



PROPOSAL FOR

Virginia Building & Code Officials Association

The Sheraton Roanoke Hotel and Conference Center is pleased to have the opportunity to submit this proposal for **Virginia Building & Code Officials Association**.



Guest Room Rate Schedule

The following guest room rate would be applicable for September 10 – September 13, 2011.

This rate is discounted off our standard rate of \$189.00:

Single Occupancy	\$99.00
Double Occupancy	\$99.00

Reservation Arrangements

The agreed-upon rate of \$99.00 Single Occupancy / \$99.00 Double Occupancy will be loaded into the hotel reservation system.

Taxes/Commissions

The guest room rate provided is non-commissionable and no rebates included and subject to the current tax rate of 12%.

Room Information

All of our guest rooms have been renovated with sophisticated furnishings and the latest technology. They offer large work desk with ergonomic chair, refrigerator, 42" flat screen TV, Coffee Maker, Full size iron and ironing board, and the Sheraton Sweet Sleeper Bed.

Concessions:

- 2 complimentary overnight Suites over conference dates
- FREE parking
- FREE Fitness Center, Indoor/Outdoor pools
- FREE WiFi in public areas of Hotel
- FREE complimentary Airport shuttle
- Starwood Hotel with Points Reward System

Photos of our Banquet area, Link @ Sheraton, and our Guest rooms!



Food and Beverage

It has been determined that room rental charges for the entire program total \$0.00. A \$10,000 food and beverage minimum (not including tax, gratuity, service charge and other related charges) has been set for the entire program. If the minimum is not met, the balance will be assessed as room rental.

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
9/11/2011	8:00 AM	11:45 PM	Office	Boolean Director's Suite	Existing		
9/11/2011	8:00 AM	11:45 PM	Hospitality	Bordeaux Room A	Lounge		
9/11/2011	8:00 AM	11:45 PM	Hospitality	Merlot Room	Lounge		
9/11/2011	10:00 AM	12:00 PM	Meeting	Botany 34	Conference Style	10	
9/11/2011	12:00 PM	1:00 PM	Lunch	Botany 12	Rounds of 10	30	
9/11/2011	1:00 PM	5:00 PM	Meeting	Salon BC	Conference Style	30	
9/11/2011	5:00 PM	6:30 PM	Registration	Ballroom Foyer	Registration		
9/11/2011	6:30 PM	8:30 PM	Reception Heavy	Salon EFG	Lounge		
9/12/2011	7:30 AM	9:00 AM	Continental Breakfast	Ballroom Foyer	Lounge		
9/12/2011	7:30 AM	4:00 PM	Registration	Ballroom Foyer	Registration		
9/12/2011	8:00 AM	11:45 PM	Office	Boolean Director's Suite	Existing		
9/12/2011	8:00 AM	11:45 PM	Hospitality	Bordeaux Room A	Lounge		
9/12/2011	8:00 AM	11:45 PM	Hospitality	Merlot Room	Lounge		
9/12/2011	9:00 AM	5:00 PM	Meeting	Salon DEFG	Classroom	200	
9/12/2011	1:00 PM	5:00 PM	Breakout	Conference Theater	Existing	50	
9/12/2011	6:30 PM	7:30 PM	Reception Light	Botany Ballroom	Lounge		
9/12/2011	7:30 PM	9:30 PM	Dinner	Salon ABCD	Rounds of 10	125	
9/13/2011	7:00 AM	8:00 AM	Continental Breakfast	Ballroom Foyer	Existing		
9/13/2011	8:00 AM	12:00 PM	Registration	Ballroom Foyer	Registration		
9/13/2011	8:00 AM	11:45 PM	Office	Boolean Director's Suite	Existing		
9/13/2011	9:00 AM	4:00 PM	Meeting	Salon DEFG	Classroom	200	
9/13/2011	9:00 AM	4:00 PM	Breakout	Conference Theater	Existing	50	

Location

The Sheraton Roanoke Hotel is conveniently located just off Interstates 81 & 581 and offers free parking and complimentary transportation to and from the airport.

We just completed an \$18 million renovation, all of our banquet space, 320 newly appointed guest rooms and public space has completely been renovated to our new brand the Sheraton Roanoke Hotel and Conference Center.

Thank you again for considering the Sheraton. We are extremely pleased to have the opportunity to work with you. If you have any questions please feel free to call at (540)561-7911 or email me at susan.simmons@sheratonroanoke.com.

Sincerely,

Susan Simmons
Association Sales Manager