

**Event Name**  
2022 ACG Summer Board

**Attendees**  
60

**Response Due**  
Mon, Feb 24, 2020 5:00pm EST

**Peak Sleeping Rooms**  
35

**Planning Organization**  
KZAM Enterprises LLC

**Total Room Nights**  
115

**Planner Contact**  
Dan Jones  
Principal  
434-577-2342  
djones@kzammeetings.net

**Largest Meeting Space**  
1,600 sq ft

**Breakouts needed**  
0

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### Files Attached to this RFP (1)

49100\_2022\_acg\_summerboard\_required\_cancellation\_language-histories\_.docx ACG Required cancellation language and 3 years historical data

### Preferred Dates

**Alternate Dates**  
May provide alternate dates

- Wed, Jun 15 - Sun, Jun 19, 2022 [5 days]

### Questions

1. What is your proposed F&B minimum for this event?
2. Client requesting no guest room attrition (will provide historical data), can you honor this request?
3. Client has preferred cancellation language (based on actual damages vs liquidated damages, see attached) can you honor this request?

**Room Block Requested**

**Total Rooms for RFP**  
115

**Peak Night / (Peak Rooms)**  
Jun 16 / (35 Rooms)

	<b>Jun 15 (Day 1)</b>	<b>Jun 16 (Day 2)</b>	<b>Jun 17 (Day 3)</b>	<b>Jun 18 (Day 4)</b>	<b>Jun 19 (Day 5)</b>	<b>Jun 20 (Day 6)</b>	<b>Totals</b>
<b>Run of House</b>	4	31	31	31	5	c/o	<b>102</b>
<b>Staff</b>	0	3	3	3	c/o		<b>9</b>
<b>Presidential Suite</b>	1	1	1	1	c/o		<b>4</b>
<b>Single</b>	c/o						<b>0</b>
<b>Totals</b>	<b>5</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>5</b>	<b>0</b>	<b>115</b>

**Meeting Agenda**

**Exhibits needed for this event**

No

**Largest meeting space**

1,600 sq ft

**Breakouts needed**

0

Start - End	Ppl	Name	Type	Setup	24 hr	Notes	A/V Notes
<b>Thu, Jun 16 (Day 2)</b>							
7:00am - 6:00pm	5	ACG Office	Office	Custom	Yes		
2:00pm - 8:00pm	3	ACG Registration	Registration	Registration	No		
6:00pm - 8:00pm	50	ACG Welcome Reception	Reception	Reception 650 sq ft	No		
<b>Fri, Jun 17 (Day 3)</b>							
7:00am - 6:00pm	5	ACG Office	Office	Custom	Yes		
7:00am - 2:00pm	3	ACG Registration	Registration	Registration	No		
6:30am - 12:00pm	33	ACG Board of Trustees Meeting / Working Breakfast	Meeting	U-Shaped 1,600 sq ft	No	Buffet breakfast , set in room if possible.	
8:00am - 10:00am	28	ACG Guest Breakfast	Breakfast	Flow (no tables or chairs)	No	Ideally, coupons/vouchers allowing guest to do breakfast at leisure, applied to F&B Minimum.	
10:00am - 10:30am	33	ACG AM Refreshment Break	Morning Break	Flow (no tables or chairs)	No	In ACG Meeting room	
12:00pm - 1:00pm	55	ACG Lunch	Buffet Lunch	Rounds of 8 975 sq ft	No	Board and guests together for lunch	
7:00pm - 8:00pm	60	ACG Reception	Reception	Reception 850 sq ft	No	Possible that either Friday or Saturday may go off-site, but at least one dinner will stay on site. Flexible as to which night stays on-site.	
8:00pm - 10:00pm	60	ACG Dinner	Buffet Dinner	Rounds of 8 1,000 sq ft	No	Possible that either Friday or Saturday may go off-site, but at least one dinner will stay on site. Flexible as to which night stays on-site.	
<b>Sat, Jun 18 (Day 4)</b>							
7:00am - 6:00pm	5	ACG Office	Office	Custom	Yes		
6:30am - 12:00pm	33	ACG Board of Trustees Meeting / Working Breakfast	Meeting	U-Shaped 1,600 sq ft	No	Buffet breakfast , set in room if possible.	
8:00am - 10:00am	28	ACG Guest Breakfast	Breakfast	Flow (no tables or chairs)	No	Ideally, coupons/vouchers allowing guest to do breakfast at leisure, applied to F&B Minimum.	
10:00am - 10:30am	30	ACG AM Refreshment Break	Morning Break	Flow (no tables or chairs)	No	In ACG Meeting room	

Start - End	Ppl	Name	Type	Setup	24 hr	Notes	A/V Notes
12:00pm - 1:00pm	55	ACG Lunch	Buffet Lunch	Rounds of 8 750 sq ft	No	Board and guests together for lunch	
7:00pm - 8:00pm	60	ACG Reception	Reception	Reception 850 sq ft	No	Possible that either Friday or Saturday may go off-site, but at least one dinner will stay on site. Flexible as to which night stays on-site.	
8:00pm - 10:00pm	60	ACG Dinner	Buffet Dinner	Rounds of 8 1,000 sq ft	No	Possible that either Friday or Saturday may go off-site, but at least one dinner will stay on site. Flexible as to which night stays on-site.	

**Sun, Jun 19 (Day 5)**

7:00am - 11:00am	5	ACG Office	Office	Custom	No		
8:00am - 10:00am	25	ACG Breakfast (tentative)	Breakfast	Rounds of 8 375 sq ft	No		

**Event History**

<b>Year</b>	<b>Venue/Hotel</b>	<b>People</b>	<b>Peak Night Rooms</b>	<b>Location</b>
2021	Montage Park City	60	36	Park City, Utah, United States
2019	Hotle Alex Johnson	55	30	Rapid City, South Dakota, United States
2018	Westin Whistler	55	30	Whistler, British Columbia, Canada
2017	The Wort	60	0	Jackson, Wyoming, United States
2016	Harborside Hotel & Marina	60	29	Bar Harbor, Maine, United States
2015	Couer d'Alene	60	30	Couer d'Alene, Idaho, United States

**All information provided in this RFP is proprietary for this purpose only.**

**Due By:** Mon, Feb 24, 2020 5:00pm EST

**For questions or more information regarding this RFP, contact**

Dan Jones  
KZAM Enterprises LLC  
djones@kzammeetings.net  
434-577-2342

**For technical help responding to this RFP, contact**

Meeting Evolution Support  
Email: support@meetingevolution.net  
877-865-6913 ext 1  
Mon-Fri, 8am-7pm EST