



AFFILIATED TRIBES OF NORTHWEST INDIANS

Dedicated to Promoting Tribal Self Determination & Sovereignty

REQUEST FOR PROPOSAL (RFP): EVENT VENUE

2023 Tribal Energy Summit

The Affiliated Tribes of Northwest Indians (ATNI) is a nonprofit organization representing 57 tribal governments from Oregon, Idaho, Washington, Alaska, California and Montana. ATNI seeks to host a Tribal Energy Summit to provide a forum for the exchange of information about the opportunities and concerns of ATNI Tribes regarding Energy Sovereignty.

Through this solicitation, we are seeking cost proposals from venues and/or host Tribes in the region to host the event which is described further below.

Submission:

To submit a proposal, please send a single pdf that includes a cost proposal, a draft contract, and food menu options to Chas Jones (cjones@atnitribes.org) by the due date.

Submission deadline: November 17, 2022

For questions contact:

Michel Lenihan

Affiliated Tribes of Northwest Indians

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EVENT DESCRIPTION

Preferred Dates (in order of preference):

1. Apr 24-26, 2023 (most preferred)
2. Apr 17-19, 2023
3. May 1-3, 2023
4. Jun 5-7, 2023
5. Apr 10-12, 2023 (least preferred)

Audio-visual and infotechnology support:

All meeting rooms will require A/V capability. The majority of meeting rooms will require an A/V package. General assembly will require a large screen package with in-house audio system for video recording. Breakout meetings may be hosted virtually as well as in-person. Please include A/V menu and costs when submitting a proposal.

Lodging needs:

DAY	DATE	Room Type 1 [Total]	Room Type 2 [Total]
1	Sun	Standard [60]	Suite [2]
2	Mon	Standard [250]	Suite [4]
3	Tues	Standard [250]	Suite [4]
4	Wed	Standard [80]	Suite [4]

Meeting Room Requests (dates, room sizes, attendance):

Day	Time	Function	Set up	Attendance
Mon	8AM - 5PM	Meeting room	Classroom	35
	9AM - 5PM	Registration/Info Desk	Foyer/2-3 Tables	12
	8AM	*Continental Breakfast	Buffet	50
	8AM -12PM	Tribal Relations Workshop	Banquet ¾ Rounds & Classroom	75
	10:30 AM	*Coffee break		75
	12 PM	*Lunch	Buffet	75
	1PM – 5PM	Tribal Relations Workshop	Banquet ¾ rounds	75
	3:30 PM	*Coffee break		75
	9AM - 5PM	Vendor & info booths	20 tables	
	5PM - 8 PM	*Reception		200

Day	Time	Function	Set up	Attendance
Tues	8AM - 5PM	Meeting room	Classroom	35
	8AM - 5PM	Vendor & info booths	20 tables	
	7AM	Registration/Info Desk	Foyer/2-3 Tables	12
	8AM	*Continental Breakfast	Buffet	300
	8AM-12PM	General Assembly	Banquet ¾ Rounds & Classroom	350
	10:30 AM	*Coffee break		75
	12 PM	*Lunch	Buffet	350
	1PM-5:30 PM	General Assembly	Banquet ¾ Rounds & Classroom	350
	3:30PM	*Break	Buffet	325
	5-8PM	*Reception	Reception	275

Day	Time	Function	Set up	Attendance
Wed	8AM - 5PM	Meeting room	Classroom	35
	8AM - 5PM	Vendor & info booths	20 tables	
	7 AM	Registration/Info Desk	Foyer/2-3 Tables	12
	8 AM	*Continental Breakfast	Buffet	300
	8AM -12PM	General Assembly	Banquet ¾ Rounds & Classroom	350
	10:30 AM	*Coffee break		75
	12 PM	*Lunch	Buffet	350
	1 PM – 5:30 PM	General Assembly	Banquet ¾ Rounds & Classroom	350
	3:30 PM	*Coffee break	Buffet	325

*Food & Beverage (includes meal count):

Day	Breakfast	Lunch	Snack Breaks	Dinner
Monday	Buffet (50)	Buffet (75)	Healthy snack (75)	1 Reception (200)
Tuesday	Buffet (300)	Buffet (350)	Healthy snack (75)	1 Reception (275)
Wednesday	Buffet (300)	Buffet (350)	Healthy snack (75)	