

REQUEST FOR PROPOSAL

Hotel, Conference, Exhibit, Assistance-Dog Access, and Gala Services

National Service Dog Organization

Annual Regional Conference and Fundraising Gala

Proposed Event Dates: March (South, Southwest) August (North, Pacific Northwest) 2028

Expected Attendance: Approximately 250–300 people

Budgeting Attendance: 275 people per regional event (four events total)

RFP Contact: Violet Crabb, Dallas/Ft. Worth Metroplex, 214-297-7609

Proposal Due Date: November 30, 2026

1. Invitation to Submit a Proposal

A national non-profit organization that trains service dogs for the visually and hearing impaired, children with autism, and facility dogs invites qualified hotels and conference venues to submit proposals to host a two-and-one-half-day regional annual event, educational conference, exhibitor showcase, mission-focused program, and fundraising gala for approximately 250–300 attendees.

The selected property will provide:

- Guest accommodations.
- General-session and event space.
- A primary speaker stage.
- Food and beverage services.
- Audiovisual and production support.
- Space for approximately 10 exhibitors.
- Registration and networking space.
- Reliable internet connectivity.
- Accessibility for attendees with disabilities.
- Access and appropriate accommodations for service dogs and organization-authorized service dogs in training.
- Gala space and banquet services.
- Shipping, receiving, storage, parking, and event support.

The organization anticipates that service dogs, service dogs in training, program dogs, handlers, clients, trainers, volunteers, and program representatives will participate throughout the event.

The selected property must be able to accommodate trained dogs safely and respectfully throughout the contracted event areas. Dogs may participate in general sessions, demonstrations, recognition programs, educational activities, fundraising presentations, photography, and the gala.

Because the organization is a nonprofit, affordability, transparent pricing, contractual flexibility, and overall value will be important considerations.

Proposals must provide complete pricing and disclose all:

- Mandatory charges.
- Service charges.
- Administrative fees.
- Gratuities.
- Taxes.
- Labor charges.
- Internet charges.
- Electrical charges.
- Audiovisual charges.
- Cleaning fees.
- Animal-related fees.
- Resort or destination fees.
- Parking fees.
- Outside-vendor fees.
- Exclusive-provider requirements.

No animal-related fee, pet fee, cleaning surcharge, or deposit should be applied to service animals. Any proposed charges related to organization-authorized dogs in training or program dogs must be clearly disclosed and are subject to negotiation.

2. About the Organization

A national non-profit organization that trains service dogs for the visually and hearing impaired, children with autism, and facility dogs is a charitable organization dedicated to improving independence, safety, companionship, and quality of life for individuals with disabilities through professionally trained assistance dogs and related services.

The organization works with:

- Individuals with disabilities.
- Assistance-dog recipients.
- Families and caregivers.
- Professional trainers.
- Volunteers.
- Foster and puppy-raising families.
- Donors.
- Sponsors.
- Veterinary professionals.
- Community partners.
- Disability advocates.
- Regional supporters.

The annual regional event will bring together supporters, clients, volunteers, donors, corporate partners, exhibitors, community leaders, trainers, staff, and other stakeholders.

Programming may include:

- Educational presentations.
- Mission and program updates.
- Assistance-dog demonstrations.
- Client stories.
- Volunteer education.
- Donor recognition.
- Sponsor engagement.
- Exhibitor networking.
- Fundraising activities.
- Awards and recognition.
- A formal or semi-formal gala.

The property must understand that trained dogs are an integral part of the organization’s mission and event experience rather than an incidental addition to the program.

3. Event Objectives

The objectives of the event are to:

1. Educate attendees about assistance dogs, disability access, canine training, client support, volunteer engagement, and community impact.
2. Increase regional awareness of the organization’s mission and services.
3. Recognize clients, volunteers, trainers, donors, sponsors, and community partners.
4. Create meaningful networking and relationship-building opportunities.
5. Provide visibility and engagement opportunities for approximately 10 exhibitors.
6. Present trained-dog demonstrations and mission-focused programming.
7. Provide a safe, welcoming, and fully accessible experience for attendees with disabilities.
8. Ensure that service dogs and approved dogs in training can access the main stage, meeting rooms, exhibit areas, reception areas, dining rooms, guest-room corridors, elevators, and other contracted event areas.
9. Raise funds through the Friday-evening gala.
10. Recruit new donors, volunteers, foster families, puppy raisers, and community partners.
11. Strengthen relationships with regional sponsors and supporters.
12. Conduct the event in a financially responsible manner appropriate for a nonprofit organization.
13. Protect the health, comfort, dignity, and safety of attendees, dogs, handlers, hotel employees, and event participants.
14. Create an event environment that reflects professionalism, inclusion, compassion, and respect.

4. Event Overview

ITEM	REQUIREMENT
ESTIMATED ATTENDANCE	250–300 people
BUDGETING ATTENDANCE	275 people
EVENT DURATION	Two and one-half days
GUEST-ROOM CHECK-IN	Wednesday

GUEST-ROOM CHECKOUT	Friday morning
OPTIONAL ADDITIONAL STAY	Friday night for selected attendees
ESTIMATED PRIMARY ROOM BLOCK	Approximately 320 room nights
PRIMARY MEETING ROOM	One general-session room with speaker stage
EXHIBITORS	Space for approximately 10 exhibitors
THURSDAY MEALS	Breakfast and lunch
FRIDAY MEALS	Brunch and evening gala
WEDNESDAY MEAL	Optional welcome reception or dinner pricing requested
GALA ATTENDANCE	Approximately 250–300 people
PREFERRED ROOM RATE	\$169–\$199 per night, excluding applicable taxes
DOG PARTICIPATION	Service dogs and organization-authorized dogs in training
STAGE DOG ACCESS	Required
DOG RELIEF AREA	Required
ACCESSIBLE ROUTES	Required throughout all contracted event areas

Attendance, meal guarantees, guest-room pickup, and the number of participating dogs may change before contracting.

For proposal and budgeting purposes, the property should assume that approximately 25–50 trained dogs or dogs in training may be onsite during various portions of the event. The final estimate will be provided during event planning.

5. Preliminary Event Schedule

The following schedule is provided for planning and pricing. Final times may be adjusted.

Tuesday: Optional Advance Setup

The organization requests optional pricing for limited Tuesday-evening access for:

- Staff arrival.
- Shipment receipt.
- Registration preparation.
- Exhibitor staging.
- Audiovisual setup.
- Stage inspection.
- Accessibility review.
- Dog-relief area preparation.
- Signage placement.

Time	Activity	Estimated Attendance
4:00–8:00 p.m.	Optional staff, exhibitor, and audiovisual setup	15–25
4:00–8:00 p.m.	Optional accessibility and dog-route inspection	Staff only
4:00–8:00 p.m.	Shipment and supply receipt	Not applicable

Any charge for advance access must be clearly identified.

Wednesday: Arrival, Registration, and Optional Welcome Program

Attendees will officially check into hotel guest rooms on Wednesday.

The property must accommodate:

- Efficient group check-in.
- Accessible check-in counters or alternative check-in procedures.
- Early-arriving attendees.
- Attendees using mobility devices.
- Attendees accompanied by service dogs.
- Staff and program-dog arrivals.
- Complimentary luggage storage.
- Clearly identified dog-relief areas.
- Direct and safe routes from guest rooms to meeting space.

Time	Activity	Estimated Attendance
10:00 a.m.–2:00 p.m.	Staff, vendor, and audiovisual setup	25–40
12:00–6:00 p.m.	Attendee arrival and registration	250–300
1:00–5:00 p.m.	Exhibitor setup	10 exhibitors
2:00–4:00 p.m.	Optional volunteer or regional leadership meeting	50–75
4:00–5:30 p.m.	Optional opening session or orientation	250–300
5:30–7:00 p.m.	Optional welcome reception	250–300
7:00 p.m.	Evening concludes	250–300

The property should provide separate pricing for:

- A simple Wednesday welcome reception.
- Light appetizers.
- Nonalcoholic beverages.
- A cash bar.
- A limited hosted beer-and-wine bar.
- A sponsor-supported reception.

Thursday: Education, Mission Programming, and Exhibits

Time	Activity	Estimated Attendance
6:30–7:30 a.m.	Final room and stage preparation	Staff only
7:30–9:00 a.m.	Registration and breakfast	250–300
9:00–10:30 a.m.	Opening general session	250–300
10:30–11:00 a.m.	Exhibitor networking and dog relief break	250–300
11:00 a.m.–12:15 p.m.	Educational or mission-focused program	250–300
12:15–1:30 p.m.	Lunch	250–300
1:30–2:45 p.m.	Educational programming	250–300
2:45–3:15 p.m.	Exhibitor networking and dog relief break	250–300
3:15–4:30 p.m.	Client stories, demonstrations, or panel	250–300
4:30–5:00 p.m.	Closing remarks and announcements	250–300
5:00 p.m.	Daytime program adjourns	250–300

The schedule must include sufficient time for handlers to take dogs to designated relief areas without missing major program content.

Friday: Checkout, Brunch, Closing Program, and Gala

Attendees will check out of guest rooms Friday morning. The property must provide secure, complimentary luggage storage through the conclusion of the gala.

Time	Activity	Estimated Attendance
7:00–9:00 a.m.	Guest-room checkout and luggage storage	250–300
8:00–9:00 a.m.	Registration and optional coffee service	250–300
9:00–10:30 a.m.	General session	250–300
10:30 a.m.–12:00 p.m.	Brunch and exhibitor networking	250–300
12:00–1:15 p.m.	Educational or volunteer program	250–300
1:15–1:45 p.m.	Exhibitor networking and dog relief break	250–300
1:45–3:00 p.m.	Closing general session	250–300
3:00–3:30 p.m.	Closing remarks and event transition	250–300
3:30–5:30 p.m.	Gala room reset and preparation	Staff and vendors
5:30–6:30 p.m.	Gala reception	250–300
6:30–9:30 p.m.	Gala dinner and program	250–300
9:30–10:00 p.m.	Closing and departures	250–300
10:00 p.m.–12:00 a.m.	Final teardown	Staff and vendors

Because the gala occurs after Friday-morning checkout, proposals must address:

- Secure luggage storage.
- Coat and personal-item storage.
- Access to restrooms and changing areas.
- Optional hospitality or preparation rooms.
- Accessible seating areas between the daytime program and gala.
- Optional Friday-night rooms for attendees who do not wish to travel after the gala.
- Parking access through the conclusion of the event.
- Dog-relief area access through final departure.

The hotel should provide an optional Friday-night room block of approximately 20–40 rooms at the contracted group rate.

6. Guest-Room Requirements

The organization anticipates approximately 320 primary room nights, plus an optional Friday-night block.

Preliminary Room Block

Night	Estimated Rooms
Wednesday	150–170 rooms
Thursday	150–170 rooms
Optional Friday	20–40 rooms

Primary estimated total	Approximately 320 room nights
Potential total with Friday stay	Up to approximately 360 room nights

The hotel should propose an appropriately phased room block and identify the process for increasing or decreasing the block.

Requested Guest-Room Terms

The proposal should include:

- Single-occupancy rates.
- Double-occupancy rates.
- Accessible-room inventory.
- Roll-in shower availability.
- Hearing-accessible room availability.
- Connecting-room availability.
- Rates for suites and upgraded rooms.
- Applicable occupancy and tourism taxes.
- Mandatory hotel fees.
- Complimentary guest-room internet.
- Complimentary or discounted parking.
- Group rate for Wednesday, Thursday, and optional Friday nights.
- Group rate availability up to three days before and after the event.
- Complimentary-room ratio, preferably one room for every 40 occupied and paid room nights.
- At least three complimentary guest-room upgrades.
- At least five VIP amenities.
- A guest-room cutoff date no earlier than 21 days before arrival.
- An attrition threshold of 80% or lower.
- Credit for resold rooms.
- No-charge name substitutions.
- Flexible individual cancellation.
- Individual payment of guest-room and incidental charges.
- Direct billing for approved staff, speakers, clients, or organizational leadership.
- Early check-in options.
- Late-checkout options.
- Weekly pickup reports beginning eight weeks before the event.
- Waiver of early-departure fees when appropriate notice is provided.
- Complimentary luggage storage through the Friday-night gala.

Service-Dog Guest-Room Requirements

The property must confirm that:

- Service dogs may accompany their handlers in guest rooms and throughout areas where guests are generally permitted.
- No pet fee, pet deposit, breed restriction, weight restriction, or pet-floor restriction will apply to service animals.
- Accessible rooms are not limited to floors or areas that create unnecessary travel barriers.
- Guests accompanied by service dogs will not be segregated into a specific wing unless requested by the guest.

- Housekeeping staff will receive appropriate notification and instructions.
- Hotel staff will not enter rooms containing unattended dogs without following agreed safety procedures.
- Guests may decline housekeeping or schedule housekeeping at an agreed time.
- Refrigeration can be provided when needed for medically necessary supplies or canine food.
- Nearby relief areas will remain safely accessible during all hours.
- Waste-disposal receptacles and bags will be available.
- Staff will not pet, feed, call, distract, photograph, or otherwise interact with working dogs without handler permission.

The organization may also have approved service dogs in training, demonstration dogs, or program dogs. The hotel should disclose any policy distinctions that may apply and should agree to work with the organization to provide access to all contracted event areas.

7. General-Session Room

The organization requires one primary meeting room accommodating 250–300 attendees.

The room must remain available throughout the two-and-one-half-day event.

Preferred Setup

The preferred setup is:

- Crescent rounds.
- Classroom seating.
- Theater seating with accessible table areas.
- A combination recommended by the property.

The room should include:

- Comfortable seating for up to 300 attendees.
- Clear sightlines to the stage and screens.
- Wide center and side aisles.
- Accessible seating integrated throughout the room.
- Space beside seats for service dogs.
- Additional aisle clearance for mobility devices and dogs.
- Registration space outside the room.
- Nearby accessible restrooms.
- Convenient access to exhibitors.
- Water stations.
- Audiovisual control space.
- Photography and videography space.
- Appropriate ceiling height.
- Adequate ventilation.
- Non-slip flooring or securely installed carpeting.
- Minimal obstructions and loose cables.
- Direct access to dog-relief routes.

The property should provide a scaled diagram showing:

- Stage location.
 - Screens.
 - Audiovisual control position.
 - Entrances and exits.
 - Accessible seating.
 - Wheelchair and mobility-device routes.
 - Service-dog seating space.
 - Exhibit placement.
 - Emergency exits.
 - Dog-relief routes.
 - Registration area.
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8. Stage and Service-Dog Access Requirements

Service-trained dogs and organization-authorized dogs in training must be able to safely access and participate on the main stage.

This is a mandatory venue requirement.

Stage Specifications

The general-session stage should include:

- A stage approximately 16 feet deep by 32 feet wide, or a comparable size.
- A stage height appropriate for audience visibility.
- Safe, carpeted stairs with handrails.
- A full-size accessible ramp.
- A gentle and safe ramp incline.
- Non-slip ramp and stage surfaces.
- Edge markings or safety edging.
- Stage skirting.
- A lectern.
- A confidence monitor.
- A presentation timer.
- Seating for up to six panelists.
- Side tables.
- A branded backdrop or pipe-and-drape treatment.
- Appropriate front lighting.
- A backstage holding or speaker-ready area.
- Water for speakers and dogs.
- Space for dog demonstrations.
- Sufficient turning space for handlers, dogs, and mobility devices.

A portable lift should not be proposed as the primary solution when a safe ramp can reasonably be installed.

Dog Access to the Stage

The hotel and audiovisual provider must confirm that:

- The stage ramp can accommodate a handler using a wheelchair or other mobility device while accompanied by a dog.
- The ramp surface will not be slick, reflective, unstable, or excessively steep.
- The stage will not contain exposed cables, sharp edges, gaps, unsecured skirting, or unstable equipment.
- Lighting will not create excessive heat or flashing effects near dogs.
- Speakers will be positioned to avoid excessive sound exposure.
- Special effects, fog, pyrotechnics, sudden sound effects, balloons, confetti cannons, or similar potentially disruptive elements will not be used without advance written approval.
- Dog demonstrations can occur without violating hotel policies.
- Food and beverages will be kept away from demonstration paths.
- A quiet holding area will be available near the stage.
- Dogs may enter and exit the room without traveling through food-service work areas.
- Emergency exits remain accessible to handlers and dogs.
- Hotel staff will receive advance instructions regarding dog participation.

The organization reserves the right to inspect and approve the stage, ramp, backstage area, and all dog travel routes before the program begins.

9. Service-Dog and Dog-in-Training Access

The property must provide an inclusive environment for attendees accompanied by service dogs and for organization-authorized dogs participating in programming.

Required Access Areas

Dogs must be permitted, subject to applicable laws and organization protocols, in:

- Guest rooms.
- Hotel lobby.
- Registration areas.
- General-session room.
- Main stage.
- Backstage and speaker-ready areas.
- Exhibit and networking space.
- Corridors.
- Elevators.
- Reception areas.
- Gala ballroom.
- Dining areas used by event attendees.
- Outdoor gathering areas.
- Designated event offices.
- Photography areas.
- Other contracted event spaces.

Prohibited Restrictions

The property should not impose:

- Pet fees on service animals.
- Blanket breed restrictions.
- Blanket weight restrictions.
- A requirement that service dogs use freight elevators.
- Segregated seating.
- Mandatory crating during sessions.
- Requirements that interfere with the work or task of a service dog.
- Unnecessary documentation requests.
- Barriers that prevent stage participation.
- Designated “pet-friendly” floors as the only available lodging option for handlers.

Staff Training

The selected hotel should provide relevant staff with a pre-event briefing covering:

- Appropriate interaction with service-dog handlers.
- The difference between a working dog and a pet.
- Not distracting, feeding, petting, photographing, or calling a dog.
- Maintaining clear access routes.
- Responding appropriately to a dog-related concern.
- Contacting the organization’s designated canine-safety representative.
- Managing housekeeping and guest-room access.
- Emergency evacuation involving handlers and dogs.
- Protecting privacy and dignity.

The organization will provide a written protocol and may offer a short pre-event orientation.

10. Dog-Relief and Canine-Support Areas

The property must provide at least one primary dog-relief area and one backup area.

Relief-Area Requirements

The preferred relief area should be:

- Available 24 hours a day.
- Located close to guest rooms and meeting space.
- Accessible without stairs.
- Well lit.
- Secure and away from moving vehicles.
- Accessible to wheelchair users and others with mobility limitations.
- Free from toxic plants, pesticides, standing water, and sharp debris.
- Maintained throughout the event.

- Equipped with waste bags.
- Equipped with covered waste receptacles.
- Clearly identified with event signage.
- Large enough for multiple handlers and dogs.
- Protected from heavy pedestrian traffic.
- Equipped with a weather-contingency option when possible.

The proposal should include:

- A property map identifying relief areas.
- Walking distance from guest elevators and meeting space.
- Lighting information.
- Surface type.
- Cleaning schedule.
- Waste-removal schedule.
- Weather backup.
- Any related charges.

Indoor Canine-Support Area

The organization requests an optional quiet canine-support room near the general-session space.

The room may be used for:

- Brief decompression.
- Water breaks.
- Handler support.
- Program-dog staging.
- Temporary supply storage.
- Veterinary or first-aid response.
- Trainer consultations.

The room should not be used to isolate service dogs from their handlers or to require dogs to leave event programming.

11. Exhibitor Requirements

The organization anticipates approximately 10 exhibitors.

Exhibitors may include:

- Disability-service providers.
- Veterinary organizations.
- Canine-health companies.
- Mobility and accessibility companies.
- Corporate sponsors.
- Community partners.
- Volunteer organizations.

- Mission-aligned service providers.

The organization prefers exhibits immediately outside the general-session room or in an adjacent space through which attendees naturally pass.

Exhibitor Setup

Each exhibitor should receive:

- One six-foot draped table.
- Two chairs.
- One wastebasket.
- Basic identification signage.
- Access to wireless internet.
- Access to shared or individually priced electrical service.
- Adequate space behind the table.
- Accessible aisles.
- Clearance for mobility devices and service dogs.
- Setup and teardown access.
- Secure storage, if available.

The property should provide:

- A scaled exhibit-floor diagram.
- All table, chair, linen, electrical, internet, labor, and material-handling costs.
- Shipping and package procedures.
- Storage fees.
- Product-demonstration policies.
- Food-sample policies.
- Security options.
- Setup and teardown hours.
- Minimum aisle widths.
- Fire-marshall requirements.

Exhibit placement must not create narrow passages, blocked relief routes, trip hazards, or unsafe congestion for attendees and dogs.

Proposed Exhibit Schedule

- Setup: Wednesday, 1:00–5:00 p.m.
- Exhibits open: Wednesday, 5:00–7:00 p.m., if a reception is held.
- Exhibits open: Thursday, 7:30 a.m.–5:00 p.m.
- Exhibits open: Friday, 8:00 a.m.–1:45 p.m.
- Teardown: Friday, 1:45–4:00 p.m.

12. Registration Area

The organization requires a registration area near the hotel entrance and general-session room.

The area should include:

- Four six-foot registration tables.
- Eight chairs.
- Accessible counter or table height.
- Electrical access.
- Reliable wireless internet.
- Space for name badges and materials.
- Space for retractable banners.
- Space for dog-related welcome materials.
- Waste and recycling containers.
- Secure storage.
- Clear attendee circulation.
- Space for mobility devices and dogs.
- Easy access to elevators, restrooms, relief routes, and meeting rooms.

The registration area should be available from Wednesday morning through the conclusion of Friday programming.

13. Food and Beverage Requirements

The proposal should provide per-person and total pricing for:

- 250 attendees.
- 275 attendees.
- 300 attendees.

All pricing should clearly identify:

- Menu price.
- Service charge.
- Administrative fee.
- Gratuity.
- Sales tax.
- Other taxes.
- Bartender fees.
- Chef-attendant fees.
- Labor charges.
- Delivery and setup charges.
- Minimum food and beverage commitments.
- Final guarantee deadlines.
- Dietary-accommodation procedures.
- Small-group or special-meal surcharges.

The organization is interested in nonprofit pricing, package pricing, sustainable menus, and reduced minimums.

Thursday Breakfast

The organization seeks a cost-conscious breakfast buffet.

Suggested menu components include:

- Scrambled eggs or another hot entrée.
- Breakfast protein.
- Breakfast potatoes or oatmeal.
- Seasonal fruit.
- Assorted breads or pastries.
- Coffee, decaffeinated coffee, and tea.
- Water.
- Vegetarian, vegan, and gluten-free choices.

Target menu price: Approximately \$28–\$38 per person before service charges and taxes.

The hotel may propose a substantial continental breakfast if it provides meaningful savings.

Thursday Lunch

The organization seeks a buffet or plated lunch.

Suggested menu components include:

- One primary entrée.
- One vegetarian or vegan entrée.
- Salad.
- One or two side dishes.
- Dessert.
- Water and iced tea.

Target menu price: Approximately \$42–\$55 per person before service charges and taxes.

Friday Brunch

The organization seeks a substantial brunch.

Suggested menu components include:

- Eggs or breakfast entrée.
- One lunch-style entrée.
- Breakfast potatoes or another side.
- Salad.
- Seasonal fruit.
- Breads or pastries.
- Coffee, tea, water, and juice.
- Vegetarian, vegan, and gluten-free options.

Target menu price: Approximately \$38–\$52 per person before service charges and taxes.

Friday Gala

The gala will support donor engagement, mission storytelling, recognition, and fundraising.

The organization seeks pricing for both plated and buffet options for 250–300 guests.

The preferred package includes:

- Reception space.
- Passed or stationary appetizers.
- Dinner.
- Dessert.
- Coffee and tea.
- Water service.
- Vegetarian and vegan entrée options.
- Accommodations for documented dietary restrictions.
- Tables, chairs, standard linens, china, flatware, and glassware.
- Service staff.
- Basic setup and cleanup.

Target menu price: Approximately \$80–\$100 per person before service charges and taxes.

The hotel should provide separate pricing for:

1. Gala dinner without alcohol.
2. Cash bar.
3. One-hour hosted beer-and-wine reception.
4. One or two drink tickets per guest.
5. Fully hosted beer-and-wine service.
6. Fully hosted bar.
7. Bartender, cashier, security, and minimum-revenue fees.

A cash bar, sponsor-supported reception, or limited drink-ticket system is preferred.

Dining-Room Dog Accommodations

The banquet setup must:

- Allow service dogs to remain with their handlers.
- Provide sufficient space beneath or beside tables.
- Maintain wide, accessible aisles.
- Avoid placing service stations where they obstruct dog or wheelchair routes.
- Avoid loose table linens that create entanglement hazards.
- Avoid floor-level food displays in dog travel paths.
- Provide non-slip surfaces.
- Allow handlers easy access to exits and relief areas.
- Include accessible seating throughout the room rather than in one segregated section.

Hotel staff must not feed or interact with dogs.

14. Beverage Service

The organization seeks cost-conscious beverage service.

The proposal should include pricing for:

- All-day coffee, tea, and water.
- Morning-only coffee service.
- Coffee refreshes.
- Water stations.
- Bulk beverage service.
- Hydration stations.
- Reusable drinkware.
- Individual bottled beverages.

Complimentary filtered-water stations are strongly preferred.

Separate water stations or bowls for program dogs may be provided in designated areas approved by the organization. Dog water should not be placed in congested aisles or near electrical equipment.

15. Dietary Accommodations

The hotel must accommodate, with advance notice:

- Vegetarian diets.
- Vegan diets.
- Gluten-free diets.
- Dairy-free diets.
- Common food allergies.
- Religious dietary restrictions.
- Medically necessary dietary restrictions.

The proposal should describe:

- The dietary-request deadline.
- Special-meal identification.
- Cross-contact procedures.
- Additional charges.
- Meal-distribution procedures.
- Staff training.

16. Gala Space and Requirements

The Friday-evening gala should accommodate up to 300 seated guests.

Preferred Room Setup

The preferred setup includes:

- Approximately 25–30 rounds, depending on final attendance.
- Accessible seating integrated throughout the room.
- Additional space at selected tables for service dogs and mobility devices.
- A stage with an accessible dog-safe ramp.
- Audiovisual control position.
- Reception or check-in tables.
- Sponsor signage.
- Step-and-repeat or photography backdrop.
- Silent auction or fundraising display.
- Space for awards.
- Clear sightlines.
- Wide aisles.
- Direct access to restrooms and dog-relief routes.

Gala Program

The gala may include:

- Welcome remarks.
- Sponsor recognition.
- Mission presentation.
- Client and recipient stories.
- Assistance-dog demonstrations.
- Video presentations.
- Awards.
- Volunteer recognition.
- Live fundraising appeal.
- Entertainment.
- Closing remarks.

Gala Stage

The gala stage should include:

- Accessible ramp.
- Safe stairs with handrails.
- Lectern.
- Two wireless handheld microphones.
- Two wireless lavalier microphones.
- Screen and projector or LED display.
- Basic stage lighting.
- Video and music playback.
- Confidence monitor.
- Appropriate sound system.

- Quiet backstage holding space.
- Water for speakers and participating dogs.
- Space for handlers, dogs, and mobility devices.

If the gala and daytime programming use the same room, the proposal must include all reset labor, staging, cleaning, and production costs.

17. Audiovisual and Production Requirements

The organization requests complete audiovisual pricing.

General Session

The proposed package should include:

- Two projection screens or appropriately sized displays.
- High-lumen projectors or LED displays.
- Presentation and backup laptops.
- Slide-advancement remote.
- Lectern microphone.
- Three wireless handheld microphones.
- Three wireless lavalier microphones.
- Audio mixer.
- Appropriate room speakers.
- Confidence monitor.
- Presentation timer.
- Basic stage lighting.
- Audiovisual technician during programming.
- Music playback.
- Video playback with audio.
- Connection adapters.
- Power strips and extension cables.
- Safe cable management.
- Equipment setup and teardown.

Gala

The gala package should include:

- Screens and projectors or LED displays.
- Lectern microphone.
- Wireless handheld and lavalier microphones.
- Audio system.
- Stage lighting.
- Music and video playback.
- Technician during the program.
- Optional DJ or entertainment package.

- Accessibility support for captioning or assistive listening.

Dog-Safety Production Requirements

The audiovisual provider must:

- Secure and cover all cables.
- Keep cables out of dog and mobility-device paths.
- Avoid excessive audio levels.
- Avoid sudden sound checks while dogs are onstage.
- Coordinate lighting and audio cues with the organization.
- Avoid strobe lighting unless specifically approved.
- Avoid floor lighting that creates heat or trip hazards.
- Avoid fog, haze, pyrotechnics, confetti, or startling effects without written approval.
- Maintain a clear backstage route.
- Attend a pre-event stage and safety inspection.

The property should disclose audiovisual exclusivity, outside-provider fees, labor minimums, overtime, service charges, and taxes.

18. Internet and Electrical Requirements

The hotel should provide reliable internet throughout meeting and exhibit areas.

The proposal should include:

- Complimentary guest-room Wi-Fi.
- Complimentary meeting-room Wi-Fi.
- Dedicated hardwired internet for production.
- Dedicated registration internet.
- Bandwidth pricing.
- Exhibitor electrical pricing.
- Stage electrical pricing.
- Network security charges.
- Labor charges.

The network should support up to 300 attendees using multiple devices.

Electrical cables and power distribution must not create barriers or hazards for attendees, mobility devices, or dogs.

19. Accessibility and Inclusion

The selected property must provide a fully accessible and inclusive environment.

The proposal should address:

- Accessible guest rooms.
- Accessible hotel entrances.
- Automatic doors.
- Accessible registration counters.
- Accessible meeting-room entrances.
- Accessible stage ramps.
- Accessible seating throughout meeting and dining rooms.
- Accessible restrooms.
- Accessible parking.
- Elevators.
- Service-animal access.
- Assistive-listening devices.
- Captioning capabilities.
- Accessible emergency procedures.
- Lactation or wellness space.
- Gender-neutral restroom availability.
- Dietary accommodations.
- Accessible transportation options.
- Quiet or sensory-reduced areas.
- Emergency evacuation procedures for attendees accompanied by service dogs.

The property must provide routes that accommodate a person using a mobility device while accompanied by a service dog.

20. Transportation and Parking

The proposal should include:

- Distance from the nearest major airport.
- Airport transportation options.
- Hotel-shuttle availability.
- Public transportation.
- Rideshare access.
- Self-parking rates.
- Valet-parking rates.
- Complimentary or discounted parking.
- Bus or motorcoach access.
- Loading and unloading areas.
- Accessible parking.
- Covered arrival areas.
- Safe dog unloading areas.

Preference will be given to properties offering complimentary or significantly discounted parking.

21. Shipping, Receiving, and Storage

The organization and exhibitors may ship materials before the event.

The proposal should identify:

- Earliest shipment-arrival date.
- Package-addressing instructions.
- Handling fees.
- Storage fees.
- Pallet and crate fees.
- Delivery fees.
- Outbound shipping procedures.
- Cart availability.
- Secure storage.
- Loading-dock access.
- Freight restrictions.

The organization requests complimentary handling of a reasonable number of event, exhibitor, and canine-program supply boxes.

22. Event Staffing and Service

The hotel should identify:

- Sales manager.
- Convention services manager.
- Banquet captain.
- Audiovisual contact.
- Housing contact.
- Security contact.
- Accessibility contact.
- Shipping contact.
- Billing contact.

The selected property should provide one primary event-services contact from contract signing through final billing.

The organization requests:

- A preconference meeting.
- A dog-access and accessibility walkthrough.
- A stage and ramp inspection.
- Daily event briefings.
- One primary banquet captain.
- Timely room resets.
- Final banquet event order review.

- Final master-account review.
 - Post-event billing meeting.
-

23. Safety, Security, and Emergency Procedures

The proposal should describe:

- Onsite security.
- Security charges.
- Emergency response.
- Severe-weather plans.
- Fire and evacuation plans.
- Medical-emergency procedures.
- Automated external defibrillator locations.
- Overnight exhibit security.
- Lost-and-found procedures.
- Coordination with emergency services.

The emergency plan should address:

- Attendees with mobility limitations.
- Attendees accompanied by service dogs.
- Evacuation of handlers and dogs.
- Safe temporary assembly locations.
- Access to dog-relief areas during emergencies.
- Communication with the organization's canine-safety lead.

The organization may request:

- One security officer during the gala.
 - One emergency medical technician.
 - A designated canine first-aid area.
 - Contact information for a nearby emergency veterinary facility.
-

24. Cleaning and Housekeeping

The property must disclose all cleaning policies and fees associated with event dogs.

The organization expects normal and reasonable cleaning to be included in contracted event costs.

The property should confirm:

- No automatic pet-cleaning fee will apply to service animals.
- Meeting areas will be cleaned using products safe for people and dogs.
- Cleaning products will not be applied immediately before dog activities when residues could create risk.

- Floors will be kept dry and non-slip.
 - Waste receptacles will be emptied regularly.
 - Dog-relief areas will be maintained.
 - Staff will promptly address spills.
 - Any extraordinary cleaning charge will require documentation and organization approval.
-

25. Requested Concessions

Preferred concessions include:

1. Waived or significantly reduced meeting-room rental.
 2. Complimentary meeting-room Wi-Fi.
 3. Complimentary guest-room Wi-Fi.
 4. Complimentary standard staging.
 5. Complimentary accessible stage ramp.
 6. Complimentary tables, chairs, linens, and basic setup.
 7. Complimentary water stations.
 8. Complimentary registration area.
 9. Complimentary exhibit-space rental.
 10. Complimentary exhibit tables and chairs.
 11. Discounted exhibitor electrical service.
 12. One complimentary room for every 40 occupied room nights.
 13. Three complimentary room upgrades.
 14. Five VIP amenities.
 15. Complimentary staff office.
 16. Complimentary canine-support or quiet room.
 17. Complimentary secure luggage storage through Friday evening.
 18. Complimentary or discounted parking.
 19. Waived resort, destination, and facility fees.
 20. Discounted audiovisual package.
 21. Permission to use an outside audiovisual provider.
 22. Complimentary shipment handling for event materials.
 23. Group rate availability three days before and after the event.
 24. Friday-night extension at the group rate.
 25. A 21-day room cutoff.
 26. An attrition requirement of 80% or lower.
 27. Credit for resold rooms.
 28. Rebooking credit if the event is postponed.
 29. Reduced food and beverage minimums.
 30. Recognition of applicable nonprofit tax-exemption documentation.
 31. No animal-related fees for service dogs.
 32. No charge for use or maintenance of designated dog-relief areas.
 33. Complimentary staff training or briefing regarding service-dog access.
-

26. Contractual Requirements

The proposed contract should address:

- Guest-room attrition.
- Food and beverage minimums.
- Cancellation damages.
- Rebooking credits.
- Force majeure.
- Severe weather.
- Public health emergencies.
- Government restrictions.
- Construction.
- Ownership or management changes.
- Service interruptions.
- Labor disputes.
- Audiovisual exclusivity.
- Outside-vendor access.
- Indemnification.
- Insurance.
- Confidentiality.
- Data privacy.
- Assignment.
- Dispute resolution.
- Final payment.
- Billing disputes.
- Service-dog access.
- Organization-authorized dogs in training.
- Stage access.
- Relief-area access.
- Animal-related charges.
- Extraordinary cleaning.
- Emergency procedures.

The organization prefers damages based on actual anticipated lost profit rather than gross revenue and requests credit for rooms or services resold by the hotel.

The contract should expressly state that approved dogs may participate in contracted event spaces, including the main stage and gala.

27. Proposal Pricing Requirements

Proposals must provide itemized pricing.

Guest Rooms

Include:

- Single and double rates.
- Accessible-room rates and inventory.

- Suite rates.
- Taxes.
- Mandatory fees.
- Parking.
- Internet.
- Complimentary-room ratio.
- Staff or speaker rate.
- Early-arrival rates.
- Friday-night extension rate.
- Cancellation and attrition terms.

Meeting and Event Space

Include:

- General-session room.
- Exhibit area.
- Registration area.
- Gala room.
- Staff office.
- Canine-support room.
- Storage.
- Setup and teardown.
- Room resets.
- Overtime.
- Security.
- Cleaning.
- Accessible ramp and staging.

Food and Beverage

Include:

- Optional Wednesday reception.
- Thursday breakfast.
- Thursday lunch.
- Friday brunch.
- Friday gala reception.
- Friday gala dinner.
- Coffee and beverage service.
- Cash-bar costs.
- Hosted-bar costs.
- Bartender and cashier fees.
- Service charge.
- Administrative fee.
- Taxes.

Audiovisual

Include:

- General-session package.
- Gala package.
- Technician labor.
- Internet.
- Stage and ramp.
- Lighting.
- Sound.
- Screens and projectors.
- Captioning.
- Assistive listening.
- Recording or livestreaming.
- Setup and teardown.
- Service charges and taxes.

Exhibitors

Include:

- Tables.
- Chairs.
- Linens.
- Electrical service.
- Internet.
- Material handling.
- Storage.
- Shipping.
- Security.

Dog-Related Support

Include any charges for:

- Relief-area preparation.
- Relief-area maintenance.
- Waste receptacles.
- Canine-support room.
- Additional cleaning.
- Stage ramp.
- Safety barriers.
- Overnight storage of program supplies.
- Staff orientation.

The hotel must not impose pet fees for service animals.

Other Charges

Disclose:

- Resort fees.
- Destination fees.

- Amenity fees.
- Facility fees.
- Cleaning fees.
- Mandatory gratuities.
- Union labor.
- Drayage.
- Freight handling.
- Corkage.
- Outside-vendor fees.
- Power distribution.
- Rigging.
- Fire-marshall approval.
- Music-licensing fees.
- Friday-evening luggage storage.

28. Proposal Format

Proposals should be organized as follows:

1. Property overview.
2. Primary contact.
3. Date availability.
4. Guest-room proposal.
5. Meeting-space proposal.
6. Floor plans and capacity charts.
7. Service-dog and dog-in-training access plan.
8. Stage and ramp proposal.
9. Relief-area proposal.
10. Food and beverage menus.
11. Gala proposal.
12. Audiovisual proposal.
13. Exhibitor proposal.
14. Internet and electrical proposal.
15. Accessibility information.
16. Transportation and parking.
17. Concessions.
18. Contract terms.
19. Itemized cost estimate.
20. References.
21. Proposed contract.
22. Proposal expiration date.

Electronic proposals are preferred.

29. References

Please provide references from three organizations that have held comparable events at the property within the past three years.

At least one reference should be from a:

- Nonprofit organization.
- Disability-services organization.
- Assistance-animal organization.
- Association.
- Charitable organization.
- Mission-driven organization.

Please prioritize references involving events attended by service-dog handlers or events that included trained dogs.

For each reference, provide:

- Organization name.
- Event type.
- Event date.
- Attendance.
- Contact name.
- Contact title.
- Email address.
- Phone number.

30. Property Renovations and Operational Changes

The hotel should disclose any anticipated:

- Renovations.
- Construction.
- Guest-room work.
- Lobby work.
- Meeting-room work.
- Restaurant closures.
- Outdoor-area closures.
- Relief-area restrictions.
- Ownership changes.
- Management changes.
- Brand changes.
- Labor disruptions.
- Road construction.

Any activity affecting accessibility, noise, dog-relief access, guest rooms, meeting space, or the attendee experience must be disclosed before contracting.

31. Proposal Timeline

MILESTONE	DATE
RFP ISSUED	July 2026
HOTEL QUESTIONS DUE	September 15, 2026
ORGANIZATION RESPONSES ISSUED	October 1, 2026
PROPOSALS DUE	November 30, 2026
FINALIST INTERVIEWS OR SITE VISITS	January-February 2027
ACCESSIBILITY AND DOG-ACCESS INSPECTION	During Site Visit
PROPERTY SELECTED	March 2027
CONTRACT NEGOTIATIONS COMPLETED	April 2027
CONTRACT EXECUTED	April 30, 2027

The organization reserves the right to modify this timeline.

32. Evaluation Criteria

Criterion	Weight
Overall cost and value	25%
Meeting, exhibit, and gala suitability	15%
Service-dog access and stage safety	15%
Accessibility and inclusive design	10%
Guest-room rate and concessions	10%
Food and beverage quality and affordability	10%
Audiovisual and production costs	5%
Location, transportation, and parking	5%
Contract flexibility and risk allocation	5%
Total	100%

Failure to provide safe service-dog access to the main stage and contracted event areas may remove a property from consideration regardless of price.

33. Rights Reserved

A national non-profit organization that trains service dogs for the visually and hearing impaired, children with autism, and facility dogs reserves the right to:

- Accept or reject any proposal.
- Request additional information.
- Negotiate with one or more properties.
- Modify event requirements.
- Conduct site inspections.
- Conduct accessibility and dog-safety inspections.
- Cancel or reissue the RFP.

- Select based on overall value rather than lowest price.
- Decline to award a contract.
- Verify proposal information and references.

Submission of a proposal does not create an obligation to contract with the submitting property.

34. Proposal Submission

Please submit the completed proposal electronically to:

Violet Crabb

Regional Advisory Board - Events

craviothn@gmail.com

214-297-7609

Email subject: Proposal – Service Dog RFPs - (Name Your Region Here)

Proposals must be received by 11:59 PM CT on November 30, 2026.
