

TripleXpresso's Conference Center

REQUEST FOR PROPOSAL

Name _____ Phone Number _____

Company/Address _____

Requested Meeting Dates _____ Alternate Dates _____

Expected Attendance _____ Name of Meeting _____

Number of Sleeping Room Required Per Night _____ (Single or Double)

Hotel Arrival Date _____ Hotel Departure Date _____

Meeting Room Set-up:

Board Room One	16 x 13/ 208 Sq. Ft.	12 conference style only	Hourly Rate \$40.00
Board Room Two	16 x 16/ 256 Sq. Ft.	12 conference style only	Hourly Rate \$40.00
Board Room Three	27 x 13/ 352 Sq. Ft.	20 conference style only	Hourly Rate \$50.00
Board Room Four	14 x 13/ 182 Sq. Ft.	8 conference style only	Hourly Rate \$35.00
Board Room Five	19 x 13/ 247 Sq. Ft.	12 conference style only	Hourly Rate \$40.00

The Danielle Room	16 x 48 / 768 Sq. Ft.	Conference style for 25, Classroom style for 50, Theater style for 100, Rounds for 50 & U- shape for 30.	Day Rate: \$600
The Tiffany Room	33 x 75 / 2475 Sq. Ft.	Classroom style for 150, Theater style for 300, Rounds for 180	Day Rate: \$750
The Rose Room	33 x 75 / 2475 Sq. Ft.	Classroom style for 150, Theater style for 300, Rounds for 180	Day Rate: \$750

Preferred Room _____ Room Set-up _____

Equipment Required:

Standing Podium _____ Tabletop Podium _____

Head table _____ Number of people at head table _____ Elevated _____ Non elevated _____

