

4th Quarter Sales Conference 98
Sunday, October 11, 1998 - Wednesday, October 14, 1998
Orlando

Request for Proposal

Lodging Requirements

	Double	ROH	Single	Staff	Ste-1 bdrm
10/8/1998	0	0	10	0	0
10/9/1998	0	0	0	10	0
10/10/1998	0	0	300	10	0
10/11/1998	20	10	450	10	2
10/12/1998	20	10	450	10	2
10/13/1998	20	10	450	10	2
10/14/1998	0	0	0	10	0
Total	60	30	1,660	60	6

Date Preferences

- 1 October 11, 1998 - October 14, 1998
- 2 October 4, 1998 - October 7, 1998

Locale Preferences

- Orlando
- Miami
- Atlanta - Downtown
- Chicago - O'Hare Airport

Date / Time / Service	Event Details	Venue - Room Style	Qty / Unit	Ppl
Friday, October 9, 1998				

Date / Time / Service	Event Details	Venue - Room Style	Qty / Unit	Ppl
6:00 AM - 11:00 PM	Meeting Support Center	Walt Disney World Dolphin - America's Room		25
Meals: Janet				
Trans:				
Audio Visual	Projector(s) - Video		1/Day	
Audio Visual	Carts		1/Day	
Food and Beverage	Coffee Breaks		10/Person	
	Coffee			
	Pastries			
	Cookies			
Information Systems Support	Radio(s) - 2 channel walkie		12/Week	
Information Systems Support	Telephone(s) - Digital rolling		12/Month	
Information Systems Support	Telephone Line(s) - data		12/Month	
Information Systems Support	Computer(s) - Desktop PC		10/Week	
Information Systems Support	Printer(s) - Laser		5/Week	
Information Systems Support	Copier(s)		2/Week	
Information Systems Support	Fax Machine(s)		6/Week	
8:00 AM - 11:00 PM	Meeting Planner Office	Walt Disney World Dolphin - Oceanic 1 (Office)		0
Audio Visual	Overhead Projector(s)		1/Day	
Food and Beverage	Coffee Breaks		8/Person	
Food and Beverage	Cash Bar		1/Each	
Food and Beverage	Continental Breakfast		8/Person	
Information Systems Support	Computer(s) - Desktop PC		10/Day	
Information Systems Support	Copier(s)		2/Day	
Saturday, October 10, 1998				
6:00 AM - 11:00 PM	Meeting Support Center	Walt Disney World Dolphin - America's Room		25
Information Systems Support	Existing Setup		1/Week	
8:00 AM - 11:00 PM	Meeting Planner Office	Walt Disney World Dolphin - Oceanic 1 (Office)		0
Sunday, October 11, 1998				
6:00 AM - 11:00 PM	Meeting Support Center	Walt Disney World Dolphin - America's Room		25
Information Systems Support	Existing Setup		1/Week	
7:00 AM - 10:00 PM	Conference Call Room #1	Walt Disney World Dolphin - Oceanic 2 (Conference Style)		10
Information Systems Support	Telephone(s) - DID line		1/Week	
	Speaker Phone is required			

Date / Time / Service	Event Details	Venue - Room Style	Qty / Unit	Ppl
7:00 AM - 10:00 PM	Conference Call Room #2	Walt Disney World Dolphin - Oceanic 3 (Conference Style)		10
Information Systems Support	Telephone(s) - DID line Speaker Phone is required		1/Week	
8:00 AM - 10:00 AM	Default F&B Event			0
No Announcements/PA must be turned off...				
8:00 AM - 10:00 AM	Default F&B Event	-		0
No Announcements/PA must be turned off...				
Audio Visual	DSL Line		1/Day	
Food and Beverage	Brunch		1/Each	
8:00 AM - 11:00 PM	Meeting Planner Office	Walt Disney World Dolphin - Oceanic 1 (Office)		0
8:09 AM - 10:00 AM	This is a test to see how long we can make an event name to	- This is a test to see how		100
9:00 AM - 5:00 PM	Daytona 500			350

Date / Time / Service	Event Details	Venue - Room Style	Qty / Unit	Ppl
7:00 PM - 10:00 PM	Welcome Reception	Walt Disney World Dolphin - So. Hemisphere Ballrm-600 (Cocktail Rounds)		650
Hotel to pay for Margaritas				
Staff to wear costumes				
Audio Visual	Cellular Phone(s)		4/Day	
Audio Visual	Projector - 35mm Slide with Zoom lens and extra bulb		14/Day	
Audio Visual	Overhead Projector(s)		3/Day	
Audio Visual	Projector(s) - Video		1/Day	
Audio Visual	VCR(s) - 1/2" VHS		2/Day	
Audio Visual	Easels		2/Day	
Entertainment	Fruit Basket		1/Each	
Entertainment	Orchestra		3/Hour	
Entertainment	Juggler		1/Hour	
Entertainment	Caricaturist		1/Hour	
Food and Beverage	Staff - Banquet Captain(s)		2/Each	
Food and Beverage	Equipment Rental		1/Day	
	CUstom Tables & CHairs			
Food and Beverage	Stuffed Mushrooms		50/Each	
Food and Beverage	Shrimp Cocktail		50/Each	
Food and Beverage	Coffee Breaks		125/Person	
Food and Beverage	Pasta Station		500/Person	
	Radiatore and Penne Pasta			
	Pesto Cream Sauce			
	Marinara Sauce			
	Manned by Uniformed Chef			
Food and Beverage	Carving Station		620/Person	
	Beef Tenderloin carved in room by uniformed chef			
	Silver dollar rolls			
Food and Beverage	Sautee Station		620/Person	
	Tournedos of Beef Diane			
	Silver Rolls			
	Uniformed Chef			
Food and Beverage	Hot Hors D'Oeuvres		2,400/Piece	
	800 Little hot dog things;			
	800 clams casino			
	800 shrimp cocktail			
Food and Beverage	Cold Canapes		2,400/Piece	
Food and Beverage	Chair(s) - Banquet		600/Each	
	Gold with white seat covers			
Food and Beverage	Bar - Hosted		4/Each	
Food and Beverage	Decor - Theme 3		1/Each	
	Tarzan Theme;waitresses must wear leopard skin			
Meeting Services	Head Table 1		1/Each	
Meeting Services	Table(s) - 8'x30"		1/Day	
Meeting Services	Electrical Outlet(s) - 240v TP		5/Day	
Meeting Services	Electrical Outlet(s) 120v dplx		5/Day	
Production	Decor - Theme 1		1/Day	
Production	Decor - Theme 2		1/Day	
Production	Decor - Theme 3		1/Day	

Monday, October 12, 1998

Date / Time / Service	Event Details	Venue - Room Style	Qty / Unit	Ppl
6:00 AM - 11:00 PM	Meeting Support Center	Walt Disney World Dolphin - America's Room		25
Information Systems Support	Existing Setup		1/Week	
7:00 AM - 10:00 PM	Conference Call Room #1	Walt Disney World Dolphin - Oceanic 2 (Conference Style)		10
Information Systems Support	Existing Setup		1/Week	
	Speaker Phone is required			
7:00 AM - 10:00 PM	Conference Call Room #2	Walt Disney World Dolphin - Oceanic 3 (Conference Style)		10
Information Systems Support	Existing Setup		1/Week	
	Speaker Phone is required			
7:30 AM - 10:00 AM	Continental Breakfast	Walt Disney World Dolphin - Outside No. Hemisphere		620
At Leisure Food and Beverage	Continental Breakfast		450/Person	
8:00 AM - 11:00 PM	Meeting Planner Office	Walt Disney World Dolphin - Oceanic 1 (Office)		0
8:30 AM - 10:00 AM	General Session	Walt Disney World Dolphin - No. Hemisphere Ballroom (Classroom style)		620
Audio Visual	Staff - Rigger(s)		20/Hour	
Audio Visual	Projector(s) - Video 3 Beam		2/Day	
Audio Visual	Audio Mixer - 16 channel		1/Day	
Audio Visual	Communication Headset(s)		4/Day	
Audio Visual	Electrical Outlet(s) - 240v SP		2/Day	
Audio Visual	Electrical Outlet(s) - 240v TP		2/Day	
Audio Visual	Electrical Outlet(s) 120v quad		12/Day	
Audio Visual	Technician(s)		3/Day	
Audio Visual	Staff - Security Guard(s)		12/Hour	
Audio Visual	Screen(s)		2/Day	
Audio Visual	Microphone(s) - Wireless Lav.		3/Day	
Audio Visual	Microphone(s) - Wireless Hand		3/Day	
Audio Visual	Lighting - Package		1/Day	
Food and Beverage	Coffee Breaks		400/Person	
	lots of donuts			
Food and Beverage	Cash Bar		3/Each	
Meeting Services	Stage(s)		1/Day	
	32'x12'x24"			
Meeting Services	Table(s) - 8'x30"		5/Day	
	Outside meeting room for registration			
10:00 AM - 10:30 AM	Coffee Break	Walt Disney World Dolphin - Outside No. Hemisphere		620
Food and Beverage	Coffee Breaks		500/Person	
	Coffee, Tea, Decaf			
	Assorted Soft Drinks			
	Bottled Water			

Date / Time / Service	Event Details	Venue - Room Style	Qty / Unit	Ppl
10:30 AM - 12:00 PM	Consulting Breakout	Walt Disney World Dolphin - Europe Ballroom (Classroom style)		210
Audio Visual	Overhead Projector(s)		2/Day	
Audio Visual	Screen(s)		2/Day	
Audio Visual	Microphone(s) - Wireless Lav.		2/Day	
Meeting Services	Stage(s) 16' x 12' x 16" in front of room		1/Day	
Meeting Services	Table(s) - Head Table With 3 chairs		1/Day	
10:30 AM - 12:00 PM	Software Breakout	Walt Disney World Dolphin - Asia Ballroom (Classroom style)		210
Audio Visual	Overhead Projector(s)		2/Day	
Audio Visual	Screen(s)		2/Day	
Audio Visual	Microphone(s) - Wireless Lav.		2/Day	
Meeting Services	Stage(s) 16' x 12' x 16" in front of room		1/Day	
Meeting Services	Table(s) - Head Table With 3 chairs		1/Day	
10:30 AM - 12:00 PM	Technical Services Breakout	Walt Disney World Dolphin - Australia Ballroom (Classroom style)		210
Audio Visual	Overhead Projector(s)		2/Day	
Audio Visual	Screen(s)		2/Day	
Audio Visual	Microphone(s) - Wireless Lav.		2/Day	
Meeting Services	Stage(s) 16' x 12' x 16" in front of room		1/Day	
Meeting Services	Table(s) - Head Table With 3 chairs		1/Day	
12:00 PM - 1:15 PM	Lunch	Walt Disney World Dolphin - So. Hemisphere Ballroom 620 (Banquet Rounds 8)		
Food and Beverage	Lunch Lunch Buffet Fresh Field Greens Salad Toppings Assorted Dressings Assorted Bread and Rolls Deli Meats to include: Roast Beef, Turkey, Baked Ham, Salami Sliced Cheeses: American, Swiss, Cheddar Condiments Relish Tray including Olives, Peppers, Toma		620/Person	
1:30 PM - 3:00 PM	General Session	Walt Disney World Dolphin - No. Hemisphere Ballroom 620 (Classroom style)		
Audio Visual	Existing Setup		1/Day	
Meeting Services	Existing Setup		1/Day	

Date / Time / Service	Event Details	Venue - Room Style	Qty / Unit	Ppl
3:00 PM - 3:30 PM	Coffee Break	Walt Disney World Dolphin - Outside Breakout Rooms 620		
Food and Beverage	Coffee Breaks Coffee, Tea, Decaf Assorted Soft Drinks Iced Tea Bottled Waters Large Chocolate Chip Cookies Whole Fresh Fruit		500/Person	
3:30 PM - 5:00 PM	Breakout #01	Walt Disney World Dolphin - Asia 1 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Audio Visual	Lighting - Package		1/Day	
Audio Visual	Computer(s) - Laptop PC		1/Week	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			
3:30 PM - 5:00 PM	Breakout #02	Walt Disney World Dolphin - Asia 2 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			
3:30 PM - 5:00 PM	Breakout #03	Walt Disney World Dolphin - Asia 3 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			

Date / Time / Service	Event Details	Venue - Room Style	Qty / Unit	Ppl
3:30 PM - 5:00 PM	Breakout #04	Walt Disney World Dolphin - Asia 4 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			
3:30 PM - 5:00 PM	Breakout #05	Walt Disney World Dolphin - Asia 5 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			
3:30 PM - 5:00 PM	Breakout #06	Walt Disney World Dolphin - Asia 6 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			
3:30 PM - 5:00 PM	Breakout #07	Walt Disney World Dolphin - Asia 7 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			

Date / Time / Service	Event Details	Venue - Room Style	Qty / Unit	Ppl
3:30 PM - 5:00 PM	Breakout #08	Walt Disney World Dolphin - Asia 8 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			
3:30 PM - 5:00 PM	Breakout #09	Walt Disney World Dolphin - Asia 9 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			
3:30 PM - 5:00 PM	Breakout #10	Walt Disney World Dolphin - Asia 10 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			
3:30 PM - 5:00 PM	Breakout #11	Walt Disney World Dolphin - Europe 1 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			

Date / Time / Service	Event Details	Venue - Room Style	Qty / Unit	Ppl
3:30 PM - 5:00 PM	Breakout #12	Walt Disney World Dolphin - Europe 2 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			
3:30 PM - 5:00 PM	Breakout #13	Walt Disney World Dolphin - Europe 3 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			
3:30 PM - 5:00 PM	Breakout #14	Walt Disney World Dolphin - Europe 4 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			
3:30 PM - 5:00 PM	Breakout #15	Walt Disney World Dolphin - Europe 5 (U-Shape)		20
Audio Visual	Overhead Projector(s)		1/Day	
Audio Visual	Flip Chart(s)		2/Day	
Audio Visual	Markers		6/Each	
	2 each of Blue, Green and Red			
Audio Visual	Screen(s)		1/Day	
Meeting Services	Table(s) - Head Table		1/Day	
Office Supplies	Supplies - Transparencies		1/Case	
Office Supplies	Miscellaneous		1/Each	
	Box of Push Pins and Rolls of Masking Tape			