



## Phoenix Convention Center Request for Proposal

**Thank you for considering the Phoenix Convention Center for your event. To best serve you, it is important to understand your event. Please provide the requested information by completing and submitting the form provided below.**

**Return to: [Sales@PhoenixConventionCenter.com](mailto:Sales@PhoenixConventionCenter.com)  
RFP Submission Date:**

Details	
<b>Event Name</b>	
<b>Event Type</b>	
<b>Description</b>	

Key Contact Information	
<b>Organization Name</b>	
<b>Organization Website</b>	
<b>Organization Address</b>	
<b>Contact Name / Title</b>	
<b>Contact Email Address</b>	
<b>Contact Phone Number</b>	
<b>Preferred Contact Method</b>	
<b>Contract Signers' Address / Zip Code</b>  Providing this detail will help us serve you better by routing this form to the appropriate sales representative.	

Event Information	
<b>Event Purpose / Type</b>	
<b>Approximate Attendees</b>	
<b>Preferred Event Date(s)</b>	

<b>Dates Flexible (Y or N)</b>	
<b>Private or Public Event</b>	

<b>Event History</b>	
<b>Has this event been held at a convention center before?</b>	

<b>Event Requirements</b>	
<b>Event Space</b> Exhibit / Ballroom/ Meeting Rooms / Theater – please include type of set-up	
<b>Food and Beverage</b> Outside food and beverage is prohibited. Explore catering options with our exclusive partner, <a href="#">Aventura Catering</a> .	
<b>Hotel Rooms</b> Please provide approximate room block numbers per night.	
<b>Audio Visual</b>	
<b>Telecommunications</b>	

<b>Additional Information</b>

**A sales representative will follow-up with additional questions or availability within 72 business hours. Thank you for considering the Phoenix Convention Center.**

Phoenix Convention Center  
100 North Third Street  
Phoenix, AZ 85004