

PREFERRED HOTELS & RESORTS 2024 RFP PROGRAM ENROLLMENT FORM

Response Required by June 30, 2023 for Registration Effective July 1, 2023 – June 30, 2024

Hotel Name _____
Street _____
City _____ State _____ Country _____ Zip Code _____

Please Select Choice of One Service or Service Combination

BASIC SERVICE	\$1,500 USD	<input type="checkbox"/>
BASIC SERVICE WITH RATE LOADING*	\$2,250 USD	<input type="checkbox"/>
CONCIERGE SERVICE	\$2,250 USD	<input type="checkbox"/>
CONCIERGE WITH RATE LOADING*	\$3,000 USD	<input type="checkbox"/>

Authorized Signature: _____ Printed Authorized Name: _____

BASIC SERVICE:

By agreeing to participate in iBid Cvent (formerly iBid Lanyon) 2024, I acknowledge that Preferred Hotels & Resorts will have exclusive rights to administer all contracting, negotiating and rate-loading on the above property's behalf through Cvent Business Transient (formerly Lanyon), for the calendar year 2024 rates. PH&R will invoice the iBid fee of **\$1,500 USD** for the contracting year which includes PreferredNet 'Global Sales' member portal account profiles and corporate account survey access. *Invoiced amounts must be paid in full for service to commence.*

*Special Note - **Your acceptance of an RFP bid requires your property to 1) allow a negotiated account to be offered the lowest available public rate and 2) be bookable in the GDS no later than 30 days from the date of its acceptance in the Cvent system. Non-compliant hotels are subject to account rejection. If your hotel is unable to build the rate within 30 days, please consider subscribing to a Rate Loading Service listed below so as not to be removed from the account.*

CONCIERGE SERVICE:

By agreeing to participate in Concierge Service, I acknowledge receiving all the Basic services of iBid Cvent (formerly iBid Lanyon) 2024 stated above including a representative of Preferred Hotels & Resorts completing and submitting my hotel's bids based on approved content data in Cvent RFP Property Profile, My Rates and policy document. PH&R will invoice the iBid fee of **\$2,250 USD** for the contracting year. *Based on space availability. Invoiced amounts must be paid in full for service to commence. Market Leads completion additional fee \$250 USD.*

SYNXIS RATE LOADING SERVICE:

Service description: Preferred Hotels & Resorts (PH&R) will track all corporate and consortia rate programs in which the hotel is accepted via the Cvent System (*For OTA, Tour Operator or Wholesaler non GDS programs only the rate plan will be loaded. Property will be required to complete the necessary steps to get the channel implemented in full*). Rates will be loaded in the SynXis CRS Control Center and rate plans will be mapped into all applicable Global Distribution Systems as instructed by the corporate or consortia account. PH&R will send a confirmation notice to hotel via email as each rate plan is loaded. Upon enrolling in this program, the Preferred Hotels & Resorts Data Services team will consult with hotel to define room types and any definitions that are needed for accurate loading. ***Services Include:**

- Breakfast and internet description inclusions
- Inclusions listed in rate name
- Tax and commission policy verification
- GDS/IDS channelized descriptions
- Room and channel assignments per configuration form
- Rate pricing per the bid
- Extra person charges for fixed rates only
- Load ceiling for derived rates
- Rate Mapping
- Cancel Policy assignment

***SynXis Rate Loading Fee Structure:**

Minimum Service Fee includes loading rate plans for 1-25 account(s): **\$750.00 USD** billed upon enrollment
Over 25 accounts in minimum incremental groups of 25 accounts: **\$350.00 USD** per incremental group *

Requirements of Enrollment: The following requirements must be met by participating hotels:

- *iBid standard fees must be paid in full*
- *Minimum Service Fee for iBid Rate Loading Service must be paid in full*
- *Hotel acknowledges that only bids submitted and accepted via Cvent will be loaded under this service and that only the rates accepted through the Cvent Business Transient system will be loaded*

**Billed following the loading of the first rate of the incremental group*

Corporate RFP Contact: _____ Title: _____
Phone: _____ Email: _____
Consortia RFP Contact: _____ Title: _____
Phone: _____ Email: _____
Rate Loading Contact: _____ Title: _____
Phone: _____ Email: _____

Please complete and forward this form to: ConsortiaSales RFP Team at consortiasales@preferredhotels.com