

POAC NATIONAL CONVENTION BID SHEET

Name of Hotel/Facility: _____

Complete Address: _____

Contact Name & Phone Number for Facility: _____

Parking Availability & Charges.....\$ _____

Number of Guest Rooms: _____ Convention Room Rate \$ _____

Break Out Rooms: Number & Size: _____

Break Out Room Usage Rates.....\$ _____

Banquet Room: Size: _____ Usage Rate.....\$ _____

Seating Capacity: _____

Projector Screen Available: Y N Usage Fee... \$ _____

Vendor Space Available: Location: _____

Vendor Space Fee: _____

Luncheon Price Range: _____

Banquet Price Range: _____

Bar/Lounge on Site: Y N Indoor Pool: Y N

Restaurant on Site: Y N Menu Price Range: _____

Lobby Area Available for Registration: Y N

Carry-In Snack Foods Allowed for Hospitality Area: Y N

Distance to Airport: _____ Free Shuttle: Y N

AV Equipment Charges (Podium, Wireless Microphones, Laptop Projector, Screens, etc) _____

Other Helpful Information: _____

Bid Submitted By: _____ Date: _____