

RECEIVE A QUOTE FROM SUPPLIERS

**General Information**

Name of the event

Arrival Date

Number of delegates

Type of event

Departure Date

Type of delegates

Destination

Decision Date (approx.)

Participants coming from

Other options

Comments

**Accommodation**

Hotel 1

Hotel 2

Hotel 3

**I would need an Hotel with the following characteristic:**

Type of Hotel (select 1 or more options)

- |                                   |                                   |                                     |                                   |                                 |
|-----------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Boutique | <input type="checkbox"/> Casino   | <input type="checkbox"/> City       | <input type="checkbox"/> Congress | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Golf     | <input type="checkbox"/> Business | <input type="checkbox"/> Incentives | <input type="checkbox"/> Palace   | <input type="checkbox"/> Resort |
| <input type="checkbox"/> Spa      | <input type="checkbox"/> Ski      |                                     |                                   |                                 |

Other Accommodations

- |                                     |                                 |                                      |                                       |   |
|-------------------------------------|---------------------------------|--------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Aparthotel | <input type="checkbox"/> Castle | <input type="checkbox"/> Cruise Ship | <input type="checkbox"/> Luxury Train | <input type="checkbox"/> Retreat Centre |
| <input type="checkbox"/> University | <input type="checkbox"/> Villa  | <input type="checkbox"/> Other       |                                       |   |




Situation (select max. 3 options)

- |                                  |                                |                                      |                                   |                                      |
|----------------------------------|--------------------------------|--------------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Airport | <input type="checkbox"/> Beach | <input type="checkbox"/> City centre | <input type="checkbox"/> City     | <input type="checkbox"/> City Suburb |
| <input type="checkbox"/> Desert  | <input type="checkbox"/> Golf  | <input type="checkbox"/> Island      | <input type="checkbox"/> Mountain | <input type="checkbox"/> Nature      |

Max Distance from the Airport

Max Distance from the City Centre

Comments

**Rooms & Suites** If the number of rooms varies every day specify:

Total number of rooms

Total number of suites

	Nº of Pax	Single Rooms	Double Rooms	Double Single Use	Suites
Day 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Services**

- Room Service
- Air conditioned
- Internet
- High speed Internet
- Wifi
- SafeBox
- Non smoking
- Disabled Facilities
- Sea view
- Mountain view
- City view

**Food & Beverage**

**At the Hotel:**

- Breakfast
- Lunch
- Dinner
- All inclusive
- Cocktail
- Gala Dinner

Coffee Break:  Morning  Afternoon

Comments:

**Outside:**

- Breakfast
- Lunch
- Dinner
- Catering
- Cocktail
- Gala Dinner

Comments:

**Meeting Rooms & Material**

Meeting Start Date  End Date

Total Number of Meeting Rooms:

Ballroom

Maximum Capacity needed in one room:

Breakout Rooms:

- Daylight
- Vehicular Access
- Air Conditioned
- High speed Internet
- Wifi
- Screens
- Business centre
- Translation cabins
- Videoconferencing

Day	Room Type	Time		Number of		Room Setup
		Start	End	Rooms	People	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Staff & Material**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Audiovisual Equipment | <input type="checkbox"/> Screen                   | <input type="checkbox"/> Slide Projector   | <input type="checkbox"/> Video Projector |
| <input type="checkbox"/> Microphones           | <input type="checkbox"/> Simultaneous Translation | <input type="checkbox"/> Floral Decoration | <input type="checkbox"/> Furniture       |
| <input type="checkbox"/> Exhibition Systems    | <input type="checkbox"/> Hostess Service          | <input type="checkbox"/> Speakers          | <input type="checkbox"/> Photographs     |
| <input type="checkbox"/> Guides                | <input type="checkbox"/> Security                 | <input type="checkbox"/> Translators       |  |

**Comments**

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**Activities**

**Incentive Activities**

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- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Art & Culture    | <input type="checkbox"/> Beach          | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Fitness Center |
| <input type="checkbox"/> Golf             | <input type="checkbox"/> River Rafting  | <input type="checkbox"/> Shows         | <input type="checkbox"/> Sightseeing    |
| <input type="checkbox"/> Skiing           | <input type="checkbox"/> Special Events | <input type="checkbox"/> Spa           | <input type="checkbox"/> Sports         |
| <input type="checkbox"/> Spouse Programme | <input type="checkbox"/> Swimming Pool  | <input type="checkbox"/> Teambuilding  | <input type="checkbox"/> Tennis         |
| <input type="checkbox"/> Tours            |   |  |   |

**Comments**

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**Transportation** (please complete only if you need an agency)

City of Departure

I need help with transportation tickets

Airport of Departure

Station of Departure

On site:

Port of Departure

Transfers from the Airport

Other Cities or Airports of Departure

Car Rental

Comments

**Convention & Congress Centre**

**Max. Distance..**

from the Airport:

from the Train Station:

Total number of Meeting Rooms needed:

Maximum Capacity needed:  pax.

Maximum Height needed:  m.

Comments

Congress Centre 1:

Congress Centre 2:

Congress Centre 3:

**Budget**

Select Currency:

**Budget for:**

Accommodation

Transportation

Activities

Congress Centre

Food & Beverage

Total Budget (per person):

Max Budget for the event:

\*From  to  per person

Accommodation Budget (per person):

**\*Please fill in at least one of the 4 above fields**

Comments

**Contact Information**

Name <input type="text"/>	Address <input type="text"/>	Telephone <input type="text"/>
Position <input type="text"/>	City <input type="text"/>	Fax <input type="text"/>
Company or Group <input type="text"/>	Province <input type="text"/>	Email <input type="text"/>
Type (Agency, Company, etc) <input type="text"/>	Poste Code <input type="text"/>	Web Site <input type="text"/>
I prefer being contacted by: <input type="checkbox"/> Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Email	Country <input type="text" value="v"/>	

**Coordination**

- I want to contact the Accommodation(s) - Hotel(s) which I have selected
- I want to contact the Congress Centre which I have selected
- I want to receive a copy of this RFP to my email
- Please send me a contract sample
- Please send me references
- I need to be accompanied for the inspection visit
  
- I want to contact a local agency (DMC) for this event

Name of the DMC 1

Name of the DMC 2

Name of the DMC 3

- I want to contact a Professional Event Organizer for this Event

Name of the Agency 1

Name of the Agency 2

Name of the Agency 3

- I want to contact a Convention Bureau for this Event

Name of the Convention Bureau 1

Name of the Convention Bureau 2

Name of the Convention Bureau 3