

## Area CB Rep Launch

Confidential

### RFP Details

<b>RFP Name</b>	Area CB Rep Launch
<b>Response Due Date</b>	Fri, Nov 21, 2025
<b>Decision Due Date</b>	Wed, Dec 31, 2025
<b>RFP Type</b>	Meeting Space and Guest Rooms
<b>RFP Code</b>	HHNW4P97ZZY
<b>Description</b>	Guestrooms and Meeting Space
<b>Decision Factors</b>	Overall costs, discounts and concessions, location and contract terms & conditions.
<b>Billing Information</b>	Guest Room Reservation Method: Rooming List will be provided Guest Room Payment Method: Bill Room & Taxes to the Master Account
<b>Concession and Contractual Information</b>	<ol style="list-style-type: none"><li>1.) Complimentary Meeting Room Rental based on achieved F&amp;B Minimum.</li><li>2.) 25% F/B Discount</li><li>3.) 25% AV Discount</li><li>4.) Group Rate will be extended 3 days post meeting dates.</li><li>5.) Complimentary Guestroom WiFi for the duration of the program.</li><li>6.) Complimentary Meeting Space WiFi (up to 10 Mbps).</li><li>7.) Complimentary/Reduced Parking Fees for the duration of the program.</li><li>8.) 70% Attrition with 30% allowable slippage on a cumulative basis with a Cut-Off Date of 30-Days prior to arrival.</li><li>9.) Complimentary/Waived Resort Fee, if applicable.</li><li>10.) TEN (10) Complimentary Suite Upgrades at the Group Rate per Night.</li><li>11.) TEN (10) Complimentary Welcome Amenities, upon arrival, hotel's choice.</li><li>12.) Complimentary Breakfast for TWO included in the Group Rate.</li><li>13.) Waived Resort Fee, if applicable.</li><li>14.) Complimentary Bartender Fees with at least \$350.00 in Host or Open Bar beverages</li><li>15.) Acceptance to the Corteve Addendum</li></ol>

### Key Contact Information

<b>Contact Name</b>	Hayley Lelo Mampouya	<b>Email Address</b>	Hayley.LeloMampouya@ame xgbt.com
<b>Organization</b>	Corteve Agriscience	<b>Phone Number</b>	403-479-3030
<b>Address</b>	Winnipeg, MB Canada		

### Organization Information

<b>Organization Name</b>	Confidential
<b>Organization Type</b>	Corporate
<b>Address</b>	Confidential
<b>Organization Information</b>	Confidential

**Event Information**

<b>Event Name</b>	Area CB Rep Launch
<b>Total Attendees</b>	250
<b>Event Type</b>	Corporate Event
<b>Commission</b>	Yes - 10.00%
<b>Dates Flexible</b>	No
<b>Event Dates</b>	Thu, Jul 30, 2026 - Fri, Jul 31, 2026
<b>Notes</b>	Dates are NOT Flexible.
<b>Contract Signature Location</b>	Over \$50K up to \$250K (OH)
<b>Destinations Under Consideration</b>	Colorado

**Guest Room Requirements**

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Wed, Jul 29, 2026		10			
Thu, Jul 30, 2026		240		10	

**Check-In Date** Wed, Jul 29, 2026**Total Room Nights** 260**Peak Room Nights** 250

**Additional Information** Room Block:  
 Wed, July 29th, 2026 = 10-Single Rooms  
 Thurs, July 30th, 2026 = 250-Rooms (240-Singles and 10-Suite Upgrades)

Attendees are able to invite their spouse.

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## Meeting Room Requirements

**Start Date** Thu, Jul 30, 2026

Day	Time	Agenda Item	Meeting Room Requested
Thu, Jul 30, 2026	12:00 PM-5:00 PM	<b>Meeting</b> Meeting	Crescent rounds ( <b>Meeting Room Required</b> ) 200 people
Thu, Jul 30, 2026	6:00 PM-7:00 PM	Reception <i>Notes or Exceptions: 300-350 People in attendance</i>	Reception ( <b>Meeting Room Required</b> ) 350 people
Thu, Jul 30, 2026	7:00 PM-12:00 AM	Dinner <i>Notes or Exceptions: 300-350 People in attendance.</i> <i>Meeting Space large enough for a stage for Band/DJ (Entertainment to be finalized).</i> <i>** Same Room for Meeting can be used for Dinner,</i>	Rounds for 8 ( <b>Meeting Room Required</b> ) 350 people
Fri, Jul 31, 2026	8:00 AM-9:00 AM	<b>Breakfast Buffet</b> Breakfast <i>Notes or Exceptions: Breakfast TBC.</i> <i>Could this be set-up in Main Foyer space and BOTH meetings can use the buffet?</i>	Buffet ( <b>Meeting Room Required</b> ) 200 people
Fri, Jul 31, 2026	8:00 AM-12:00 PM	<b>Meeting 1</b> Meeting <i>Notes or Exceptions: Two Meeting Rooms for 80-100 People per Room.</i> <i>Set-Up in Classroom or Half Rounds.</i>	Classroom ( <b>Meeting Room Required</b> ) 100 people
Fri, Jul 31, 2026	8:00 AM-12:00 PM	<b>Meeting 2</b> Meeting <i>Notes or Exceptions: Two Meeting Rooms for 80-100 People per Room.</i> <i>Set-Up in Classroom or Half Rounds.</i>	Classroom ( <b>Meeting Room Required</b> ) 100 people

**AV Requirements** TBC

**Additional Questions**

**1. 2.) Do you consider yourself Available for all aspects of this RFP, or would you say you are Available with Limitations? (Multiple choice) (Required) (for Hotels)**

- Available  
 Available with Limitations

**2. 3.) If Available with Limitations please clarify all limitations here. (N/A if it does not apply) (Comment) (Required) (for Hotels)**

**3. Are you waiving all Meeting Room Rental for this Meeting? If so, please advise how much the total Meeting Room Rental is being waived. (Comment) (Required)**

**4. Please confirm the Concessions your hotel is able to offer:**

- 1.) Complimentary Meeting Room Rental based on achieved F&B Minimum.
- 2.) 25% F/B Discount
- 3.) 25% AV Discount
- 4.) Group Rate will be extended 3 days post meeting dates.
- 5.) Complimentary Guestroom WiFi for the duration of the program.
- 6.) Complimentary Meeting Space WiFi (up to 10 Mbps).
- 7.) Complimentary/Reduced Parking Fees for the duration of the program.
- 8.) 70% Attrition with 30% allowable slippage on a cumulative basis with a Cut-Off Date of 30-Days prior to arrival.
- 9.) Complimentary/Waived Resort Fee, if applicable.
- 10.) TEN (10) Complimentary Suite Upgrades at the Group Rate per Night.
- 11.) TEN (10) Complimentary Welcome Amenities, upon arrival, hotel's choice.
- 12.) Complimentary Breakfast for TWO included in the Group Rate.
- 13.) Waived Resort Fee, if applicable.
- 14.) Complimentary Bartender Fees with at least \$350.00 in Host or Open Bar beverages
- 15.) Acceptance to the Corteve Addendum (Comment) (Required)

**5. The HOTEL will pay 10% commission to American Express Meetings and Events for all guest rooms that are reserved and utilized at your hotel that are associated with this meeting, regardless of whether they are booked by American Express or the client directly. (Single choice) (Required)**

- Yes  
 No  
 Other, enter amount

**6. Hotel agrees that rates quoted, for this program, have not been inflated due to commission being paid to American Express Meetings and Events. Please indicate your agreement by answering yes. (Single choice) (Required)**

- Yes  
 No

**7. Hotel guarantees that no lower rate or special promotional rate will be in effect during the dates of the contracted program for comparable room types. In addition, the Hotel will support a lowest rate guarantee representing and warranting that the pricing offered to American Express Meetings and Events will be equal to or better than the pricing for comparable rooms and services offered to any other customer. Please indicate your agreement by answering yes (Single choice) (Required)**

- Yes  
 No

**8. Have you been contacted directly by the client? (Single choice) (Required)**

- Yes  
 No

**9. Are rates applicable 3 days pre and post meeting? (Single choice) (Required)**

- Yes  
 No

**10. Does the venue have any construction / renovation planned over the group dates? If yes, please expand. (Comment) (Required)**

**11. Please list the most recent renovation dates for the following: Guestrooms / Lobby area / Meeting Space: (Comment) (Required)**

**12. Please name and indicate distance from airport(s). (Comment) (Required)**

**13. The HOTEL will accept American Express as payment without charging an additional fee (Single choice) (Required)**

- Yes  
 No