GOALS AND OBJECTIVES

The conference will be held on December 9, 2024 - December 13, 2024, in Las Vegas, Nevada. Check-in will be on December 8, 2024, and check-out will be on December 14, 2024.

The facility must have the capacity to host a conference with 75 attendees including rooms and an additional 25-30 presenters/panelists, conference/meeting rooms, 3 breakout rooms, vendor demonstration space, catering, audio/visual, and professional event coordinator services.

All meeting expenses will be charged to a master account, apart from hotel room incidental charges, for which each individual attendee will be responsible and presenter/panelist/vendor rooms or other accommodations necessary for their attendance are the responsibility of the presenter/panelist/vendor.

SCOPE OF WORK

Contractor Responsibilities

* The conference dates are December 9 – December 13, 2024.
* The conference will be held in Las Vegas, NV.
* Vendors must provide with their proposal a complete and detailed description of the following:
  + The availability of individual rooms
  + The facility layout shall include the following:
    - In addition to the main conference space for up to 75 attendees and up to an additional 25 panelists/presenters.
    - Ability to host a vendor area with up to 4 vendors.
    - Ability to host a dinner for five event days of up to 100 people, and a separate banquet dinner for up to 75 people.
    - Ability to host a welcoming reception of 75 people.
    - Ability to host multiple concurrent technical breakout sessions on five consecutive conference days, with multiple floor plan layout diagrams to change based on topics being presented.
    - Ability to host space for one registration desk.
    - Capacity and options for parking for attendees, panelists/presenters.
    - Capacity for loading space for vendor use to unload equipment, if needed.
    - Ability to ensure proper security for attendees, speakers/panelists, vendors, and other personnel, including nightly equipment storage.
    - Ability to cater breakfast, session breaks and other event needs for 75-100 attendees.
  + Application must include proof of experience with professional event coordination.
  + Be able to provide audio and visual support for technical sessions, dinners, meetings, and other events.
  + Provide a cancellation policy.
  + Provide billing arrangement options.
  + Provide the group room rates and reservation cutoff date.
  + The conference is attended primarily by Nevada state, county and city employees. Special consideration should be made in this RFP to address room rates in coordination with the federally approved General Services Administration (GSA) rates.
  + Some guests like to arrive early and/or stay after the completion of the conference. Please allow a 1-day before and a 1-day after stay at the conference room rate.