

**HOTEL RFP INSTRUCTIONS**

- Fill in **ALL YELLOW** highlighted areas.
- Provide your room rate and inventory for each room type in the hotel bid section.
  - Sign and scan back to the contact person on or before the due date.



**Team Travel Source**

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**USA VOLLEYBALL GIRLS' 18s JUNIOR NATIONAL CHAMPIONSHIP ROOM BLOCK REQUEST FOR PROPOSAL**

**DATE:** \_\_\_\_\_ **Hotel Name:** \_\_\_\_\_

**AGREEMENT DUE DATE:** w/ City Bid \_\_\_\_\_ **Address:** \_\_\_\_\_

**Company Name:** USA Volleyball \_\_\_\_\_ **City:** \_\_\_\_\_

**Event Name:** USAV Girls' 18s Junior National Championships \_\_\_\_\_ **State & Zip:** \_\_\_\_\_

**Event Dates:** See Manual for Options (Please fill in date options below in grid) \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Event Details:** Strict Stay-to-Play \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Additional Details:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Total Rooms Required with Arrival- Departure Pattern:**

(Note: We will select multiple properties to achieve the below anticipated number of room nights.)

DATE	STAFF TRAVEL	MOVE IN	MOVE IN	EVENT	EVENT	EVENT	MOVE OUT	TOTAL
STAFF – COMPED (Dbls)	10	20	32	32	32	25	10	161
SUITES - COMPED (1 Pres; 2 Jr. Suites)	3	3	3	3	3	3	3	21
OFFICIALS – COMPED (Dbls)			50	50	50	50		200
OFFICIALS - DISCOUNTED AT 70% OF ATTENDEE RATE (Dbls) (Commission – YES; Rebate – NO)			10	10	10	10		40
ATTENDEE			2400	2400	2400	600	50	7850

**Hotel Bid:** Please fill out below. Include the number of rooms for each day and the rate for each specific block.

	ROOM RATE	ROOM TYPE	PROVIDE THE NUMBER OF ROOMS PER NIGHT - PER ROOM TYPE – PER RATE THAT YOU CAN PROVIDE FOR THIS EVENT.						
			ADD EVENT DATES BELOW TO CHART BASED ON THE DATES YOUR CITY IS BIDDING ON.						
			STAFF TRAVEL	MOVE IN	MOVE IN	EVENT	EVENT	EVENT	MOVE OUT
		DATES							
ATTENDEE ROOM BID	\$ _____								
ATTENDEE ROOM BID	\$ _____								
STAFF ROOM BID	\$ _____								
OFFICIALS ROOM BID	\$ _____								

Hotel Tax Rate  % Resort Fee \$ \_\_\_\_\_ /Night Incl or Not  Min Night Stay  Nights Hotel Cancel Policy  Hours

**Details for Co-Headquarters Hotels**

(If you are not a hotel within walking distance, please skip this section.)

At least two (2) headquarter hotels will be needed. One will house staff and the other(s) will house the officials. The officials may be divided between multiple hotel properties which should all be within walking distance. Details are below:

**HEADQUARTER HOTEL #1 – EVENT STAFF** – The Event Staff HQ hotel must provide the following amenities three nights prior to the beginning of tournament until one night post tournament. The HQ Staff hotel should be the closet full-service hotel within walking distance to the venue.

- 10 parking passes per day for USAV Event Staff
- Complimentary wireless internet in ALL rooms and meeting rooms
- Complimentary package receiving for up to 10 packages.
- Guaranteed complimentary rooms and suites in chart above.

Are you a potential HQ hotel for staff? YES  NO

**HEADQUARTER HOTEL #2– EVENT OFFICIALS** - The Officials’ Headquarters hotel(s) must provide the following amenities three nights prior to the beginning of tournament until one night post tournament:

- 10 parking passes per day for USAV Event Officials
- Complimentary wireless internet in ALL rooms and meeting rooms
- Guaranteed complimentary and discounted rooms in chart above. Note: If city cannot provide the number of rooms described above in walking distance rooms, then free transportation will be provided to and from venue at non-walking distance hotel locations.

Are you a potential HQ hotel for officials? YES  NO

**TERMS & DETAILS:**

- Two Double Beds: 90%; King + Sofabed: 5%; King: 5%
- Room types must be guaranteed (No Run of the House Rooms accepted)
- Room rates must be the guaranteed to be equal or less than any other rates offered over the contracted dates.
- Attrition - we will not agree to attrition in any form.
- Right to increase rate - we will not agree to this under any condition.
- Attendee Rates to be flat 1-4 people.
- Cut off dates requested is 2 weeks before the first date of event – **CUT OFF DATE PROPOSED BY HOTEL**
- We request double rewards points for TTS & USAV.
- 1 Guaranteed comp for the duration of the event; Earned comp room ratio: **1/15** (exception: HQ hotels)
- Attendee rate to include **\$21.00 Rebate/Night for USA Volleyball** to assist in their event cost.
- Attendee/Discounted rates to include **7% Commission for TTS**
- 

**CONCESSION REQUESTS:**

REBATE OF **\$21.00** IS INCLUDED IN THE RATE

<input type="checkbox"/>	Yes
<input type="checkbox"/>	Yes
<input type="checkbox"/>	Yes
<input type="checkbox"/>	Yes
<input type="checkbox"/>	Yes

COMMISSION OF 7% INCLUDED IN RATE

REWARD POINTS WILL BE INCLUDED IN CONTRACT

BREAKFAST INCLUDED IN RATE

FREE IN ROOM WI-FI INCLUDED IN RATE

**Comments:**

<input type="checkbox"/>	No	_____
<input type="checkbox"/>	No	_____
<input type="checkbox"/>	No	_____
<input type="checkbox"/>	No	_____
<input type="checkbox"/>	No	_____

**HOTEL IS**  **MILES FROM THE VENUE**

**Any additional details that will need to be included in the contract:** (minimum night stay, deposit, individual cancellation etc.)


Hotel's offer will be held until \_\_\_\_\_. Hotel has read and agrees to attached terms and conditions.

Hotel Sales Person Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

*Important: If the person whose signature appears above is no longer with the hotel at the time the tournament takes place, the hotel must still honor all details of this agreement.*

**SUBMITTING THE BLOCK AGREEMENT:**

Please send the **COMPLETED** Block Agreement **SIGNED** to your CVB or Sports Commission to be included with the city bid. If you have any questions please call **AINSLEY HARRIS** at 502-354-9103 or [ainsley@teamtravelsource.com](mailto:ainsley@teamtravelsource.com).

**CONTRACT:**

Once a city is selected, we will select the properties from the received proposals and sent a contract for you to review and sign. National Hotel Sales Reps will be included in this process to ensure brand-wide tracking and to provide assistance as necessary.

***Thank you for your participation!***

***Team Travel Source is very excited about the possibility of partnering with you on this USAV tournament.***