

Request for Quotation (RFQ)

The Administrative Office of the United States Courts (AOUSC) is requesting quotes for:

Event: Bankruptcy Operational Practices Forum

Possible Weeks of:

Dates: July 27, 2009
 August 3, 2009
 August 10, 2009
 August 17, 2009
 August 24, 2009

Duration: Registration/Set up - One day - #450 attendees
 General Meeting - 2 Days - #450 attendees
 Sub Groups Meetings - 1 Day - #40 attendees

Sleeping Room Requirements*: Pre-meeting Day - #10
 * At government lodging rate for host city. Days 1, 2, 3 - #450
 Day 4 - #70

Arrival Pattern: Monday or Tuesday Arrival

Meeting Space: Internet and Audio Visual required in some rooms.

Room Type	Date(s)	Size	Room Arrangement
Ballroom	Registration Day	#350	Banquet
General Meeting Space	Registration Day, Days 1 & 2	#450	Classroom plus stage and riser area
4 - 5 Breakout Rooms	Registration Day	#40 avg	Theater or conference
12 Breakout Rooms	Days 1 & 2	#40 avg	Theater or conference
6 Breakout Rooms	Day 3	#25 avg	Conference
1 Work Room	Registration Day, Days 1 & 2	#30	Conference
1 Small Workroom	Registration Day, Days 1 & 2	#6	Security
Registration Booth/Area	Registration Day, Days 1 & 2	# 4- 5	
Reception Area	Days 1 & 2	#450	Banquet

Point of Contact: [Kathy Wagner](mailto:kathy.wagner@ao.uscourts.gov) - 202 502 2363
 Administrative Office of the U.S. Courts
 Bankruptcy Court Administration Division

Quotes are due by Tuesday, October 7, 2008 (2:00 p.m. eastern time)