

Questions and Answers for RFP 2016-03 Lender Appreciation Awards Dinner Venue and Lodging

Q: Are your dates flexible?

A: No.

Q: What is the account name and billing address?

A: Florida Housing Finance Corporation
227 N. Bronough Street, Suite 5000
Tallahassee, Florida 32301

Q: Who is the authorized signer for the contract and what is their title?

A: Stephen P. Auger, Executive Director

Q: For signage, what would you like the meeting name to be called?

A: Florida Housing Lender Appreciation Awards Dinner

Q: Who will be the on-site contact for the meeting, and what is their phone number?

A: Cecka Rose Green 850-597-0863 and Taylore Maxey 850-212-5034

Q: What time will the meeting start/stop?

A: The Lender Advisory Board Meeting, 4:30 - 6:00 p.m.; the Reception, 6:00 - 8:00 p.m.; and the Awards Dinner, 8:00 - 10:00 p.m.

Q: What are your food and beverage requirements? What times would you like these functions to start/stop? (Ex. Breakfast, Lunch, Breaks, etc.)

A: Reception food—station and passed, with two (2) hosted bars; Dinner food—plated surf/turf dinner with three (3) courses (salad, entrée and dessert), one (1) hosted bar.

Q: Would you like us to set our standard complementary meeting room to include pads, pens, candies, pitchers of water, and glasses on the table?

A: Yes.

Q: Do you have any other set up requirements from the hotel?

A: Please see Section Four, Item B.2 of the RFP. For the dinner, only, Florida Housing prefers to have audio-visual services that include: draped staging, two (2) podiums with mics, rear projection screens (1 or 2, depending on the room) with a technician; also, ambient/mood lighting at the dinner.

Q: Please confirm your audio visual needs, if any.

A: Please see the question above.

Q: Do you have any internet or telephone needs for the meeting?

A: Florida Housing would prefer to have complimentary wi-fi for the dinner.

Q: Will guests be responsible for paying for parking on their own, or will the group pick this charge up?

A: The majority of parking will be paid by individual hotel guests and those local (Orlando) participants that drive to the venue for the event. Parking for Florida Housing staff and Board will be charged to the master account and paid by Florida Housing.