

Main questions

Are they matching our needs for schedule?

Are they matching our needs for space?

Are we sharing space with other groups?

If so, who are they and what is their size?

Food & beverage

What is the minimum F&B?

What is the service charge?

What is the tax rate?

How much is a standard lunch?

How much is a standard dinner?

How do they determine alcohol consumption?

If we fall short of minimum, how are we charged?

Audio visual

Can we bring in our own AV equipment?

Can we hire an outside AV company?

Free Wi-Fi for guests?

Free wi fi for staff use at registration?

What is the estimated cost for AV with service and tax?

Hotel Rooms

How many hotel rooms are we contracted to meet?

What is the amount we can fall short and not be charged?

How many days before and after is hotel rate available to our guests?

How many days before event is hotel rate cut off?

Does the hotel guarantee our guests their lowest rate?

How many comp rooms for staff for every 50 hotel nights booked?

How many discount rooms for staff?

How much is the discount?

Any upgrade rooms to a suite?

Will all staff rooms be added to master account?

Misc hotel

Use of free easels?

Use of free bar height chairs for speakers?

Will the hotel provide tables and chairs for exhibitors?

Is there an additional cost?

Are skirts included?

Billing arrangements?