

REQUEST FOR PROPOSAL

Hotel, Meeting, Exhibit, and Gala Services

Sustainable Solar Energy Non-Profit Organization Annual Conference and Gala

Proposed Event Dates: October 2028

Expected Attendance: Approximately 150 people

Preferred Location: United States

RFP Contact: Violet Crabb, Executive Director, craviothn@gmail.com, 214-297-7609

Proposal Due Date: October 31, 2026

1. Invitation to Submit a Proposal

Violet Crabb, as a representative of a sustainable solar energy non-profit organization, invites qualified hotels and conference venues to submit proposals to host a two-and-a-half-day educational conference, exhibitor showcase, and fundraising gala for approximately 150 attendees.

The selected property will provide guest accommodations, meeting and event space, food and beverage services, audiovisual support, exhibitor space, internet connectivity, and related event services.

Because we are a nonprofit organization, affordability, transparent pricing, contractual flexibility, and overall value will be important considerations. The organization is also interested in properties that demonstrate meaningful commitments to sustainability, energy efficiency, renewable energy, waste reduction, and responsible hospitality practices.

Proposals should provide complete pricing and disclose all mandatory charges, service fees, taxes, administrative fees, labor charges, internet charges, electrical charges, resort or destination fees, parking fees, and exclusive-vendor requirements.

2. About the Organization

The organization is an NPO dedicated to advancing access to solar energy, renewable energy education, sustainable community development, and equitable energy solutions in developing countries and rural sections of America.

The organization works with supporters, volunteers, community partners, corporate sponsors, renewable energy professionals, and other stakeholders to expand awareness of solar energy and increase access to clean, reliable, and sustainable power.

The annual conference will bring together approximately 150 attendees for educational programming, organizational updates, networking, exhibitor engagement, and a fundraising gala supporting the organization’s mission.

3. Event Objectives

The objectives of the event are to:

- 1. Educate attendees about solar energy, renewable energy access, sustainability, and community impact.
- 2. Provide a professional forum for nonprofit leaders, donors, volunteers, energy professionals, corporate partners, and community stakeholders.
- 3. Create networking and relationship-building opportunities.
- 4. Provide visibility and engagement opportunities for approximately 10 exhibitors.
- 5. Recognize supporters, partners, volunteers, and organizational accomplishments.
- 6. Raise funds and awareness through a Wednesday evening gala.
- 7. Conduct the event in a financially responsible manner appropriate for a nonprofit organization.
- 8. Align event operations with the organization’s environmental and sustainability values.

4. Event Overview

ITEM	REQUIREMENT
ESTIMATED ATTENDANCE	150 people
EVENT DURATION	Two and one-half days
GUEST-ROOM CHECK-IN	Tuesday
GUEST-ROOM CHECK-OUT	Thursday morning
ESTIMATED ROOM NIGHTS	Approximately 200 total room nights
PRIMARY MEETING ROOM	One general-session room with speaker stage
EXHIBITORS	Space for 10 exhibitors
TUESDAY MEALS	Breakfast and lunch
WEDNESDAY MEALS	Brunch and evening gala
THURSDAY MEALS	None required; optional coffee service requested
GALA ATTENDANCE	Approximately 150 people
EVENT DATES	Tuesday through Thursday in October
PREFERRED ROOM RATE	\$159–\$189 per night, excluding applicable taxes

Attendance and guest-room figures are preliminary and may change before contracting.

5. Preliminary Event Schedule

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

Monday: Optional Advance Setup

The organization requests optional pricing for limited Monday evening access, if needed, for staff arrival, shipment receipt, registration preparation, exhibitor staging, and audiovisual setup.

Time	Activity	Estimated Attendance
4:00–8:00 p.m.	Optional staff and audiovisual setup	10–15
4:00–8:00 p.m.	Optional shipment and exhibitor-material receipt	Not applicable

Any charge for advance access should be clearly identified in the proposal.

Tuesday: Arrival, Education, and Exhibits

Because attendees will officially check into hotel guest rooms on Tuesday, the property must be able to accommodate early-arriving attendees, luggage storage, and efficient group check-in.

Time	Activity	Estimated Attendance
6:30–7:30 a.m.	Event and audiovisual setup	Staff only
7:30–9:00 a.m.	Registration and breakfast	150
9:00–10:30 a.m.	Opening general session	150
10:30–11:00 a.m.	Exhibitor networking break	150
11:00 a.m.–12:15 p.m.	Educational programming	150
12:15–1:30 p.m.	Lunch	150
1:30–3:00 p.m.	Educational programming	150
3:00–3:30 p.m.	Exhibitor networking break	150
3:30–5:00 p.m.	Educational programming	150
5:00 p.m.	Program adjournment	150

The organization may consider an optional Tuesday evening reception. Properties should provide separate pricing for a one-hour reception with light appetizers and a hosted or cash bar.

Wednesday: Education, Networking, and Gala

Time	Activity	Estimated Attendance
8:00–9:00 a.m.	Registration and optional coffee service	150
9:00–10:30 a.m.	General session	150
10:30 a.m.–12:00 p.m.	Brunch and exhibitor networking	150
12:00–1:30 p.m.	Educational programming	150
1:30–2:00 p.m.	Exhibitor networking break	150
2:00–3:30 p.m.	General session or organizational program	150
3:30–4:00 p.m.	Closing remarks for the day	150
4:00–6:00 p.m.	Gala room reset and preparation	Staff and vendors
6:00–7:00 p.m.	Gala reception	150
7:00–9:30 p.m.	Gala dinner and program	150
9:30–10:00 p.m.	Closing and event conclusion	150

Thursday: Closing Program and Departure

Attendees will check out of their guest rooms Thursday morning. The hotel must provide luggage storage for attendees participating in the closing program.

Time	Activity	Estimated Attendance
7:30–8:30 a.m.	Optional coffee and water service	150
8:30–10:00 a.m.	Closing general session	150
10:00–10:30 a.m.	Break and hotel checkout	150
10:30 a.m.–12:00 p.m.	Final session and closing remarks	150
12:00 p.m.	Conference adjournment	150
12:00–2:00 p.m.	Exhibitor and event teardown	Staff and exhibitors

6. Guest-Room Requirements

The organization anticipates approximately 200 total guest-room nights.

Preliminary Room Block

Night	Estimated Rooms
Tuesday	100 rooms
Wednesday	100 rooms
Total	200 room nights

The hotel should propose a room block based on these estimates and identify the process for increasing or decreasing the block before the cutoff date.

Requested Guest-Room Terms

The proposal should include:

- Single and double occupancy room rates.
- Rates for standard, upgraded, and accessible rooms.
- Applicable state, local, tourism, occupancy, or other taxes.
- Any resort, destination, facility, amenity, or mandatory property fees.
- Complimentary guest-room internet.
- Complimentary or discounted parking.
- Availability of electric-vehicle charging stations.
- Complimentary room ratio, preferably one complimentary room for every 40 occupied and paid room nights.
- A minimum of two complimentary room upgrades for organizational leadership or featured speakers.
- A minimum of three VIP amenities.
- Group rate availability three days before and three days after the official event dates, subject to availability.
- A guest-room cutoff date no earlier than 21 days before the event.
- A reasonable attrition allowance.
- A proposed attrition threshold of no less than 80% of the contracted room block.
- Credit for resold rooms when calculating attrition damages.
- No-charge name substitutions.
- Flexible reservation cancellation terms.
- Individual payment of guest-room and incidental charges.
- Direct billing options for approved staff, speakers, or organizational leadership.
- Early check-in options for Tuesday arrivals.
- Complimentary luggage storage on Tuesday and Thursday.
- A dedicated group reservation link.
- A weekly room-block pickup report beginning eight weeks before the event.
- Waiver of individual early-departure fees when the hotel is notified within an agreed period.

The hotel should identify its standard check-in and checkout times and indicate whether the group can receive priority for early check-in on Tuesday.

7. General-Session Room

The organization requires one primary meeting room that can accommodate approximately 150 attendees and remain available throughout the two-and-one-half-day conference.

Room Setup

The preferred setup is:

- Crescent rounds, classroom seating, or a combination recommended by the hotel.
- Comfortable seating for 150 attendees.
- Clear sightlines to the stage and screens.
- Center and side aisles that meet applicable fire and accessibility codes.
- Registration space outside the room.
- Nearby access to restrooms.
- Convenient access to exhibitor space.
- Water stations in or immediately outside the meeting room.
- Space for audiovisual control equipment.
- Space for photography or videography.
- Reserved accessible seating.
- A minimum ceiling height suitable for staging, screens, lighting, and audiovisual equipment.

The property should provide a scaled diagram showing the recommended room setup, stage location, screens, audiovisual control position, entrances, exits, and exhibitor placement.

Stage Requirements

The general-session room should include:

- A stage approximately 12 feet deep by 24 feet wide, or a comparable size appropriate for the room.
- Stage height of approximately 16–24 inches.
- Safe, carpeted stairs with handrails.
- An accessible ramp or lift, when required.
- A lectern.
- A confidence monitor.
- A presentation timer.
- One small table or monitor at the lectern.
- Seating for up to four panelists.
- Two small side tables for panel sessions.
- Stage skirting.
- A simple branded stage backdrop or pipe-and-drape treatment.
- Appropriate front lighting.
- A backstage holding area or adjacent speaker-ready room, if available.

The hotel should identify whether staging is owned by the hotel, included in room rental, or provided through an exclusive audiovisual company.

8. Exhibitor Requirements

The organization anticipates approximately 10 exhibitors.

The organization prefers the exhibits to be located immediately outside the general-session room or in an adjacent space through which attendees must pass when entering meals, sessions, or networking breaks.

Exhibitor Setup

Each exhibitor should receive:

- One six-foot draped table.
- Two chairs.
- One wastebasket.
- Basic identification signage.
- Access to shared electrical service or pricing for individual electrical connections.
- Access to wireless internet.
- Adequate space behind each table.
- Reasonable separation between exhibitors.
- Access to setup and teardown times.
- Access to a secure storage area, if available.

The property should provide:

- A proposed exhibit-floor diagram.
- All charges for tables, chairs, linens, power, internet, waste removal, material handling, or labor.
- Shipping and package-handling procedures.
- Package receipt and storage fees.
- Policies regarding exhibitor-provided displays.
- Policies regarding raffles, giveaways, product demonstrations, and food samples.
- Security options for exhibit materials.
- Access hours for setup and teardown.

Proposed Exhibit Schedule

- Setup: Tuesday, 6:30–7:30 a.m.
- Exhibits open: Tuesday, 7:30 a.m.–5:00 p.m.
- Exhibits open: Wednesday, 8:00 a.m.–3:30 p.m.
- Teardown: Thursday, 12:00–2:00 p.m.

The organization may permit Monday evening setup if the hotel can provide access without significant additional cost.

9. Registration Area

The organization requires a registration area near the general-session room and attendee arrival route.

The registration area should include:

- Three six-foot registration tables.
- Six chairs.
- Electrical access.
- Reliable wireless internet.
- Space for name badges and conference materials.
- Space for three retractable banners.
- One wastebasket.
- Secure storage for supplies.
- Easy access to the hotel lobby and meeting space.
- Sufficient room to prevent attendee congestion.

The registration area should be available beginning at 6:30 a.m. Tuesday and remain available through noon Thursday.

10. Food and Beverage Requirements

The proposal should provide both per-person and total estimated pricing for 150 attendees.

All pricing should clearly identify:

- Menu price.
- Service charge.
- Administrative fee.
- Sales tax.
- Other taxes.
- Bartender or cashier fees.
- Chef attendant fees.
- Labor fees.
- Delivery or setup charges.
- Minimum food and beverage commitments.
- Menu substitutions.
- Dietary accommodation procedures.
- Deadline for final guarantees.

The organization is interested in nonprofit pricing, package pricing, sustainable-menu options, and reduced food and beverage minimums.

Tuesday Breakfast

The organization seeks a cost-conscious breakfast buffet for 150 attendees.

Suggested menu components include:

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

Target menu price: Approximately \$25–\$35 per person before service charges and taxes.

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

Tuesday Lunch

The organization seeks a buffet or plated lunch for 150 attendees.

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 \$40–\$55 per person before service charges and taxes.

The proposal should identify whether the menu can include locally sourced or plant-forward options.

Wednesday Brunch

The organization seeks a substantial brunch for 150 attendees.

Suggested menu components include:

- Eggs or a breakfast entrée.
- One lunch-style entrée.
- Breakfast potatoes or another side.

- Salad.
- Seasonal fruit.
- Assorted breads or pastries.
- Coffee, tea, water, and juice.
- Vegetarian, vegan, and gluten-free options.

Target menu price: Approximately \$35–\$50 per person before service charges and taxes.

Wednesday Gala

The gala will serve as a donor-recognition, community-building, and fundraising event.

The organization seeks pricing for both plated and buffet dinner options for approximately 150 guests.

The preferred gala package includes:

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

Target menu price: Approximately \$70–\$90 per person before service charges and taxes.

The hotel should provide separate pricing for:

1. Dinner without alcohol.
2. A cash bar.
3. A hosted beer-and-wine bar for one hour.
4. Drink tickets.
5. A fully hosted bar.
6. Bartender, cashier, security, and minimum-revenue charges.

A cash bar or limited hosted beer-and-wine reception is preferred because of the organization's budget.

Beverage Service

The organization seeks cost-conscious beverage service throughout the conference.

The proposal should include pricing for:

- All-day coffee, tea, and water.
- Morning-only coffee service.
- Coffee refreshes.
- Water stations instead of individual plastic bottles.
- Bulk beverage service.
- Hydration stations.
- Reusable drinkware.

The hotel should explain whether water stations can be provided at no charge.

Dietary Accommodations

The hotel must be able to accommodate, with advance notice:

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

The hotel should describe how special meals will be identified and distributed.

11. Gala Space and Requirements

The Wednesday evening gala should accommodate 200 seated guests.

Preferred Room Setup

- Approximately 20 rounds of 10, subject to the final setup.
- Stage with lectern.
- Dance floor or open networking area.
- Audiovisual control position.
- Registration or check-in table.
- Space for sponsor signage.
- Space for a step-and-repeat or photography backdrop.
- Space for a silent auction or fundraising display, if needed.
- Accessible seating and routes.

- Clear sightlines to the stage and screens.

Gala Stage and Production

The gala may include:

- Welcome remarks.
- Sponsor recognition.
- Mission-focused presentation.
- Video presentation.
- Awards or donor recognition.
- Live fundraising appeal.
- Entertainment or a DJ.
- Closing remarks.

The gala stage should include:

- Lectern.
- Two wireless handheld microphones.
- One lavalier microphone.
- Screen and projector or LED display.
- Basic stage lighting.
- Playback capability for videos and music.
- Confidence monitor, if available.
- Appropriate audio system for speeches and entertainment.

The hotel should indicate how much time is required to reset the room between daytime programming and the gala.

If the same room must be used for both purposes, the proposal should include all labor and reset charges.

12. Audiovisual and Production Requirements

The organization requests complete audiovisual pricing for the general session and gala.

General Session

The proposed package should include:

- One large projection screen or two screens appropriate for the room.
- High-lumen projector or comparable display technology.
- Presentation laptop and backup laptop.

- Slide-advancement remote.
- Lectern microphone.
- Two wireless handheld microphones.
- Two wireless lavalier microphones.
- Audio mixer.
- Speakers appropriate for the room.
- Confidence monitor.
- Presentation timer.
- Basic stage lighting.
- Audiovisual technician during scheduled programming.
- Music playback.
- Video playback with audio.
- Connection adapters.
- Power strips and extension cables.
- Basic cable management.
- Equipment setup and teardown.

Gala

The gala package should include:

- Screen and projector or comparable display.
- Lectern microphone.
- Two wireless handheld microphones.
- One wireless lavalier microphone.
- Audio system.
- Basic stage lighting.
- Music and video playback.
- Technician during the program.
- Optional DJ sound-and-lighting package.

Proposal Requirements

The property should disclose:

- Whether it requires the use of an exclusive audiovisual provider.
- Whether the organization may bring its own audiovisual provider.
- Any outside-vendor fees.
- Internet connection requirements.
- Labor minimums.
- Overtime rates.
- Setup and teardown charges.
- Equipment rental rates.
- Service charges, administrative fees, and taxes.
- Cancellation terms.

- Replacement charges for damaged equipment.
- Whether basic house sound, staging, screens, or lighting are included in room rental.

The organization strongly prefers a venue that will permit competitive audiovisual bidding or provide a nonprofit audiovisual discount.

13. Internet and Electrical Requirements

The hotel should provide reliable internet throughout the meeting and exhibit space.

The proposal should include:

- Complimentary attendee Wi-Fi in guest rooms.
- Complimentary attendee Wi-Fi in meeting areas.
- Dedicated hardwired internet for audiovisual production.
- Dedicated internet for registration.
- Pricing for additional bandwidth.
- Electrical pricing for exhibitors.
- Electrical pricing for the stage and audiovisual equipment.
- Any internet connection, access-point, network-security, or labor charges.

The hotel should provide the available bandwidth and describe its ability to support approximately 150 attendees using multiple devices.

14. Sustainability and Mission Alignment

As a solar energy nonprofit, the organization prefers a venue that demonstrates measurable sustainability practices.

The proposal should describe the property's practices related to:

- Renewable energy use.
- Solar-panel installations.
- Building energy efficiency.
- Energy-management systems.
- Green-building certifications.
- Water conservation.
- Recycling.
- Composting.
- Food-waste reduction.
- Donation of unused food.

- Elimination of single-use plastics.
- Reusable serviceware.
- Sustainable or locally sourced food.
- Plant-forward menus.
- Environmentally responsible cleaning products.
- Linen and towel reuse.
- Electric-vehicle charging stations.
- Public transportation access.
- Carbon-footprint measurement.
- Sustainable meeting certifications.
- Community-impact programs.

Preference may be given to hotels with current sustainability certifications or documented renewable-energy initiatives.

The hotel should also indicate whether it can provide an event sustainability report following the conference.

15. Accessibility and Inclusion

The selected property must comply with applicable accessibility laws and should provide an inclusive experience for all participants.

The proposal should address:

- Accessible guest rooms.
- Accessible meeting-room entrances.
- Accessible stages or stage ramps.
- Accessible seating.
- Accessible restrooms.
- Accessible parking.
- Elevators.
- Service-animal policies.
- Assistive-listening devices.
- Captioning capabilities.
- Lactation or wellness space.
- Gender-neutral restroom availability.
- Dietary accommodation procedures.
- Emergency evacuation procedures for guests with disabilities.

16. Transportation and Parking

The proposal should include information about:

- Distance from the nearest major airport.
- Estimated airport transportation cost.
- Hotel shuttle availability.
- Public transportation.
- Rideshare availability.
- Self-parking rates.
- Valet-parking rates.
- Complimentary or discounted event parking.
- Bus or motorcoach access.
- Loading and unloading areas.
- Electric-vehicle charging stations.
- Accessible parking.

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

17. Shipping, Receiving, and Storage

The organization and exhibitors may ship materials to the hotel before the event.

The proposal should identify:

- Earliest date shipments may arrive.
- Package-addressing instructions.
- Package-handling fees.
- Storage fees.
- Pallet or crate fees.
- Delivery fees from storage to the meeting area.
- Outbound shipping procedures.
- Availability of carts or dollies.
- Availability of secure storage.
- Loading-dock access.
- Restrictions on exhibitor freight.

The organization requests complimentary handling of a reasonable number of staff and conference boxes.

18. Event Staffing and Service

The hotel should identify the staff who will support the event, including:

- Sales manager.
- Convention services manager.
- Banquet captain.
- Audiovisual contact.
- Reservations or housing contact.
- Security contact.
- Shipping and receiving 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 daily event briefing.
- One primary banquet captain.
- Timely room resets.
- A final banquet event order review.
- A final master-account review.
- A post-event billing meeting.

19. Security and Emergency Procedures

The proposal should describe:

- Onsite security staffing.
- Security charges.
- Emergency response procedures.
- Severe-weather procedures.
- Fire and evacuation procedures.
- Medical-emergency procedures.
- Availability of automated external defibrillators.
- Overnight exhibit-space security.
- Lost-and-found procedures.
- Coordination with local emergency services.

The organization may request one security officer during the Wednesday gala, depending on hotel policy and alcohol service.

20. Requested Concessions

The organization asks each property to identify the concessions it can provide. Preferred concessions include:

1. Waived or significantly reduced meeting-room rental based on food and beverage and guest-room commitments.
2. Complimentary meeting-room Wi-Fi.
3. Complimentary guest-room Wi-Fi.
4. Complimentary tables, chairs, standard linens, and basic room setup.
5. Complimentary water stations.
6. Complimentary registration area.
7. Complimentary exhibit-space rental.
8. Complimentary exhibit tables and chairs.
9. Discounted exhibitor electrical service.
10. One complimentary guest room for every 40 occupied and paid room nights.
11. Two complimentary guest-room upgrades.
12. Three complimentary VIP amenities.
13. Complimentary staff office or storage room.
14. Complimentary or discounted parking.
15. Waived resort, destination, or facility fees.
16. Discounted audiovisual package.
17. Permission to use an outside audiovisual provider without penalty.
18. Complimentary shipment handling for a reasonable number of event boxes.
19. Group rate availability three days before and three days after the event.
20. A 21-day room-block cutoff date.
21. An 80% or lower room-block attrition requirement.
22. Credit for all resold rooms when calculating attrition.
23. Rebooking credit if the event must be postponed.
24. Reduced food and beverage minimums for a nonprofit organization.
25. Recognition of the organization's applicable sales-tax exemption documentation.

21. Contractual Requirements

The proposal should include the hotel's standard contract or a summary of its proposed terms.

The organization will seek reasonable and mutually acceptable provisions regarding:

- Guest-room attrition.
- Food and beverage minimums.
- Cancellation damages.
- Rebooking credits.
- Force majeure.

- Impossibility or impracticability of performance.
- Public health emergencies.
- Severe weather.
- Government restrictions.
- Construction or renovation.
- Change in hotel ownership or management.
- Service interruptions.
- Labor disputes.
- Audiovisual exclusivity.
- Outside-vendor access.
- Indemnification.
- Insurance.
- Confidentiality.
- Data privacy.
- Assignment.
- Dispute resolution.
- Final payment.
- Master-account review.
- Billing disputes.

The organization prefers cancellation and attrition damages to be based on the hotel's anticipated lost profit rather than gross revenue. The organization also requests credit for rooms, meeting space, or food and beverage revenue resold by the hotel.

22. Proposal Pricing Requirements

Proposals must provide itemized pricing rather than a single estimated total.

Please include:

Guest Rooms

- Standard single occupancy rate.
- Standard double occupancy rate.
- Suite and upgrade rates.
- Applicable taxes.
- Mandatory fees.
- Parking.
- Internet.
- Complimentary-room ratio.
- Staff or speaker rate.
- Early-arrival and late-departure rates.

Meeting and Event Space

- General-session room rental.
- Exhibit-space rental.
- Registration-space rental.
- Gala room rental.
- Staff office or storage-room rental.
- Setup and teardown fees.
- Room-reset fees.
- Overtime fees.
- Security fees.

Food and Beverage

- Tuesday breakfast.
- Tuesday lunch.
- Wednesday brunch.
- Wednesday gala reception.
- Wednesday gala dinner.
- Coffee and beverage service.
- Optional Tuesday reception.
- Cash-bar fees.
- Hosted-bar fees.
- Bartender and cashier fees.
- Service charge.
- Administrative fee.
- Applicable taxes.

Audiovisual

- General-session audiovisual package.
- Gala audiovisual package.
- Technician labor.
- Dedicated internet.
- Stage and staging accessories.
- Lighting.
- Sound.
- Screens and projectors.
- Recording or livestreaming options.
- Setup and teardown.
- Service charges and taxes.

Exhibitors

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

Other Charges

The hotel must identify any other anticipated charges, including:

- 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 charges.

23. Proposal Format

Proposals should be organized in the following order:

1. Property overview.
2. Primary contact information.
3. Confirmation of date availability.
4. Guest-room proposal.
5. Meeting-space proposal.
6. Floor plans and capacity charts.
7. Food and beverage menus and pricing.

8. Gala proposal.
9. Audiovisual proposal.
10. Exhibitor proposal.
11. Internet and electrical proposal.
12. Sustainability information.
13. Accessibility information.
14. Transportation and parking information.
15. Concessions.
16. Contract terms.
17. Itemized cost estimate.
18. References.
19. Proposed contract.
20. Proposal expiration date.

Electronic proposals are preferred.

24. References

Please provide contact information for three organizations that have held comparable events at the property within the past three years.

At least one reference should be from a nonprofit, association, charitable organization, or mission-driven organization.

For each reference, provide:

- Organization name.
 - Event name.
 - Event date.
 - Approximate attendance.
 - Contact name.
 - Contact title.
 - Email address.
 - Phone number.
-

25. Property Renovations or Operational Changes

The hotel should disclose any planned or anticipated:

- Renovations.
- Construction.

- Guest-room improvements.
- Lobby work.
- Meeting-room work.
- Restaurant closures.
- Pool or amenity closures.
- Ownership changes.
- Management changes.
- Brand changes.
- Labor disruptions.
- Significant road construction.

Any activity that could affect the event dates or attendee experience must be disclosed before contracting.

26. Proposal Timeline

MILESTONE	DATE
RFP ISSUED	July 18, 2026
HOTEL QUESTIONS DUE	September 1, 2026
ORGANIZATION RESPONSES ISSUED	September 21, 2026
PROPOSALS DUE	October 31, 2026
FINALIST INTERVIEWS OR SITE VISITS	November 1-December 31, 2026
PROPERTY SELECTED	January 31, 2027
CONTRACT NEGOTIATIONS COMPLETED	February 28, 2027
CONTRACT EXECUTED	March 15, 2027

The NPO reserves the right to modify this timeline.

27. Evaluation Criteria

Proposals may be evaluated using the following criteria:

Criterion	Weight
Overall cost and value	30%
Meeting, exhibit, and gala-space suitability	20%
Guest-room rate and concessions	15%
Food and beverage quality and affordability	10%
Audiovisual, internet, and electrical costs	10%
Sustainability and mission alignment	5%

Criterion	Weight
Location, transportation, and parking	5%
Contract flexibility and risk allocation	5%
Total	100%

The lowest-priced proposal will not necessarily be selected. Overall value, attendee experience, operational suitability, contractual terms, and mission alignment will also be considered.

28. Rights Reserved

The NPO reserves the right to:

- Accept or reject any proposal.
- Request additional information.
- Negotiate with one or more properties.
- Modify the event requirements.
- Conduct site inspections.
- Cancel or reissue the RFP.
- Select a property 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 for Violet Crabb or the NPO to contract with the submitting party.

29. Proposal Submission

Please submit the completed proposal electronically to:

Violet Crabb
 Executive Director
 cravioth@gmail.com
 214-297-7609

Email subject: Proposal – Solar Energy NPO October Conference and Gala

Proposals must be received by 11:59 PM on October 31, 2026.
