number Only, 7 Max.)
Worldspan   (59)   (60)
Master Chain Code (Links all brands together)   (61) (If not applicable, leave blank)

GBTA HOTEL RFP GLOBAL FORMAT 2013
CLIENT SPECIFIC

(1) Property Code (Assigned by client or RFP management company. Buyers use this code to link modules.)
(2) Internal Hotel Reference Code (Assigned by hotel chain. May be left blank. Buyers do not use to link modules.)

RATES BEING OFFERED TO:

(62) Name of client these rates are being offered to:
(63) Client room nights produced at property from January 1 through June 30
(64) 3-letter IMF Currency Code used throughout pricing profile when quoting rates/charges:

DYNAMIC PRICING

(65) Would you be willing to offer a Dynamic rate option in lieu of a static negotiated rate?   Yes   No
(66) If a Dynamic rate option is offered, what is the percentage off BAR (best available rate)?

ROOM TYPE DEFINITIONS

(67) Define room type 1 for your property
(68) Number of room type 1 included in negotiated rate:
(69) Define room type 2 for your property
(70) Number of room type 2 included in negotiated rate:
(71) Define room type 3 for your property
(72) Number of room type 3 included in negotiated rate:

			Client Negotiated LRA*		Client Negotiated Non-LRA*		Government	
Season 1 (YYYY-MM-DD)		Room Type	Single	Double	Single	Double	Single	Double
(73) Start	(74) End	1	(75)	(76)	(81)	(82)	(87)	(88)
		2	(77)	(78)	(83)	(84)	(89)	(90)
		3	(79)	(80)	(85)	(86)	(91)	(92)
Season 2 (YYYY-MM-DD)								
(93) Start	(94) End	1	(95)	(96)	(101)	(102)	(107)	(108)
		2	(97)	(98)	(103)	(104)	(109)	(110)
		3	(99)	(100)	(105)	(106)	(111)	(112)
Season 3 (YYYY-MM-DD)								
(113) Start	(114) End	1	(115)	(116)	(121)	(122)	(127)	(128)
		2	(117)	(118)	(123)	(124)	(129)	(130)
		3	(119)	(120)	(125)	(126)	(131)	(132)

Season 4 (YYYY-MM-DD)								
(133) Start	(134) End	1	(135)	(136)	(141)	(142)	(147)	(148)
		2	(137)	(138)	(143)	(144)	(149)	(150)
		3	(139)	(140)	(145)	(146)	(151)	(152)
Season 5 (YYYY-MM-DD)								
(153) Start	(154) End	1	(155)	(156)	(161)	(162)	(167)	(168)
		2	(157)	(158)	(163)	(164)	(169)	(170)
		3	(159)	(160)	(165)	(166)	(171)	(172)

*These columns are intended for the negotiated rate you are offering to this client. LRA is an agreement between the client and hotel(s) whereby all client negotiated rates associated with a room category are available at the negotiated rate up to and including the last room to be sold in that room category. This inventory must be available through all distribution channels used by the hotel(s) to sell their Corporate and Rack rates. This definition does not address block space agreements or minimum stay restrictions.

(173) Are negotiated rates listed above commissionable?   Yes   No
(174) If yes, to above question, what is the negotiated rate commission percent?   %
(175) If hotel rates are accepted, will hotel load negotiated rates in specified GDS?   Yes   No

OVERSOLD POLICY

In the event that your hotel is oversold, please indicate how the property will respond:

Yes No
(176)   Property will arrange accommodations at a comparable hotel
(177)   Property will pay for one night room and tax at a comparable hotel
(178)   Traveler will be provided with free transportation to new hotel
(179)   Traveler will be reimbursed for at least one phone call to home or office

FEES AND TAXES

(180) What is hotel's cancellation policy for reservation that has been guaranteed for late arrival? Examples: 16:00, 18:00, 24 HRS, 48 HRS, 72 HRS, 7 DAY, etc. Note: 24 HRS / 48 HRS / 72 HRS / 7 DAYS, etc., is that period of time prior to check-in time on day of arrival.

Fees & Taxes: If any of the following are not applicable, select N for included, enter 0 for amount, and select N for Percent or Fixed.

Fee Description	Standard Amount If fee does not apply, enter 0	Percent or Fixed Amount If fee does not apply, select N	Included in the Negotiated Rate?
Early Check Out Fee	(181)	(182) Pct Fixed Amount N	(183) Yes No
Lodging tax	(184)	(185) Pct Fixed Amount N	(186) Yes No
State tax	(187)	(188) Pct Fixed Amount N	(189) Yes No
City tax	(190)	(191) Pct Fixed Amount N	(192) Yes No
VAT/GST	(193)	(194) Pct Fixed Amount N	(195) Yes No

Fee Description	Standard Amount If fee does not apply, enter 0	Percent or Fixed Amount If fee does not apply, select N	Included in the Negotiated Rate?
VAT/GST on food and beverage	(196)	(197) Pct Fixed Amount N	(198) Yes No
Service fee	(199)	(200) Pct Fixed Amount N	(201) Yes No
Occupancy tax	(202)	(203) Pct Fixed Amount N	(204) Yes No
Other Tax/Fee	(205)	(206) Pct Fixed Amount N	(208) Yes No
	(207) Other Tax/Fee Description		

HOTEL AMENITIES FOR CLIENT:

PARKING

(209) Which of the following best describes parking at your hotel (Options: Parking Lot, Parking Garage, Valet, Street Side, Public, or None Available)

(210) What is the average cost for parking per car per day?

(211) Will you include the daily cost of park one car in negotiated rate ?   Yes   No

BREAKFAST

(212) Will you include breakfast in the negotiate rate?   Yes   No

(213) What is the average value of the included breakfast per person?

(214) What type of breakfast is included in the negotiated rate?

FITNESS CENTER

(215) Fitness center available on-site?   Yes   No

(216) What is the average cost for the on-site fitness center per person? . . .

(217) Will you include use of the fitness center in the negotiated rate?   Yes   No

LOCAL PHONE CALLS

(218) Are local phone calls included in the negotiated rate?   Yes   No

TOLL FREE/ CALLING CARD CALLS

(219) Are toll free/calling card calls included in the negotiated rate?   Yes   No

WIRED HIGH SPEED INTERNET

(220) Do you have a wired high speed internet connection in guest rooms?   Yes   No

(221) How many guest rooms have wired high speed internet connections?

(222) What is the average fee per day for wired high speed internet access in the guest room?

(223) Is wired guest room high speed internet access included in negotiated room rate?   Yes   No

WIRELESS HIGH SPEED INTERNET

(224) Do you have a wireless high speed internet connection in guest rooms?   Yes   No

(225) How many guest rooms have wireless high speed internet connections?

(226) What is the average fee per day for wireless high speed internet access in the guest room?

(227) Is wired guest room high speed internet access included in negotiated room rate?   Yes   No

TRANSPORTATION TO/FROM AIRPORT

(228) What is the average cost for transportation to and from airport?

(229) Is transportation to/from airport included in negotiated rates?   Yes   No

(230) Describe transportation to/from airport included in negotiated rates.

TRANSPORTATION TO/FROM LOCAL OFFICES

(231) Is transportation to/from local client office included in negotiated rates?   Yes   No

CLIENT NEGOTIATED RATES ARE AVAILABLE TO:

Yes No

(232)   Subsidiary employees with proper identification
(233)   Client employee personal use with proper identification
(234)   Client employed contractors and/or consultants with proper identification
(235)   Client retirees with proper identification

(236)   By checking this box, the property/chain representative submits that information here is correct and binding for the length of the agreement.

CONTACT INFORMATION OF THE REPRESENTATIVE RESPONSIBLE FOR THE RFP DATA:

(237) Sales Representative Name
(238) Title
(239) Phone Country code (240) City/Area code (241) Phone Number
(242) E-mail
(243) Date submitted (YYYY-MM-DD)

Client User Defined Questions (Complete this section if questions provided by client. Otherwise skip to end.)

1. Question (text 100)	(244)
2. Question (text 100)	(245)
3. Question (text 100)	(246)
4. Question (text 100)	(247)
5. Question (text 100)	(248)
6. Question (text 100)	(249)
7. Question (text 100)	(250)
8. Question (text 100)	(251)
9. Question (text 100)	(252)
10. Question (text 100)	(253)
11. Question (text 100)	(254)
12. Question (text 100)	(255)
13. Question (text 100)	(256)
14. Question (text 100)	(257)
15. Question (text 100)	(258)
16. Question (text 100)	(259)
17. Question (text 100)	(260)
18. Question (text 100)	(261)
19. Question (text 100)	(262)

20. Question (text 100)	(263)
21. Question (text 100)	(264)
22. Question (text 100)	(265)
23. Question (text 100)	(266)
24. Question (text 100)	(267)
25. Question (text 100)	(268)
26. Question (text 100)	(269)
27. Question (text 100)	(270)
28. Question (text 100)	(271)
29. Question (text 100)	(272)
30. Question (text 100)	(273)

GBTA HOTEL RFP GLOBAL FORMAT 2013
SAFETY & SECURITY

(1) Property Code (Assigned by client or RFP management company. Buyers use this code to link modules.)
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IN-ROOM SAFE

Yes	No	Description	Yes	No	Description
		(274) In room safe?			(275) Can in room safe hold a 17 inch or 43.2 cm laptop computer?

FIRE SAFETY

Yes	No	Description	Yes	No	N/A	Description
		(276) Do all guest rooms have smoke detectors?				(287) Does the hotel have visual alarms for the Deaf/Hard of Hearing in all public areas?
		(277) Are all hallways equipped with smoke detectors?				(288) Does the hotel have audible smoke alarms in all guest rooms?
		(278) Are all public areas equipped with smoke detectors?				(289) Does the hotel have audible smoke alarms in all hallways?
		(279) Are all smoke detectors hard-wired?				(290) Does the hotel have audible smoke alarms in all public areas?
		(280) Are all public areas equipped with fire extinguishers?				(291) Are all guest rooms equipped with sprinklers?
		(281) Does the hotel have emergency lighting in all public areas?				(292) Are all hallways equipped with sprinklers?
		(282) Are all hotel stairways ventilated?				(293) Are all public areas equipped with sprinklers?
		(283) Does hotel have an emergency evacuation plan posted in public areas				(294) Do all guest rooms have emergency information posted/available?
		(284) Does the hotel comply with all country/state/local fire laws?				(295) Is hotel auto linked to fire station (alarm automatically notifies fire station)?
		(285) Does the hotel have visual alarms for the Deaf/Hard of Hearing in all guest rooms or does the hotel have designated Deaf/Hard of Hearing guest rooms with visual alarms?				(296) Are there emergency exits for each floor?
		(286) Does the hotel have visual alarms for the Deaf/Hard of Hearing in all public hallways?				(297) Does the hotel have auto recall elevators?

PROPERTY SAFETY

Yes	No	N/A	Description
			(298) Does the hotel have physical security on-site?
			(299) If yes, what are the hours of operation (use 24h clock)
			(300) Do all guest room doors have deadbolts and/or secondary locks?
			(301) Are all guest rooms accessed only by interior entrances?
			(302) Are all entry doors to the guest rooms self-closing?
			(303) Do all windows that can be opened have a locking device?
			(304) Does the hotel have a public address system?
			(305) Does the building meet all current local, state and country building codes?
			(306) Are there controlled access gates to enter all parking areas?
			(307) Are all parking areas patrolled?
			(308) Are all the parking areas equipped with lights?
			(309) Is there video surveillance in all public areas?
			(310) Is there video surveillance of the exterior front entrance?
			(311) Is there video surveillance of all parking areas?
			(312) Is video surveillance recorded 24 hrs a day?
			(313) Is video surveillance monitored 24 hrs a day?
			(314) Do all the guest room entry doors have viewports?
			(315) Are there emergency back-up generators?
			(316) Do all of the exterior doors (except lobby entrance) of the facility require key access at night or automatically lock?
			(317) Is hotel staff trained in first aid?
			(318) Is hotel staff trained in cardio pulmonary resuscitation (CPR)?
			(319) Is hotel staff Red Cross Certified in CPR?
			(320) Is there an automated external defibrillator on site (AED)?
			(321) Is the staff trained in automated external defibrillator usage (AED)?
			(322) Is Identification or validation required for replacing a guest room key?
			(323) Does your hotel have a secure floor that is only accessible via a guest room key?
			(324) Do the health club facilities (pool/gym) require key access for entrance?

GBTA HOTEL RFP GLOBAL FORMAT 2013
BLACKOUT/FAIR DATES

(1) Property Code (Assigned by client or RFP management company. Buyers use this code to link modules.)
(2) Internal Hotel Reference Code   (Assigned by hotel chain. May be left blank. Buyers do not use to link modules.)

Yes   No

(325)   Are the Blackout/Fair Date rates offered based on (LRA) last room availability?

		Name of Blackout/ Fair Date Period		Blackout/Fair Date Rate	
1st Blackout/Fair Date Period (YYYY-MM-DD)			Room Type	Single	Double
(326) Start	(327) End	(328)	1	(329)	(330)
			2	(331)	(332)
			3	(333)	(334)
2nd Blackout/Fair Date Period (YYYY-MM-DD)					
(335) Start	(336) End	(337)	1	(338)	(339)
			2	(340)	(341)
			3	(342)	(343)
3rd Blackout/Fair Date Period (YYYY-MM-DD)					
(344) Start	(345) End	(346)	1	(347)	(348)
			2	(349)	(350)
			3	(351)	(352)
4th Blackout/Fair Date Period (YYYY-MM-DD)					
(353) Start	(354) End	(355)	1	(356)	(357)
			2	(358)	(359)
			3	(360)	(361)
5th Blackout/Fair Date Period (YYYY-MM-DD)					

(362) Start	(363) End	(364)	1	(365)	(366)
			2	(367)	(368)
			3	(369)	(370)
6th Blackout/Fair Date Period (YYYY-MM-DD)					
(371) Start	(372) End	(373)	1	(374)	(375)
			2	(376)	(377)
			3	(378)	(379)
7th Blackout/Fair Date Period (YYYY-MM-DD)					
(380) Start	(381) End	(382)	1	(383)	(384)
			2	(385)	(386)
			3	(387)	(388)
8th Blackout/Fair Date Period (YYYY-MM-DD)					
(389) Start	(390) End	(391)	1	(392)	(393)
			2	(394)	(395)
			3	(396)	(397)
9th Blackout/Fair Date Period (YYYY-MM-DD)					
(398) Start	(399) End	(400)	1	(401)	(402)
			2	(403)	(404)
			3	(405)	(406)
10th Blackout/Fair Date Period (YYYY-MM-DD)					
(407) Start	(408) End	(409)	1	(410)	(411)
			2	(412)	(413)
			3	(414)	(415)

GBTA HOTEL RFP GLOBAL FORMAT 2013
EXTENDED STAY

(1) Property Code (Assigned by client or RFP management company. Buyers use this code to link modules.)
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EXTENDED STAY SERVICES & AMENITIES

Yes	No	Description
		(416) Is there a grocery shopping service available?
		(417) Is there storage space?
		(418) If so, what is the fee?
		(419) Is there a Laundry/Dry cleaning service available?
		(420) Is there self-service laundry on-site?
		(421) Is there a mini refrigerator in room?
		(422) Is there a microwave oven in room?
		(423) Coffee-Tea maker available in room?
		(424) Is there a Stove in room?
		(425) Conventional oven in room?
		(426) Toaster in room?
		(427) Plates, glassware and silverware in room?
		(428) Pots, pans, and serving dishes in room?
Daily	**Weekly**	
		(429) Is housekeeping service provided Daily or Weekly?
		(430) What is the daily housekeeping fee?

The first Length of Stay range is defined in the Client Specific module.

DEFINE YOUR ADDITIONAL LENGTH OF STAY RANGES BELOW.
(_Second Length of Stay minimum must be greater than 1.)_

Second (2) Length of Stay range: From: (431)   To: (432)
Third (3) Length of Stay range: From: (433)   To: (434)
Fourth (4) Length of Stay range: From: (435)   To: (436)

Extended Stay Rates				Client LRA Negotiated		Client Non-LRA Negotiated	
Season 1		**LOS**	**Room Type**	Single	Double	Single	Double
(437) Start	(438) End		**1**	(439)	(440)	(445)	(446)
		2	**2**	(441)	(442)	(447)	(448)
			3	(443)	(444)	(449)	(450)
			1	(451)	(452)	(457)	(458)
		3	**2**	(453)	(454)	(459)	(460)
			3	(455)	(456)	(461)	(462)

		LOS	Room Type	Single	Double	Single	Double
		4	1	(463)	(464)	(469)	(470)
			2	(465)	(466)	(471)	(472)
			3	(467)	(468)	(473)	(474)
Season 2		**LOS**	**Room Type**	Single	Double	Single	Double
(475) Start	(476) End	2	1	(477)	(478)	(483)	(484)
			2	(479)	(480)	(485)	(486)
			3	(481)	(482)	(487)	(488)
		3	1	(489)	(490)	(495)	(496)
			2	(491)	(492)	(497)	(498)
			3	(493)	(494)	(499)	(500)
		4	1	(501)	(502)	(507)	(508)
			2	(503)	(504)	(509)	(510)
			3	(505)	(506)	(511)	(512)
Season 3		**LOS**	**Room Type**	Single	Double	Single	Double
(513) Start	(514) End	2	1	(515)	(516)	(521)	(522)
			2	(517)	(518)	(523)	(524)
			3	(519)	(520)	(525)	(526)
		3	1	(527)	(528)	(533)	(534)
			2	(529)	(530)	(535)	(536)
			3	(531)	(532)	(537)	(538)
		4	1	(539)	(540)	(545)	(546)
			2	(541)	(542)	(547)	(548)
			3	(543)	(544)	(549)	(550)
Season 4		**LOS**	**Room Type**	Single	Double	Single	Double
(551) Start	(552) End	2	1	(553)	(554)	(559)	(560)
			2	(555)	(556)	(561)	(562)
			3	(557)	(558)	(563)	(564)
		3	1	(565)	(566)	(571)	(572)
			2	(567)	(568)	(573)	(574)
			3	(569)	(570)	(575)	(576)
		4	1	(577)	(578)	(583)	(584)
			2	(579)	(580)	(585)	(586)
			3	(581)	(582)	(587)	(588)
Season 5		**LOS**	**Room Type**	Single	Double	Single	Double
(589) Start	(590) End	2	1	(591)	(592)	(597)	(598)
			2	(593)	(594)	(599)	(600)
			3	(595)	(596)	(601)	(602)
		3	1	(603)	(604)	(609)	(610)
			2	(605)	(606)	(611)	(612)
			3	(607)	(608)	(613)	(614)
		4	1	(615)	(616)	(621)	(622)
			2	(617)	(618)	(623)	(624)
			3	(619)	(620)	(625)	(626)

CHARGE FOR EACH ADDITIONAL PERSON OVER 2 PERSONS:

Room type 1: (627)
Room type 2: (628)
Room type 3: (629)
(630) Length of Stay required for occupancy tax exemption *(Not applicable to non-US hotels):*
(631) Notes regarding the quoted rate(s):
(632) Additional services / amenities / facilities on property:

GBTA HOTEL RFP GLOBAL FORMAT 2013
GROUP/MEETINGS

(1) Property Code (Assigned by client or RFP management company. Buyers use this code to link modules.)
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GENERAL INFORMATION

(633) Unit of measure for size related questions in this module: Square Feet (SF)   Square Meters (SM).
(634) Size of hotel's ~~total~~ meeting space:
(635) Total number of meeting rooms:
(636) Size of hotel's largest ballroom or meeting room:
(637) Does hotel have a permanent boardroom set up?   Yes   No

TAXES/CHARGES APPLIED TO DAY DELEGATE RATE

(638) Tax on day delegate Rate (If not applicable, enter 0)
(639) Tax on day delegate rate: Percent or fixed amount? (P or F) (If this tax doesn't apply/exist, the answer should be "N").
(640) Is the tax included in the day delegate rate?   Yes   No

(641) Service charge on day delegate rate (If not applicable, enter 0)
(642) Service charge on day delegate rate: Percent or fixed amount? (P or F) (If this tax doesn't apply/exist, the answer should be "N").
(643) Is the service charge included in the day delegate rate?   Yes   No

BREAK-OUT ROOM COSTS

(644) What is the maximum cost for a 10 person breakout room?
(645) What is the maximum cost for a 25 person breakout room?

GUEST ROOM RATES

	ROH Group/Meeting Negotiated Rate	
	10-50 Rooms per Night	51-100 Rooms per Night
Season 1	(646)	(647)
Season 2	(648)	(649)
Season 3	(650)	(651)
Season 4	(652)	(653)
Season 5	(654)	(655)

DAY DELEGATE RATES

(656) What is the price per person for a 10-50 full day delegate rate?
(657) What is the price per person for a 10-50 half day delegate rate?
(658) What is the price per person for a 51-100 full day delegate rate?
(659) What is the price per person for a 51-100 half day delegate rate?

COSTS /INCLUSIONS

(660) Will the hotel offer complimentary parking for meeting attendees that are not overnight guests?   Yes   No

(661) What company supplies and supports the in house audio visual for groups & meetings?

(662) What is the cost per day for an LCD?

(663) Is the LCD cost per day included in the day delegate rate?   Yes   No

(664) What is the cost for a standard screen per day?

(665) Is the standard screen cost per day included in the day delegate rate?   Yes   No

(666) What is the cost for high speed internet in the general session meeting room?

(667) Is the cost for high speed internet in the general session meeting room included in the day delegate rate?   Yes   No

GROUP/MEETINGS USER-DEFINED QUESTIONS

(668) Meetings Module User Defined Question 1

(669) Meetings Module User Defined Question 2

(670) Meetings Module User Defined Question 3

(671) Meetings Module User Defined Question 4

(672) Meetings Module User Defined Question 5

(673) Meetings Module User Defined Question 6

(674) Meetings Module User Defined Question 7

(675) Meetings Module User Defined Question 8

(676) Meetings Module User Defined Question 9

(677) Meetings Module User Defined Question 10

(678) Meetings Module User Defined Question 11

(679) Meetings Module User Defined Question 12

(680) Meetings Module User Defined Question 13

(681) Meetings Module User Defined Question 14

(682) Meetings Module User Defined Question 15

(683) Meetings Module User Defined Question 16

(684) Meetings Module User Defined Question 17

(685) Meetings Module User Defined Question 18

(686) Meetings Module User Defined Question 19

(687) Meetings Module User Defined Question 20

(688) Meetings Module User Defined Question 21

(689) Meetings Module User Defined Question 22

(690) Meetings Module User Defined Question 23

(691) Meetings Module User Defined Question 24

(692) Meetings Module User Defined Question 25

(693) Meetings Module User Defined Question 26

(694) Meetings Module User Defined Question 27

(695) Meetings Module User Defined Question 28

(696) Meetings Module User Defined Question 29

(697) Meetings Module User Defined Question 30

GBTA MODULAR HOTEL RFP
CORPORATE SOCIAL RESPONSIBILITY

(1) Property Code (Assigned by client or RFP management company. Buyers use this code to link modules.)
(2) Internal Hotel Reference Code   (Assigned by hotel chain. May be left blank. Buyers do not use to link modules.)

CERTIFICATION

(698) Is the hotel certified by a globally recognized "sustainable" certification program?   Yes   No
(699) If yes, please name all sustainable certification programs you participate in. Examples: Global Sustainable Tourism Council-recognized
            programs or LEED programs.
(700) Does your sustainable certification include a third party audit?   Yes   No

CARBON MEASUREMENT

(701) Does the hotel measure carbon per room-night?   Yes   No
(702) If yes, what is the carbon per room-night measurement?   (If not measured, enter 0)
(703) What is the unit of measure for the carbon per room night measurement? (kgs or lbs) (If not measured, enter NA)
(704) What period (in months) does the Carbon measurement cover? (If not measured, enter 0)

WATER USE MEASUREMENT

(705) Does the hotel measure water per room-night?   Yes   No
(706) If yes, what is the water per room-night measurement? (If not measured, enter 0)
(707) What is the unit of measure for water per room night? (Liters or gallons) (If not measured, enter NA)
(708) What period (in months) does the water per room night measurement cover? (If not measured, enter 0)

ENERGY INTENSITY MEASUREMENT

(709) Does the hotel measure energy intensity?   Yes   No (Energy Intensity is defined as the property's energy use from electricity, heating
            fuel, purchased steam, and chilled water and hot water, divided by the total gross conditioned floor area of the building)
(710) If yes, what is the energy intensity measurement? (If not measured, enter 0)
(711) What is the unit of measure for energy intensity? (BTU per Square Foot or MJ per Square Meter) (If not measured, enter NA)
(712) What period does the energy intensity measurement cover? (If not measured, enter 0)

WATER DIVERSION MEASUREMENT

(713) Does the hotel measure waste diversion rate?   Yes   No
(714) If yes, what is the waste diversion rate percentage? (If not measured, enter 0)
(715) What period does the diversion rate measurement cover? (If not measured, enter 0).

CLIENT SOCIAL RESPONSIBILITY PROGRAM

(716) Does the hotel have its own environmental or Corporate Social Responsibility program?   Yes   No
(717) If yes, please explain.

ABOUT GBTA

The Global Business Travel Association (GBTA) is the world's premier business travel and meetings organization. Collectively, GBTA's 5,000-plus members manage over $340 billion of global business travel and meetings expenditures annually. GBTA provides its network of 21,000 business and government travel and meetings managers, as well as travel service providers, with networking events, news, education & professional development, research, and advocacy. For more information, visit gbta.org

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