

**RFP Details**

<b>RFP Name</b>	2021 Region 1 Conference RFP No FY21-17941
<b>Response Due Date</b>	Fri, Sep 6, 2019
<b>Decision Due Date</b>	Tue, Nov 19, 2019
<b>RFP Type</b>	Meeting Space and Guest Rooms
<b>RFP Code</b>	PNNFJTTF9DJ
<b>Description</b>	This event is related to the 2020 Region 1 Planning & Administrators Meeting RFP No. FY21- 20205 listed in CVENT which is held approximately 6 months prior to this regional conference. Both the planning meeting and the conference must be held at the same property.
<b>Decision Factors</b>	Ability to meet sleeping room and meeting room needs Location of hotel Dining and entertainment venues within walking distance Overall Price Room block cut-off date Ability to accommodate both the conference and the planning meeting
<b>Billing Information</b>	Billing Procedures: AAMVA needs 30 days after receipt of agreed upon invoice in order to pay. Invoices must be sent to <a href="mailto:financeap@aamva.org">financeap@aamva.org</a> . Direct billing will be established
<b>Concession and Contractual Information</b>	<ul style="list-style-type: none"> <li>• EXHIBITS A&amp;B MUST BE SIGNED AND RETURNED WITH PROPOSAL</li> <li>• Priority will be given to properties submitting an A/V price sheet</li> <li>• Room block to be divided into two groups – a protected group for rooming list and a call in block.</li> <li>• VIP and staff reservations will be provided on a rooming list with room and tax charges designated</li> <li>• Complimentary 1-bedroom suite, prefer presidential suite</li> <li>• two upgrades to deluxe rooms at group rate</li> <li>• four updates to suites at group rate</li> <li>• Hotel to ensure that no one will be “walked” without prior discussion with our meeting coordinator. We understand that these are difficult decisions so we want to make sure that our coordinator provides some guidance to the hotel staff.</li> <li>• Walked reservations to be counted toward room block commitment and complimentary room calculations.</li> <li>• Room rates cannot be more than rates offered through Internet.</li> <li>• Three-week cut off for room block.</li> <li>• Room attrition should specify our ability to reduce room block by 20%-30 days prior to event.</li> <li>• Complimentary room for each 40 room nights cumulative.</li> <li>• No corkage/holding fee for AAMVA-sponsored water.</li> <li>• Rooms reserved by group members through Internet will be credited to room block.</li> <li>• Complimentary meeting space.</li> <li>• Complimentary wireless internet in all meeting rooms and guest rooms</li> <li>• Hotel should guarantee food, function &amp; a/v prices a minimum of 6 months prior to event.</li> <li>• Ability to review and adjust room block by July 1, 2020 after completion and reporting of 2020 Region 1 Conference</li> <li>• Walking distance to dining and entertainment venues.</li> <li>• Group rate offered 3 days pre and post</li> <li>• Complimentary storage and handling of AAMVA's freight (approximately 4 pallets), up to 3 days prior to Conference team arrival</li> <li>• Complimentary parking for local attendees.</li> <li>• Hotel should provide meeting room names in proposal</li> <li>• Hotel will not change assigned meeting rooms without prior consent from AAMVA</li> </ul> <p><b>COMPLIMENTARY AND OTHER NEGOTIATED CONCESSIONS</b>                      The Hotel hereby agrees that no meeting planner points, hotel reward points, or anything else of value shall be given to AAMVA's meeting planner or third-party representatives or agents of AAMVA for booking this event. This does not preclude hotel from honoring individual reward programs for guests checking in to the hotel.</p>

Key Contact Information			
<b>Contact Name</b>	Allison Hartle	<b>Email Address</b>	<a href="mailto:ahartle@aamva.org">ahartle@aamva.org</a>
<b>Organization</b>	American Association of Motor Vehicle Administrators	<b>Phone Number</b>	703-908-2837
<b>Title</b>	Meetings Manager, Member & Conference Services		
<b>Preferred Contact Method</b>	Cvent		
<b>Address</b>	4401 Wilson Blvd. Suite 700 Arlington, VA 22203 USA		
<b>Website</b>	<a href="http://www.aamva.org">www.aamva.org</a>		

Organization Information			
<b>Organization Name</b>	American Association of Motor Vehicle Administrators		
<b>Organization Type</b>	Association	<b>Industry</b>	Other
<b>Address</b>	4401 Wilson Blvd. Suite 700 Arlington, VA 22203 USA		
<b>Employees</b>	101 - 150		
<b>Events per Year</b>	40		
<b>Multi-Day Events</b>	100%	<b>Total Room Nights per Year</b>	5,001 - 10,000
<b>Organization Information</b>	The American Association of Motor Vehicle Administrators (AAMVA) is a tax-exempt, nonprofit organization developing model programs in motor vehicle administration, law enforcement and highway safety. The association also serves as an information clearinghouse in these areas, and acts as the international spokesman for these interests.		

Event Information		
<b>Event Name</b>	2021 Region 1 Conference RFP No FY21-17941	
<b>Total Attendees</b>	300	
<b>Event Type</b>	Conference or Convention	
<b>Commission</b>	No	
<b>Event History</b>	The planner has indicated that this event has been held before.	
<b>Dates Flexible</b>	Yes	
<b>Event Dates</b>	Tue, May 18, 2021 - Thu, May 20, 2021 + 6 alternate dates	
Date Type	Event Date Options	Notes
Planner Preferred	Tue, May 18, 2021 - Thu, May 20, 2021	
Alternate Date	Tue, May 25, 2021 - Thu, May 27, 2021	
Alternate Date	Tue, Jul 13, 2021 - Thu, Jul 15, 2021	
Alternate Date	Tue, Jul 20, 2021 - Thu, Jul 22, 2021	
Alternate Date	Tue, Sep 21, 2021 - Thu, Sep 23, 2021	
Alternate Date	Tue, Jun 15, 2021 - Thu, Jun 17, 2021	
Alternate Date	Tue, Jun 22, 2021 - Thu, Jun 24, 2021	

<b>Business Objectives</b>	This event provides AAMVA members with an intimate and collaborative environment to network and learn from fellow motor vehicle and law enforcement colleagues across North America. Attendees will have the opportunity to hear from and meet directly with jurisdictions, as well as industry organizations that provide the products and services to government agencies. Industry will have booths in the event space.
<b>Destinations Under Consideration</b>	Charlottetown, Prince Edward Island
<b>Additional Information</b>	This Conference rotates each year between the jurisdictions in Region 1. Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Brunswick, Newfoundland, New Hampshire, New Jersey, New York, Nova Scotia, Ontario, Pennsylvania, Prince Edward Island, Quebec, Rhode Island and Vermont.

**View Event History**

This event has been held in the following locations:

Venue Name	City	State	Date	Attendees	Room Block	Room Pick-Up	Food and Beverage Spend
Westin Wilmington & DoubleTree Wilmington	Wilmington	Delaware	May 2018	268	783	709	\$68,000
Hyatt Regency Chesapeake Bay	Cambridge	Maryland	May 2019	334	657	826	\$100,000
Hilton Providence	Providence	Rhode Island	May 2020				

**Guest Room Requirements**

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Fri, May 14, 2021					10
Sat, May 15, 2021	5			7	18
Sun, May 16, 2021	35			7	18
Mon, May 17, 2021	205			7	18
Tue, May 18, 2021	220			7	18
Wed, May 19, 2021	200			7	18
Thu, May 20, 2021	110			7	18

**Check-In Date** Fri, May 14, 2021

**Total Room Nights** 935

**Peak Room Nights** 245

- Additional Information**
- Room block will be divided into two groups – a VIP and Staff Reserved block and a call in block.
  - VIP and staff reservations will be provided on a rooming list with room with billing arrangements noted
  - Group room rate 3 days pre and post
  - Complimentary 1-bedroom suite, prefer presidential suite
  - Two upgrades to deluxe rooms at group rate
  - Six upgrades to suites at group rate
  - Government per diem is requested since attendees are primarily government employees. If unable to provide rates at per diem, please respond with best group rate available.
  - Reduced rate for 10 staff members.
  - Rooms reserved by group members through Internet will be credited to room block.

<b>Meeting Room Requirements</b>			
<b>Start Date</b> Fri, May 14, 2021			
<b>Day</b>	<b>Time</b>	<b>Agenda Item</b>	<b>Meeting Room Requested</b>
<b>Fri, May 14, 2021</b>		<b>Storage and Shipping Room</b> Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Sat, May 15, 2021		<b>Storage and Shipping Room</b> Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Sat, May 15, 2021		<b>Conference Office</b> Office <i>Notes or Exceptions: (6) 6' tables, power for 10 laptops and 2 printers, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Sat, May 15, 2021		<b>Information Systems Office</b> Office <i>Notes or Exceptions: 4 6' tables, power strips for 6 laptops, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Sat, May 15, 2021		<b>Stuffing Room</b> Other <i>Notes or Exceptions: 8 tables (not skirted, not draped)</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Sun, May 16, 2021		<b>Storage and Shipping Room</b> Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Sun, May 16, 2021		<b>Conference Office</b> Office <i>Notes or Exceptions: (6) 6' tables, power for 10 laptops and 2 printers, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Sun, May 16, 2021		<b>Information Systems Office</b> Office <i>Notes or Exceptions: 4 6' tables, power strips for 6 laptops, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Sun, May 16, 2021		<b>Stuffing Room</b> Other <i>Notes or Exceptions: 8 tables (not skirted, not draped)</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Sun, May 16, 2021	1:00 PM-5:00 PM	<b>Registration and Cyber Cafe</b> Registration <i>Notes or Exceptions: 3 8-foot tables, 3 high top (bistro) tables, power for 6 computers, 5 hard-wired internet connections.</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Mon, May 17, 2021		<b>Storage and Shipping Room</b> Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Mon, May 17, 2021		<b>Conference Office</b> Office <i>Notes or Exceptions: (6) 6' tables, power for 10 laptops and 2 printers, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>

Mon, May 17, 2021		<b>Information Systems Office</b> Office <i>Notes or Exceptions: 4 6' tables, power strips for 6 laptops, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Mon, May 17, 2021		<b>On-call meeting room</b> Meeting <i>Notes or Exceptions: MUST BE LOCKABLE</i>	Conference ( <b>Meeting Room Required</b> ) 5 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Mon, May 17, 2021	9:00 AM-5:00 PM	<b>General Services Contractor and Exhibitor move-in</b> Setup <i>Notes or Exceptions: Contiguous space to accommodate at least 40 8'x10' exhibit booths, lounge areas, roundtables (combination of 60 inch rounds, high boys and low boys) to seat approximately 300 people and food service (buffet lunch, refreshment breaks, and cocktail reception)</i>  <i>Room must be a minimum of 12,000 sq ft.</i>	12,000 Sq. Ft. <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Mon, May 17, 2021	9:00 AM-5:00 PM	<b>Registration and Cyber Cafe</b> Registration <i>Notes or Exceptions: 3 8-foot tables, 3 high top (bistro) tables, power for 6 computers, 5 hard-wired internet connections.</i>	<ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Mon, May 17, 2021	12:00 PM-5:00 PM	<b>Set up for General Session</b> General Session <i>Notes or Exceptions: Raised headtable for 12; steps on both sides; 200 Classroom; 150 Theater with min 10' Center aisle; Standing podium with microphone in center (or table top podium with mic); two screens; A/V Cart; laptops need to be connected to house sound, minimum of 6' from the riser to the first row</i>	<ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Mon, May 17, 2021	2:00 PM-5:00 PM	<b>Region 1 Board of Directors' Meeting</b> Meeting <i>Notes or Exceptions: 20 Ushape with additional 20 Chairs around perimeter. Screen, A/V cart, portable speakers. AAMVA to provide LCD projector and computer.</i>	U-Shape ( <b>Meeting Room Required</b> ) 40 people
Mon, May 17, 2021	2:00 PM-5:00 PM	<b>Region 1 Program Session Leads Meeting</b> Meeting <i>Notes or Exceptions: Screen, A/V cart, portable speakers. AAMVA to provide LCD projector and computer.</i>	Conference ( <b>Meeting Room Required</b> ) 10 people
Mon, May 17, 2021	4:00 PM-6:00 PM	<b>AAMVA Yea, We Do That</b> Meeting <i>Notes or Exceptions: 40 Rounds. Screen, A/V cart.</i>	Rounds ( <b>Meeting Room Required</b> ) 40 people
Tue, May 18, 2021		<b>Storage and Shipping Room</b> Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Tue, May 18, 2021		<b>Conference Office</b> Office <i>Notes or Exceptions: (6) 6' tables, power for 10 laptops and 2 printers, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Tue, May 18, 2021		<b>Information Systems Office</b> Office <i>Notes or Exceptions: 4 6' tables, power strips for 6 laptops, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>

Tue, May 18, 2021		<b>On-call meeting room</b> Meeting <i>Notes or Exceptions: MUST BE LOCKABLE</i>	Conference ( <b>Meeting Room Required</b> ) 5 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Tue, May 18, 2021	6:30 AM-9:00 AM	<b>Dressing Room for Honor Guard</b> Speaker Room <i>Notes or Exceptions: Room must be locked during breakfast and opening ceremonies.</i>	
Tue, May 18, 2021	7:30 AM-8:30 AM	<b>Breakfast in Exhibit Hall</b> Breakfast <i>Notes or Exceptions: Rounds</i>	Buffet ( <b>Meeting Room Required</b> ) 350 people
Tue, May 18, 2021	7:30 AM-5:00 PM	<b>Exhibit Hall Open</b> Setup <i>Notes or Exceptions: Contiguous space to accommodate at least 40 8'x10' exhibit booths, lounge areas, roundtables (combination of 60 inch rounds, high boys and low boys) to seat approximately 300 people and food service (buffet lunch, refreshment breaks, and cocktail reception)</i>  <i>Room must be 12,000 sq ft</i>	12,000 Sq. Ft. <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Tue, May 18, 2021	7:30 AM-5:00 PM	<b>Registration and Cyber Cafe</b> Registration <i>Notes or Exceptions: 3 8-foot tables, 3 high top (bistro) tables, power for 6 computers, 5 hard-wired internet connections.</i>	<ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Tue, May 18, 2021	9:00 AM-10:30 AM	<b>Opening Session and Members</b> General Session <i>Notes or Exceptions: Raised headtable for 12; steps on both sides; 350 Theater with min 10' Center aisle; Standing podium with microphone in center (or table top podium with mic); two screens; A/V Cart; laptops need to be connected to house sound, minimum of 6' from the riser to the first row</i>	Theater ( <b>Meeting Room Required</b> ) 350 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Tue, May 18, 2021	10:30 AM-11:00 AM	<b>Refreshment Break</b> Break <i>Notes or Exceptions: Exhibit Hall</i>	350 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Tue, May 18, 2021	11:00 AM-12:00 PM	<b>General Session: Keynote</b> General Session <i>Notes or Exceptions: Raised headtable for 12; steps on both sides; 350 Theater with min 10' Center aisle; Standing podium with microphone in center (or table top podium with mic); two screens; A/V Cart; house sound, minimum of 6' from the riser to the first row</i>	Theater ( <b>Meeting Room Required</b> ) 350 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Tue, May 18, 2021	12:00 PM-1:00 PM	<b>Lunch</b> Lunch <i>Notes or Exceptions: In Exhibit Hall</i>	Buffet 350 people
Tue, May 18, 2021	1:00 PM-2:00 PM	<b>Concurrent Session 1</b> Breakout Session <i>Notes or Exceptions: LCD Projector, screen and podium with mic</i>	Theater ( <b>Meeting Room Required</b> ) 150 people
Tue, May 18, 2021	1:00 PM-2:00 PM	<b>Concurrent Session 2</b> Breakout Session <i>Notes or Exceptions: LCD Projector, screen and podium with mic</i>	Theater ( <b>Meeting Room Required</b> ) 150 people
Tue, May 18, 2021	2:15 PM-3:15 PM	<b>Concurrent Session 1</b> Breakout Session <i>Notes or Exceptions: LCD Projector, screen and podium with mic</i>	Theater ( <b>Meeting Room Required</b> ) 150 people
Tue, May 18, 2021	2:15 PM-3:15 PM	<b>Concurrent Session 2</b> Breakout Session <i>Notes or Exceptions: LCD Projector, screen and podium with mic</i>	Theater ( <b>Meeting Room Required</b> ) 150 people

Tue, May 18, 2021	3:15 PM-3:30 PM	<b>Refreshment Break</b> Break <i>Notes or Exceptions: Exhibit Hall</i>	350 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Tue, May 18, 2021	3:30 PM-5:00 PM	<b>General Session</b> General Session <i>Notes or Exceptions: Raised headtable for 12; steps on both sides; 350 Theater with min 10' Center aisle; Standing podium with microphone in center (or table top podium with mic); two screens; A/V Cart; house sound, minimum of 6' from the riser to the first row</i>	Theater ( <b>Meeting Room Required</b> ) 350 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Tue, May 18, 2021	5:30 PM-6:30 PM	<b>President's Welcome Reception</b> Reception <i>Notes or Exceptions: in Exhibit Hall</i>	Reception 350 people
Wed, May 19, 2021		<b>Storage and Shipping Room</b> Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Wed, May 19, 2021		<b>Conference Office</b> Office <i>Notes or Exceptions: (6) 6' tables, power for 10 laptops and 2 printers, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Wed, May 19, 2021		<b>Information Systems Office</b> Office <i>Notes or Exceptions: 4 6' tables, power strips for 6 laptops, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Wed, May 19, 2021		<b>On-call meeting room</b> Meeting <i>Notes or Exceptions: MUST BE LOCKABLE</i>	Conference ( <b>Meeting Room Required</b> ) 5 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Wed, May 19, 2021	7:30 AM-8:30 AM	<b>Breakfast in Exhibit Hall</b> Breakfast <i>Notes or Exceptions: Rounds</i>	Buffet ( <b>Meeting Room Required</b> ) 350 people
Wed, May 19, 2021	8:00 AM-5:00 PM	<b>Registration and Cyber Cafe</b> Registration <i>Notes or Exceptions: 3 8-foot tables, 3 high top (bistro) tables, power for 6 computers, 5 hard-wired internet connections.</i>	<ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Wed, May 19, 2021	8:30 AM-9:45 AM	<b>General Session</b> General Session <i>Notes or Exceptions: Raised headtable for 12; steps on both sides; 350 Theater with min 10' Center aisle; Standing podium with microphone in center (or table top podium with mic); two screens; A/V Cart; house sound, minimum of 6' from the riser to the first row</i>	Theater ( <b>Meeting Room Required</b> ) 350 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Wed, May 19, 2021	10:00 AM-12:00 PM	<b>QuickConnect</b> Breakout Session <i>Notes or Exceptions: In Exhibit Hall</i>	Rounds 300 people
Wed, May 19, 2021	12:00 PM-1:00 PM	<b>Lunch</b> Lunch <i>Notes or Exceptions: In Exhibit Hall</i>	Buffet 350 people
Wed, May 19, 2021	1:00 PM-2:00 PM	<b>Concurrent Session 1</b> Breakout Session <i>Notes or Exceptions: LCD Projector, screen and podium with mic</i>	Theater ( <b>Meeting Room Required</b> ) 150 people
Wed, May 19, 2021	1:00 PM-2:00 PM	<b>Concurrent Session 2</b> Breakout Session <i>Notes or Exceptions: LCD Projector, screen and podium with mic</i>	Theater ( <b>Meeting Room Required</b> ) 150 people



Wed, May 19, 2021	2:15 PM-3:15 PM	<b>Concurrent Session 2</b> Breakout Session <i>Notes or Exceptions: LCD Projector, screen and podium with mic</i>	Theater ( <b>Meeting Room Required</b> ) 150 people
Wed, May 19, 2021	2:15 PM-3:15 PM	<b>Concurrent Session 1</b> Breakout Session <i>Notes or Exceptions: LCD Projector, screen and podium with mic</i>	Theater ( <b>Meeting Room Required</b> ) 150 people
Wed, May 19, 2021	3:15 PM-3:45 PM	<b>Refreshment Break</b> Break <i>Notes or Exceptions: Exhibit Hall</i>	350 people <ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Wed, May 19, 2021	3:45 PM-4:30 PM	<b>Concurrent Session 1</b> Breakout Session <i>Notes or Exceptions: LCD Projector, screen and podium with mic</i>	Theater ( <b>Meeting Room Required</b> ) 150 people
Wed, May 19, 2021	3:45 PM-4:30 PM	<b>Concurrent Session 2</b> Breakout Session <i>Notes or Exceptions: LCD Projector, screen and podium with mic</i>	Theater ( <b>Meeting Room Required</b> ) 150 people
Wed, May 19, 2021	3:45 PM-5:00 PM	<b>Exhibitor Move Out</b> Teardown	
Wed, May 19, 2021	4:30 PM-5:30 PM	<b>Administrators Reception</b> Reception	Reception ( <b>Meeting Room Required</b> ) 50 people
Wed, May 19, 2021	4:30 PM-5:30 PM	<b>Jurisdiction Reception</b> Reception	Reception ( <b>Meeting Room Required</b> ) 50 people
Thu, May 20, 2021		<b>Storage and Shipping Room</b> Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Thu, May 20, 2021		<b>Conference Office</b> Office <i>Notes or Exceptions: (6) 6' tables, power for 10 laptops and 2 printers, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Thu, May 20, 2021		<b>Information Systems Office</b> Office <i>Notes or Exceptions: 4 6' tables, power strips for 6 laptops, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Thu, May 20, 2021		<b>On-call meeting room</b> Meeting <i>Notes or Exceptions: MUST BE LOCKABLE</i>	Conference ( <b>Meeting Room Required</b> ) 5 people <ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Thu, May 20, 2021	7:30 AM-8:30 AM	<b>Traditional Past Presidents Breakfast</b> Breakfast <i>Notes or Exceptions: raised Head table for 10, standing podium in center, 6' skirted table in front of stage</i>	Plated ( <b>Meeting Room Required</b> ) 250 people
Thu, May 20, 2021	8:00 AM-5:00 PM	<b>Registration and Cyber Cafe</b> Registration <i>Notes or Exceptions: 3 8-foot tables, 3 high top (bistro) tables, power for 6 computers, 5 hard-wired internet connections.</i>	<ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Thu, May 20, 2021	9:45 AM-10:45 AM	<b>General Session</b> General Session <i>Notes or Exceptions: Raised headtable for 12; steps on both sides; 350 Theater with min 10' Center aisle; Standing podium with microphone in center (or table top podium with mic); two screens; A/V Cart; house sound, minimum of 6' from the riser to the first row</i>	Theater ( <b>Meeting Room Required</b> ) 350 people



Thu, May 20, 2021	10:45 AM-11:00 AM	<b>Refreshment Break</b> Break <i>Notes or Exceptions: Drinks Only</i>	350 people • 24-hour Hold
Thu, May 20, 2021	11:00 AM-12:00 PM	<b>Concurrent Session 1</b> Breakout Session <i>Notes or Exceptions: LCD Projector, screen and podium with mic</i>	Theater ( <b>Meeting Room Required</b> ) 150 people
Thu, May 20, 2021	11:00 AM-12:00 PM	<b>Concurrent Session 2</b> Breakout Session <i>Notes or Exceptions: LCD Projector, screen and podium with mic</i>	Theater ( <b>Meeting Room Required</b> ) 150 people
Thu, May 20, 2021	12:00 PM-1:30 PM	<b>Awards Luncheon</b> Lunch <i>Notes or Exceptions: same room as breakfast, raised head table ,stairs on both sides, skirted 6' table on side on stage, podium in dead center stage, A/V cart, 2 screens: AAMVA to provide LCD projectors and laptop. Laptop connected to house sound.</i>	Plated ( <b>Meeting Room Required</b> ) 250 people
Thu, May 20, 2021	1:30 PM-3:00 PM	<b>Pod Concurrent Session 3</b> Breakout Session <i>Notes or Exceptions: 2 Concentric circles of chairs for 50 people total.</i>	50 people
Thu, May 20, 2021	1:30 PM-3:00 PM	<b>Pod Concurrent Session 2</b> Breakout Session <i>Notes or Exceptions: 2 Concentric circles of chairs for 50 people total.</i>	50 people
Thu, May 20, 2021	1:30 PM-3:00 PM	<b>Pod Concurrent Session 1</b> Breakout Session <i>Notes or Exceptions: 2 Concentric circles of chairs for 50 people total.</i>	50 people
Thu, May 20, 2021	3:15 PM-5:00 PM	<b>General Session</b> General Session <i>Notes or Exceptions: Raised headtable for 12; steps on both sides; 350 Theater with min 10' Center aisle; Standing podium with microphone in center (or table top podium with mic); two screens; A/V Cart; house sound, minimum of 6' from the riser to the first row</i>	Theater ( <b>Meeting Room Required</b> ) 350 people
Thu, May 20, 2021	6:00 PM-6:45 PM	<b>Prince Edward Island Reception</b> Reception	Reception ( <b>Meeting Room Required</b> ) 250 people
Thu, May 20, 2021	6:45 PM-9:30 PM	<b>Prince Edward Island Banquet</b> Dinner <i>Notes or Exceptions: same room as breakfast and lunch, raised head table ,stairs on both side, skirted 6' table on side on stage, podium in dead center stage</i>	Plated 250 people

**AV Requirements** Screen (2 in general session room), wireless Internet, A/V Cart, AAMVA will provide LCD projectors in all breakout rooms  
 Priority will be given to proposals that include an A/V price sheet

**Additional Information** Exhibit Space - Close proximity to the conference meeting space, sleeping rooms and public restrooms. Sufficient lighting, electrical supply, phone line and high speed wireless and wired internet access. Ability to secure the exhibit area when the exhibit hall is closed.  
 • Complimentary storage and handling of AAMVA's freight which would be approximately 4-5 pallets, up to 3 days prior to AAMVA conference team arrival  
 • Complimentary meeting space.  
 • Complimentary wireless internet in all sleeping and meeting rooms  
 • Sufficient meeting space and sleeping accommodations in the same building preferred.  
 • Please detail that there is no set up or change charges for meeting rooms. AAMVA would like all room set ups to be completed a minimum of 30 minutes prior to posted meeting time.

**Additional Questions**

1. CVB's and NSO's should source to all venues that meet our requirements (Comment)
2. This event is related to the 2020 Region 1 Planning & Administrators Meeting RFP No. FY21- 20205 listed in CVENT which is held approximately 6 months prior to this regional conference. Both the planning meeting and the conference must be held at the same property. Please review the 2020 Region 1 Planning & Administrators Meeting RFP No. FY21-20205 . (Comment) (Required)
3. Are you able to bid on the 2020 Region 1 Planning & Administrators Meeting RFP No. FY21- 20205 as well?. (Multiple choice) (Required)
  - Yes
  - No
4. Please provide the cost for your basic LCD package (Comment) (Required) (for Hotels,Convention/Conference Centers)
5. Are you a union property? (Single choice) (Required) (for Hotels,Convention/Conference Centers)
  - Yes
  - No
6. What are your environmental sustainability polices? (Comment) (Required) (for Hotels)
7. Does your organization fully understand and comply with GDPR? (Single choice) (Required)
  - Yes
  - No
8. Who will have access to our data? (Comment) (Required)
9. Where is our data housed? (Comment) (Required)
10. Can you provide the requisite 72-hour notification if there is a data breach? (Single choice) (Required)
  - Yes
  - No
11. Do you have an updated Disaster Recovery and Emergency Action Plan in place? (Single choice) (Required)
  - Yes
  - No
12. Can you supply a copy of the plan as an exhibit with the signed contract? (Single choice) (Required)
  - Yes
  - No

**Additional Files**

File Name	RFP Type	File Size	Uploaded Date
<a href="#">Exhibits.pdf</a>	Portable Document Format (.pdf)	365 KB	Tue, Apr 2, 2019