

2020 NABJ & NAHJ CONVENTIONS AND CAREER FAIR

National Association of Black Journalists (NABJ) and National Association of Hispanic Journalists (NAHJ)

NABJ & NAHJ
Request for Proposal

RFP Details

RFP Name	2020 NABJ & NAHJ ANNUAL CONVENTIONS AND CAREER FAIR
RFP Response Due Date	Mon, 05-Feb-2018
RFP Decision Date	Tue, 20-Feb-2018
Negotiations and Contract Finalization	Mon, 05-Mar-2018
RFP Type	Meeting Space and Sleeping Rooms
NABJ/NAHJ Joint Convention Date	Wednesday, June 24, 2020 Through Sunday, June 28, 2020
RFP Code	2020-NABJ/NAHJ
Description	<p>The National Association of Black Journalists (NABJ) is an organization of journalists, students and media-related professionals that provides quality programs and services to and advocates on behalf of black journalists worldwide. Founded by 44 men and women on December 12, 1975, in Washington, D.C., NABJ is the largest organization of journalists of color in the nation with approximately 3,500 members. Many of NABJ's members also belong to one of the professional and student chapters that serve black journalists nationwide.</p> <p>The National Association of Hispanic Journalists (NAHJ) is dedicated to the recognition and professional advancement of Hispanics/Latinos in the news industry. Established in April 1984, NAHJ created a national voice and unified vision for all Hispanic journalists. NAHJ has approximately 2,200 members throughout the US, Puerto Rico and Mexico and has 20 professional chapters and 21 student chapters.</p>
RFP Decision Factors and Outline	<p>This RFP is for 2020. Important decision factors include rate and concessions; city accessibility; local and regional business support; hotel properties only (may use overflow); city, hotel and CVB incentives and/or promotions. Please no phone calls.</p> <p>Please email one electronic PDF formatted version of the proposal to: Sharon Toomer at stoomer@nabj.org, Nate Chambers at nchambers@nabj.org and Alberto B. Mendoza at abmendoza@nahj.org</p> <p>The following is an explanation of the NABJ-NAHJ 2020 Joint Convention RFP solicitation and selection process:</p> <ul style="list-style-type: none">▪ The deadline for submissions is 6:00 p.m. (ET), on Monday, February 5, 2018.▪ Submissions will be reviewed, and hotels that meet criteria will be contacted for a site visit. The site visit team will include four to six representatives from NABJ and NAHJ. Subsequent to the site visit, recommendations will be made to NABJ and NAHJs' Board of Directors.▪ Once a recommendation has been accepted, NABJ and NAHJ will contact the hotel to finalize negotiations. <p>Outline of RFP:</p> <ul style="list-style-type: none">▪ Cover letter addressing your group's interest and commitment in submitting a bid proposal▪ Proposed conference dates▪ Profile of business community▪ City or CVB to sponsor registration staffing▪ List or describe major companies located in the area▪ Potential city and/or conference bureau support available▪ Type and amount of city resources that would be provided or made available to NABJ-NAHJ▪ Type and amount of conference bureau resources that would be provided or made available to NABJ-NAHJ▪ Direct and indirect financial support that may be provided to NABJ-NAHJ▪ Diversity profile of elected city officials▪ Diversity profile of city population▪ Potential diverse vendors for conference services and activities

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Request for Proposal**Convention Dates: Wednesday, June 24 through Sunday, June 28, 2020.****Billing Information**

National Association of Black Journalists
Attention: Sharon Toomer, Executive Director of NABJ, stoomer@nabj.org
1100 Knight Hall, Suite 3101
College Park, Maryland 20742

National Association of Hispanic Journalists
Attention: Alberto B. Mendoza, Executive Director of NAHJ, abmendoza@nahj.org
1050 Connecticut Ave NW, 5th Floor
Washington, DC 20036

NABJ and NAHJ will establish separate master accounts for approved rooming list charges, food and beverage charges. AV and other miscellaneous Convention hotel charges. Both organization will identify to the hotel's event manager assigned to our Convention the specific charges that should applied to each organization's master account.

Concessions / Contractual Requirements

- One per 40 comp tied to pick-up
- Two-week reservation cut-off
- 50% discount off conference rate for staff rooms
- Complimentary meeting space
- Minimum of 40 upgrades to Concierge level
- A minimum of 45 comp VIP amenities
- A minimum of 30 round trip limousine runs
- 50% discount on parking for guests staying overnight
- 40 comp valet parking passes valid Wednesday-Sunday
- Six two Bedroom Suites over and above the comp policy, of which at least four must be the hotel's Presidential Suite or equivalent
- Six one Bedroom Suites over and above the comp policy
- 10-1 Bedroom Suites at the group rate
- A minimum of 80 comp room nights to be used for a NABJ/NAHJ Joint Board Meeting Fall 2020
- Comp microphones & podium in each breakout daily
- 20% discount off catered menu prices or NABJ/NAHJ to provide hotel with F&B budget and menus developed based on NABJ/NAHJ budget.
- 10% discount in all outlets for conference attendees
- 25% discount on Audio Visual
- Complimentary wireless Internet access in all meeting space
- 50% discount on wired internet access in all meeting space
- Complimentary internet in guest rooms
- Complimentary hotel shipping & receiving
- 48-hour food and beverage guarantees
- Complimentary use of in-house dedicated hotel channel

NABJ Key Contact Information

Contact Name	Sharon Toomer,	Email Address	stoomer@nabj.org
Organization	National Association of Black Journalists (NABJ)	Phone	301-405-0248
Title	NABJ Executive Director	Fax	301-314-1714
Preferred Contact Method	Convention, Email		
Address	1100 Knight Hall, Suite 3101, College Park, MD 20742		
Website	www.nabj.org		

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NABJ & NAHJ
Request for Proposal**NAHJ Key Contact Information**

Contact Name	Alberto B. Mendoza	Email Address	abmendoza@nahj.org
Organization	National Association of Hispanic Journalists (NAHJ)	Phone	202-853-7754
Title	NAHJ Executive Director		
Preferred Contact Method	Convention Email		
Address	1050 Connecticut Ave. NW, 5 th Floor, Washington, DC 20036		
Website	www.nahj.org		

Event Information

Event Name	CONFIDENTIAL-NABJ
Total Attendees	4,000
Event Type	Convention and Career Fair
Commission	Yes
Dates Flexible?	No
Event Dates	Fri, 19 June 2020 - Sunday 28, June 28, 2020
Contract Signature Location	MARYLAND
Business Objectives	Convention and Career Fair and General Business Meeting
Destinations Under Consideration	Washington, DC
Additional Information	<p>(1) An RFP has been sent to your city's CVB. The final decisions will be based on the hotel and the CVB responses.</p> <p>(2) The final decisions will be made during the month of February 2018 and you will be notified of the Board of Directors final decision on or before February 19, 2018.</p> <p>(3) Please respond to ALL of the questions in the Custom Question section.</p> <p>(4) If you have questions about the RFP, please send them to Sharon Toomer, NABJ Executive Director, stoomer@nabj.org and Alberto B. Mendoza, NAHJ Executive Director, abmendoza@nahj.org.</p>

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Sleeping Room Requirements

Day	Staff Room	Std Room	Concierge Upgrade	Presidential Suite	Executive Suite Upgrade	Total Rooms Nights
Fri, 19-Jun-2020	15			2	2	19
Sat, 20-Jun-2020	15			2	2	19
Sun, 21-Jun-2020	20	10	5	4	2	41
Mon, 22-Jun-2020	20	89	15	4	2	130
Tue, 23-Jun-2020	20	300	15	4	2	341
Wed, 24-Jun-2020	20	700	15	4	2	741
Thu, 25-Jun-2020	20	759	15	4	2	800
Fri, 26-Jun-2020	20	809	15	4	2	850
Sat, 27-Jun-2020	20	600	15	4	2	641
Sun, 28-Jun-2020	2			2	2	6

Starting Check-in Date Fri, 19-Jun-2020

Total Room Nights 3,588

Budgeted Room Rate USD \$149.00

Peak Room Nights 850

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Meeting Room Requirements

Start Date Fri, 19-Jun-2020

Day	Time	Agenda Item	Room Request
Fri, 19-Jun-2020	08:00 AM-12:00 PM	Equipment Delivery for: Students Projects	2,100 Sq. Ft. / 50 people • 24-hour hold
Fri, 19-Jun-2020	08:00 AM-12:00 PM	Equipment Delivery for Registration Room	5,500 Sq. Ft. / 50 people • 24-hour hold
Fri, 19-Jun-2020	8:00 AM-12:00 AM	Equipment Delivery for JSHOP	700 Sq. Ft./ 22 people • 24-hour hold
Fri, 19-Jun-2020	8:00 AM-12:00 AM	<i>Equipment Delivery for NABJ Staff Offices</i>	1,200 Sq. Ft./14 people • 24-hour hold
Fri, 19-Jun-2020	08:00 AM-12:00 AM	Equipment Delivery for NAHJ Staff Office	700 Sq. Ft. / 6 people • 24-hour hold
Fri, 19-Jun-2020	08:00 AM-12:00 AM	Equipment Delivery for – Public Relations Office	1,000 Sq. Ft. / 12 people • 24-hour hold
Fri, 19-Jun-2020	08:00 AM-12:00 AM	<i>Equipment Delivery for - Producer's Office</i>	800 Sq. Ft./ 10 people • 24-hour hold
Sat, 20-Jun-2020	8:00 AM-12:00 PM	Bag Stuffing Preparation – Registration Room	5,500 Sq. Ft. / 50 people • 24-hour hold
Sat, 20-Jun-2020	1:00 PM-8:00 PM	Bag Stuffing in the Registration Room	5,500 Sq. Ft. / 50 people • 24-hour hold
Sat, 20-Jun-2020	08:00 AM-8:00 PM	<i>Equipment Setup, IT Set-Up NABJ Staff Offices</i>	1,200 Sq. Ft. / 14 people • 24-hour hold
Sat, 20-Jun-2020	08:00 AM-8:00 PM	<i>Equipment Setup, IT Set-Up NAHJ Staff Offices</i>	700 Sq. Ft. / 6 people • 24-hour hold
Sat, 20-Jun-2020	08:00 AM-8:00 PM	<i>Equipment Setup, IT Set-Up Student Projects Office</i>	2,100 Sq. Ft. / 50 people • 24-hour hold
Sat, 20-Jun-2020	08:00 AM-8:00 PM	<i>Equipment Setup, IT Set-Up JSHOP Office</i>	700 Sq. Ft. / 22 people • 24-hour hold
Sat, 20-Jun-2020	08:00 AM-8:00 PM	<i>Equipment Setup, IT Set-Up Public Relations Office</i>	1,000 Sq. Ft. / 08 people • 24-hour hold
Sat, 20-Jun-2020	8:00 AM-8:00 PM	<i>Equipment Setup, IT Set-Up Producers Office</i>	800 Sq. Ft. / 10 people • 24-hour hold
Sun, 21-Jun-2020	8:00 AM-8:00 PM	Bag Stuffing and Bag Storage – Registration Room	5,500 Sq. Ft. / 50 people • 24-hour hold
Sun, 21-Jun-2020	8:00 PM-8:00 PM	<i>Equipment Setup, IT Set-Up JSHOP Office</i>	700 Sq. Ft. / 22 people • 24-hour hold
Sun, 21-Jun-2020	8:00 AM-8:00 PM	<i>Equipment Setup, IT Set-Up NABJ Staff Offices</i>	1,200 Sq. Ft. / 14 people • 24-hour hold

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Mon, 22-Jun-2020	8:00 PM-8:00 PM	<i>Equipment Setup, IT Set-Up NAHJ Staff Offices</i>	700 Sq. Ft. / 6 people • 24-hour hold
Mon, 22-Jun-2020	8:00 AM-8:00 PM	<i>Exhibit Decorator Build Out – Registration, VIP, Bookstore</i>	5,500 Sq. Ft. / • 24-hour hold
Mon, 22-Jun-2020	8:00 PM-8:00 PM	<i>Producers Office</i>	800 Sq. Ft. / 10 people • 24-hour hold
Mon, 22-Jun-2020	8:00 AM-8:00 PM	<i>Public Relations Office</i>	1,000 Sq. Ft. / 8 people • 24-hour hold
Mon, 22-Jun-2020	8:00 AM-8:00 PM	<i>JSHOP Office</i>	700 Sq. Ft. / 22 people • 24-hour hold
Mon, 22-Jun-2020	8:00 AM-8:00 PM	<i>Student Projects Office</i>	2,100 Sq. Ft. / 50 people • 24-hour hold
Mon, 22-Jun-2020	8:00 AM-8:00 PM	<i>NABJ Press Office</i>	1,000 Sq. Ft. / 25 people • 24-hour hold
Mon, 22-Jun-2020	8:00 AM-8:00 PM	<i>Exhibit Hall Set-Up</i>	• Exhibit Hall 24-hour hold Required
Mon, 22-Jun-2020	8:00 AM-6:00 PM	<i>NABJ Staff Office</i>	1,200 Sq. Ft. / 14 people • 24-hour hold
Mon, 22-Jun-2020	8:00 AM-6:00 PM	<i>NAHJ Staff Office.</i>	700 Sq. Ft. / 6 people • 24-hour hold
Mon, 22-Jun-2020	6:00 PM-9:00 PM	<i>Student Project Reception</i>	1,500 Sq. Ft. / 75 people • 24-hour hold
Tue, 23-Jun-2020	8:00 AM-6:00 PM	<i>Executive Suites Classroom Event</i>	1,200 Sq. Ft. / 30 people • 24-hour hold
Tue, 23-Jun-2020	8:00 AM-8:00 AM	<i>Producers Office</i>	800 Sq. Ft. / 10 people • 24-hour hold
Tue, 23-Jun-2020	8:00 AM-8:00 PM	<i>JSHOP Office</i>	700 Sq. Ft. / 22 people • 24-hour hold
Tue, 23-Jun-2020	8:00 AM-8:00 PM	<i>NABJ Press Office</i>	1,000 Sq. Ft. / 25 people • 24-hour hold
Tue, 23-Jun-2020	8:00 AM-08:00 PM	<i>Student Projects' Office</i>	2,100 Sq. Ft. / 50 people • 24-hour hold
Tue, 23-Jun-2020	3:00 PM-7:00 PM	<i>Visual Task Force Photo Display Set-Up</i>	Photo Set-Up Location • 24-hour hold
Tue, 23-Jun-2020	8:00 AM-6:00 PM	<i>NABJ Staff Office</i>	1,200 Sq. Ft. / 14 people • 24-hour hold
Tue, 23-Jun-2020	8:00 AM-8:00 PM	<i>NAHJ Staff Office</i>	700 Sq. Ft. / 6 people • 24-hour hold
Tue, 23-Jun-2020	7:00 AM-12:00 AM	<i>General Sessions Set-Up – Grand Ballroom</i>	1,800 Attendees • 24 Hour Hold Jun 23-Jun28

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Tue, 23-Jun-2020	8:00 AM-6:00 PM	<i>NABJ - Board of Directors Meeting</i>	1,600 Sq. Ft.30 people total <ul style="list-style-type: none"> U-Shape table set-up for 15 board members
Tue, 23-Jun-2020	8:00 AM-9:30 AM	NABJ Board Meeting Breakfast	1,600 Sq. Ft. <ul style="list-style-type: none"> 30 people total for the board breakfast
Tue, 23-Jun-2020	1:00 PM-2:00 PM	<i>NABJ Board Meeting Luncheon</i>	1,600 Sq. Ft. 30 people total for the board luncheon
Wed, 24-Jun-2020	7:00 AM-7:00 PM	Registration and Welcome Center Opening	5,500 Sq. Ft. / 50 people <ul style="list-style-type: none"> 24-hour hold
Wed, 24-Jun-2020	7:00 AM-10:00 PM	Volunteer Office	1,200 Sq. Ft. / 30 people <ul style="list-style-type: none"> 24-hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	<i>Executive Suite Classroom Event</i>	800 Sq. Ft. / 10 people <ul style="list-style-type: none"> 24-hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	All Day Workshop Meeting Space	1,500 Sq. Ft. / 75 people <ul style="list-style-type: none"> 24-hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	<i>All Day Workshop Meeting Space</i>	1,500 Sq. Ft. / 75 people <ul style="list-style-type: none"> 24-hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	<i>Various Workshops – Meeting Space Requirements</i>	1,500 Sq. Ft. / 75 people <ul style="list-style-type: none"> 24-hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	Innovation Bubble Meeting Space - Classroom	1,000 Sq. Ft. / 50 people <ul style="list-style-type: none"> 24-hour hold
Wed, 24-Jun-2020	8:00 AM-10:00 PM	<i>Green Room.</i>	700 Sq. Ft. / 10 people <ul style="list-style-type: none"> 24-hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	Producers Office	800 Sq. Ft. / 10 people <ul style="list-style-type: none"> 24-hour hold
Wed, 24-Jun-2020	8:00 PM-6:00 PM	Founder's Office	500 Sq. Ft. / 10 people <ul style="list-style-type: none"> 24-hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	JSHOP Office	700 Sq. Ft. / 6 people <ul style="list-style-type: none"> 24-hour hold
Wed, 24-Jun-2020	8:00 AM-8:00 PM	Student Projects Office	1,200 Sq. Ft. / 50 people <ul style="list-style-type: none"> 24-hour hold
Wed, 24-Jun-2020	12:00 PM-6:00 PM	Exhibit Hall Opens to Convention Attendees	Exhibit Hall Opens to over 3,000 NABJ/NAHJ Convention Attendees <ul style="list-style-type: none"> 24 Hour Hold Required – Jun 24-Jun26
Wed, 24-Jun-2020	8:00 PM-6:00 PM	NABJ Press Office	1,000 Sq. Ft. / 25 people <ul style="list-style-type: none"> 24-hour hold
Wed, 24-Jun-2020	8:00 AM-10:00 PM	<i>General Session – Grand Ballroom</i>	1,800 Attendees <ul style="list-style-type: none"> 24 Hour Hold Jun 23-Jun28

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Wed, 24-Jun-2020	8:00 AM-6:00 PM	Student Public Relations Office	1,000 Sq. Ft. / 8 people • 24-hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	NABJ Staff Office	1,200 Sq. Ft. / 14 people • 24-hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	NAHJ Staff Office	700 Sq. Ft. / 6 people • 24-hour hold
Wed, 24-Jun-2020	8:00 AM-7:00 PM	Author Showcase Meeting Space	1,700 Sq. Ft. / 50 people • 24-hour hold
2Wed, 24-Jun-2020	8:00 AM-6:00 PM	Workshop Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	Workshop Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	Workshop Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	Workshop Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	Workshop Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	Workshop Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Wed, 24-Jun-2020	12:30 PM-2:00 PM	Professional Development Lunch	250 People – Round Tables of 10 24 –hour hold
Wed, 24-Jun-2020	12:30 PM-2:00 PM	Professional Development Lunch	250 People – Round Tables of 10 • 24 –hour hold
Wed, 24-Jun-2020	12:30 PM-2:00 PM	Professional Development Lunch	250 People – Round Tables of 10 • 24 –hour hold
Wed, 24-Jun-2020	12:30 PM-2:00 PM	Professional Development Lunch	250 People – Round Tables of 10 • 24 –hour hold
Wed, 24-Jun-2020	8:00 AM-6:00 PM	All Day Learning Lab	Classroom – 100 people
Wed, 24-Jun-2020	8:00 AM-6:00 PM	All Day Learning Lab	Classroom – 100 people
Wed, 24-Jun-2020	2:00 PM-4:00 PM	Candidates Forum	Meeting Space – 100 people
Wed, 24-Jun-2020	4:00 PM-6:00 PM	Opening Ceremony – NABJ/NAHJ – Joint Event	Theater Space for 1,800 people
Wed, 24-Jun-2020	6:00 PM-9:00 PM	Welcome Reception – NABJ/NAHJ – Joint Event	Reception Space for 1,800 people
Thu, 25-Jun-2020	8:00 AM-10: PM	Green Room	700 Sq. Ft. / 10 people • 24-hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Student Public Relations Office	1,000 Sq. Ft. / 8 people • 24-hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Exhibit Hall – Open	Exhibit Hall Opens to over 3,000 NABJ/NAHJ Convention Attendees 24 Hour Hold Required – Jun 24-Jun26
Thu, 25-Jun-2020	7:00 AM-5:00 PM	Registration and Welcome Center	5,500 Sq. Ft. • 24-hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Founder’s Office	500 Sq. Ft. / 10 people • 24-hour hold
Thu, 25-Jun-2020	8:00 AM-8:00 PM	Student Projects Office	1,200 Sq. Ft. / 50 people • 24-hour hold

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Thu, 25-Jun-2020	8:00 AM-8:00 PM	JSHOP Office	700 Sq. Ft. / 6 people • 24-hour hold
Thu, 25-Jun-2020	8:00 AM-8:00 PM	NABJ Staff Office	1,200 Sq. Ft. / 14 people • 24-hour hold
Thu, 25-Jun-2020	8:00 AM-8:00 PM	NAHJ Staff Office	700 Sq. Ft. / 6 people • 24-hour hold
Thu, 25-Jun-2020	8:00 AM-8:00 PM	NABJ Press Office	1,000 Sq. Ft. / 25 people • 24-hour hold
Thu, 25-Jun-2020	8:00 AM-8:00 PM	NABJ Producers Office	800 Sq. Ft. / 10 people • 24-hour hold
Thu, 25-Jun-2020	8:00 AM-8:00 PM	Student Public Relations Office	1,000 Sq. Ft. /8 people • 24-hour hold
Thu, 25-Jun-2020	7:30 AM-9:00 AM	Professional Development Breakfast	300 People – Plated Breakfast
Thu, 25-Jun-2020	7:30 AM-9:00 AM	Professional Development Breakfast	250 People – Plated Breakfast
Thu, 25-Jun-2020	8:00 AM-8:00 AM	Professional Development Breakfast	250 People – Plated Breakfast
Thu, 25-Jun-2020	7:00 AM-10:00 PM	Volunteer Office	800 Sq. Ft. / 10 people • 24-hour hold
Thu, 25-Jun-2020	7:30 AM-9:00 AM	Professional Development Breakfast	200 People – Plated Breakfast
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Plenary	General Session – Grand Ballroom
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Plenary	General Session – Grand Ballroom
Thu, 25-Jun-2020	12:30 PM-2:00 PM	Professional Development Lunch	250 People – Plated Lunch
Thu, 25-Jun-2020	12:30 PM-2:00 PM	Professional Development Lunch	250 People – Plated Lunch
Thu, 25-Jun-2020	12:30 PM-2:00 PM	Professional Development Lunch	250 People – Plated Lunch
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop – Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Innovation Bubble Meeting Space	1,000 Sq. Ft. /50 people • 24-hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	• 500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold

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Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	8:00 AM-6:00 PM	Workshop - Various	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Thu, 25-Jun-2020	6:30 PM-9:00 PM	Reception	1,000 – 1,500 Sq. Ft
Thu, 25-Jun-2020	6:30 PM-9:00 PM	Reception	1,000 – 1,500 Sq. Ft
Thu, 25-Jun-2020	6:30 PM-9:00 PM	Reception	1,000 – 1,500 Sq. Ft
Thu, 25-Jun-2020	6:30 PM-9:00 PM	Reception	1,000 – 1,500 Sq. Ft
Thu, 25-Jun-2020	6:30 PM-9:00 PM	Reception	1,000 – 1,500 Sq. Ft
Thu, 25-Jun-2020	6:30 PM-9:00 PM	Reception	1,000 – 1,500 Sq. Ft
Thu, 25-Jun-2020	6:30 PM-9:00 PM	Reception	1,000 – 1,500 Sq. Ft
Thu, 25-Jun-2020	6:30 PM-9:00 PM	Reception	1,000 – 1,500 Sq. Ft
Thu, 25-Jun-2020	6:30 PM-9:00 PM	Reception	1,000 – 1,500 Sq. Ft
Thu, 25-Jun-2020	9:00 PM-12:00 AM	President’s Reception Joint NABJ/NAHJ Event	700 People Reception
Fri, 26-Jun-2020	8:30 AM-10:00 AM	NABJ Business Meeting	Meeting space for 200 people
Fri, 26-Jun-2020	8:00 AM-10:00 PM	Green Room	700 Sq. Ft. / 10 people • 24-hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Student Public Relation’s Office –	1,000 Sq. Ft. / 8 people • 24-hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Exhibit Hall - * Exhibit Hall closes on Friday 26 th at 5pm	Exhibit Hall Opens to over 3,000 NABJ/NAHJ Convention Attendees 24 Hour Hold Required – Jun 24-Jun26
Fri, 26-Jun-2020	7:00 AM-5:00 PM	Registration and Welcome Center	5,500 Sq. Ft. / • 24-hour hold

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Fri, 26-Jun-2020	8:00 AM-5:00 PM	Innovation Bubble Meeting Space	1,600 Sq. Ft. / 50 people • 24-hour hold
Fri, 26-Jun-2020	8:00 AM-6:00 PM	Founders' Office	500 Sq. Ft. / 10 people • 24-hour hold
Fri, 26-Jun-2020	8:00 AM-8:00 PM	Student Projects Office – This is the final day for student project –	1,200 Sq. Ft. / 50 people • 24-hour hold
Fri, 26-Jun-2020	8:00 AM-8:00 PM	JSHOP – Office – Final day for JSHOP; it ends at 5pm	700 Sq. Ft. / 22 people • 24-hour hold
Fri, 26-Jun-2020	8:00 AM-8:00 PM	NABJ Press Office	1,000 Sq. Ft. / 25 people • 24-hour hold
Fri, 26-Jun-2020	8:00 AM-8:00 PM	NABJ Producer's Office	800 Sq. Ft. / 10 people • 24-hour hold
Fri, 26-Jun-2020	8:00 AM-6:00 PM	NABJ Staff Office	1,200 Sq. Ft. / 14 people • 24-hour hold
Fri, 26-Jun-2020	8:00 AM-6:00 PM	NAHJ Staff Office	700 Sq. Ft. / 6 people • 24-hour hold
Fri, 26-Jun-2020	7:30 AM-9:30 AM	Professional Development Breakfast	300 People – Plated Breakfast
Fri, 26-Jun-2020	7:30 AM-9:30 AM	Professional Development Breakfast	250 People – Plated Breakfast
Fri, 26-Jun-2020	7:00 AM-10:00 PM	Volunteer Office	800 Sq. Ft. / 10 people • 24-hour hold
Fri, 26-Jun-2020	7:30 AM-9:30 AM	Professional Development	200 People – Plated Breakfast
Fri, 26-Jun-2020	10:00 AM-5:00 PM	Plenary	General Session – Grand Ballroom
Fri, 26-Jun-2020	10:00 AM-5:00 PM	Plenary	General Session – Grand Ballroom
Fri, 26-Jun-2020	12:30 PM-2:00 PM	Professional Development Lunch	250 People – Plated Lunch
Fri, 26-Jun-2020	12:30 PM-2:00 PM	Professional Development Lunch	250 People – Plated Lunch
Fri, 26-Jun-2020	12:30 PM-2:00 PM	Professional Development Lunch	250 People – Plated Lunch
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold

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Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	8:00 AM-5:00 PM	Workshop Meeting Space	500-1,000 Sq. Ft./50-100 people • 24 –hour hold
Fri, 26-Jun-2020	12:00 PM-2:00 PM	NABJ Hall of Fame Luncheon	400 People – Plated Lunch
Fri, 26-Jun-2020	12:00 PM-2:00 PM	NAHJ Hall of Fame Luncheon	300 People – Plated Lunch
Fri, 26-Jun-2020	6:00 PM-8:00 PM	Ida B. Wells Society Reception	150 People Reception
Fri, 26-Jun-2020	6:30 PM-8:00 PM	Sam Lacey Sports Pioneer Award	250 People – Buffett Dinner Reception with Drinks
Fri, 26-Jun-2020	6:30 PM-8:00 PM	Affiliate Reception	75-150 People Reception
Fri, 26-Jun-2020	6:30 PM-8:00 PM	Affiliate Reception	75-150 People Reception
Fri, 26-Jun-2020	6:30 PM-8:00 PM	Affiliate Reception	75-150 People Reception
Fri, 26-Jun-2020	6:30 PM-8:00 PM	Affiliate Reception	75-150 People Reception
Fri, 26-Jun-2020	6:30 PM-8:00 PM	Affiliate Reception	75-150 People Reception
Fri, 26-Jun-2020	6:30 PM-8:00 PM	Affiliate Reception	75-150 People Reception
Fri, 26-Jun-2020	6:30 PM-8:00 PM	Affiliate Reception	75-150 People Reception
Fri, 26-Jun-2020	6:30 PM-8:00 PM	Affiliate Reception	75-150 People Reception
Fri, 26-Jun-2020	6:30 PM-8:00 PM	Affiliate Reception	75-150 People Reception

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Fri, 26-Jun-2020	6:30 PM-8:00 PM	Affiliate Reception	75-150 People Reception
Fri, 26-Jun-2020	6:30 PM-8:00 PM	Affiliate Reception	75-150 People Reception
Fri, 26-Jun-2020	7:00 PM-10:00 PM	NABJ Founder's Reception	400 People – Plated Luncheon
Fri, 26-Jun-2020	6:00 PM-8:30 PM	Up Fronts	Upfront Viewing
Fri, 26-Jun-2020	6:00 PM-8:30 PM	Up Fronts	Upfront Viewing
Fri, 26-Jun-2020	6:00 PM-8:30 PM	Up Fronts	Upfront Viewing
Fri, 26-Jun-2020	6:00 PM-8:30 PM	Up Fronts - Reception	400 People – Reception and Upfront Event
Fri, 26-Jun-2020	9:00 PM-1:00 AM	NAHJ Reception and Concert	600 People
Sat, 27-Jun-2020	8:00 AM-12:00 PM	Registration and Welcome Center – Registration Closes at 12 Noon Today	5,500 Sq. Ft. / • 24-hour hold • CLOSSES AT NOON 6/27
Sat, 27-Jun-2020	8:00 AM-12:00 PM	Author Showcase Meeting space	1,700 Sq. Ft. / 50 people • 24-hour hold
Sat, 27-Jun-2020	8:00 AM-10:00 PM	Green Room	800 Sq. Ft. / 10 people • 24-hour hold
Sat, 27-Jun-2020	8:00 AM-10:00 PM	Volunteer Office	800 Sq. Ft. / 10 people • 24-hour hold
Sat, 27-Jun-2020	8:00 AM-5:00 PM	Founders' Office	500 Sq. Ft. / 10 people • 24-hour hold
Sat, 27-Jun-2020	8:00 AM-8:00 PM	Student Public Relations Office	1,000 Sq. Ft. / 8 people • 24-hour hold
Sat, 27-Jun-2020	8:00 AM-6:00 PM	NABJ Press Office	1,000 Sq. Ft. / 25 people • 24-hour hold
Sat, 27-Jun-2020	8:00 AM-8:00 PM	NABJ Producers Office	800 Sq. Ft. / 10 people • 24-hour hold
Sat, 27-Jun-2020	8:00 AM-5:00 PM	NABJ Staff Office	1,200 Sq. Ft. / 14 people • 24-hour hold
Sat, 27-Jun-2020	8:00 AM-5:00 PM	NAHJ Staff Office	700 Sq. Ft. / 6 people • 24-hour hold
Sat, 27-Jun-2020	12:00 PM-12:00 PM	STRIKE OF Exhibit Hall, Registration and all Offices	Convention Tear Down
Sat, 27-Jun-2020	9:00 AM-2:00 PM	Up Fronts and Documentaries	1,500 Sq. Ft
Sat, 27-Jun-2020	9:00 AM-2:00 PM	Up Fronts and Documentaries	1,500 Sq. Ft
Sat, 27-Jun-2020	9:00 AM-2:00 PM	Up Fronts and Documentaries	1,500 Sq. Ft
Sat, 27-Jun-2020	9:00 AM-2:00 PM	Up Fronts and Documentaries	1,500 Sq. Ft

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Sat, 27-Jun-2020	6:00 PM-10:00 PM	NABJ Salute to Excellence Gala	600 People Plated Dinner
Sat, 27-Jun-2020	6:30 PM-9:30 PM	NAHJ Salute to Excellence Gala	350 People Buffet Dinner
Sat, 27-Jun-2020	10:00 PM-2:00 PM	2019 Host City Kick Off Party	400 People
Sun, 28-Jun-2020	7:00 AM-10:00 AM	Green Room	10 People
Sun, 28-Jun-2020	8:00 AM-10:00 AM	NABJ Gospel Bunch	250 People Buffet Breakfast
Sun, 28-Jun-2020	10:00 AM-1:00 PM	NABJ Board Meeting	1,600 Sq. Ft.30 people total U-Shape table set-up for 15 board members
Sun, 28-Jun-2020	12:00 PM-5:00 PM	Final Convention Tear Down	Final Convention Tear Down
Mon, 29-Jun-2020	8:00 AM-3:00 PM	Storage Load-out Other <i>Notes or Exceptions: Secure Storage Room with a lock & key.</i>	Convention Equipment will be picked up from storage area on Mon. 29th

F&B Budget USD \$155,000.00

A/V Needs TBD

Additional Questions

1. Who is the owner of record of your property? (Comment) (Required) (for Hotels)
2. Please provide a diversity profile for your property's leadership and staff. (Comment) (for Hotels,CVBs)
3. What percentage of your procurement is conducted with minority owned suppliers? (Comment)
4. Are you a union hotel? If so, please provide the names of all in-house unions. (Comment) (for Hotels)
5. What is your current Forbes and/or AAA rating: (Comment)
6. Does your hotel and/or CVB currently have incentives for booking your city and property? If so, please provide details. (Comment)
8. Total number of sleeping rooms on property? Total number of suites? (Comment) (Required)
9. Total meeting space square footage; # of ballrooms; # of breakout/meeting rooms? Please attach your meeting space specifications and floorplans. (Comment) (Required)
10. Will the meeting room rentals be waived? (Comment) (Required)
11. Is your hotel staff trained in CPR? Are there AED's accessible in the ballroom and meeting space area? (Comment) (Required) (for Hotels)
12. Web address for meeting space detail? (Comment) (Required)
13. Please provide current hotel tax rates and service charges for rooms, banquet services, F&B, etc. (Comment) (Required) (for Hotels)
14. Does the property own the parking facilities located on-site? Will reduced rates be offered to NABJ attendees? Conference leadership and staff? (Comment) (Required) (for Hotels)
15. What renovations have your property recently completed? (Comment) (Required) (for Hotels)
16. Are there any renovations, remodeling or construction scheduled three (3) months prior to the NABJ's arrival? If so, which areas will be affected? (Comment) (Required) (for Hotels)
17. Does the hotel have any renovations, remodeling or construction scheduled over NABJ's meeting dates? (Comment) (Required) (for Hotels)
18. What group or groups are booked immediately prior to NABJ's arrival? What groups will be in-house over the same dates as NABJ? (Comment) (Required) (for Hotels)
19. What amenities and activities does your hotel have on or near the property? (Comment) (Required)
20. Since your hotel is non-smoking, is there a location on your property designated as a smoking area? (Comment) (for Hotels)
21. What are the hours of your restaurants and bars. Can the bar/lounge hours be extended? (Comment) (for Hotels)
22. Please provide a list of exclusive and preferred in-house vendor relationships. (Comment) (Required) (for Hotels)