**RFP 10TCA-S2694**

**2024 GOVERNOR’S TOURISM CONFERENCE**

**QUESTIONS AND ANSWERS**

1. Is meeting space needed for 1, 2 or 3 full business days?

***Two (2) full days only. Please refer to “schedule summary” provided as an attachment to the RFP.***

1. Is the room block for 2 or 3 nights?

***The room block should be up to 4 nights.***

1. Are meals needed for 2 or 3 full days?

***F&B will be needed for two (2) days.***

1. I would like to know the number of guest sleeping rooms required on a per night basis from first night or arrival to departure date. How many of these are government employees vs. Corporate. Is the Government per diem rate required for some or all guest rooms?

***Government per diem rate is required only for Travel Nevada Staff and Speakers whom***

***Travel Nevada will pay for.***

***The remainder is the best competitive rate you can offer.***

***Hotel Block pattern:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Day 1*** | ***Day 2*** | ***Day 3*** | ***Day 4*** |
| ***Activities*** | ***Setup*** | ***Opening*** | ***Closing*** |  |
| ***NV Staff & Speakers*** | ***20*** | ***40*** | ***40*** | ***10*** |
| ***Gen Attendees*** | ***30*** | ***100*** | ***100*** | ***10*** |

1. I would like to know if exhibitors will be charged a fee to exhibit and be responsible for their own charges through Hotel or if the charges will be paid by NV Event holder?

***Exhibit space is sold as a benefit of sponsorship. We will only provide a table and two (2) chairs. Any electrical or other elements will be their responsibility and should be billed directly.***

1. I would like to know if the items A, B, and C1, C2 under Sections 8.7.3 are required for the proposal process?

***There is no Section 8.7.3. I believe you are referring to Section 10.6. A and B are required when you submit your proposal and it should be marked Confidential. I do not know what you are referring to as C1 and C2.***

1. I would like to know about the AV requirements for the group? What is needed per breakout room and per vendor? Is electrical needed per Vendor booth?

***At a minimum, the conference will require a podium with wireless mic, projection/screen capabilities, lavalier microphones for panel discussions, and Wi-fi for attendees. The breakout rooms will be used for meetings and will need electricity and Wi-fi. The exhibitors will need to request electricity and may be billed by the venue accordingly.***

1. Please explain how to submit more than one date option within the Nov/Dec 2024 parameter in the same bid.

***Vendors would need to include all available/optional dates within their response. There is not a specific area where you would need to enter those dates.***

1. Where do we locate attachments 6.3.1, 6.3.2 A-D?

***6.3.1 Cost Schedule and 6.3.2 A-D which is Attachments for Signatures are located on the Attachments Tab.***

1. What documentation is required for A & B? Just the numbers or is a specific form required?

***For Section 10.6.3 A. and B. all that is needed is your D&B # and your Federal Tax Identification Number. No specific form is required. This would be a separate attachment and would be marked as CONFIDENTIAL.***