Wisconsin Association of the Deaf
P.O. Box 141
Greendale, WI 53129
www.wisdeaf.org

An IRS 501(c)(3) non-profit organization

HOTEL RFB RESPONSE FORM

Wisconsin Association of the Deaf (WAD) – 2027 Biennial Conference

Please complete this form in full and return it by the deadline stated in the Request for Bid (RFB). Attach additional sheets if more space is needed. Fields left blank will be treated as not applicable.

Conference Information	
Conference Dates Requested:	A Friday–Saturday in June, July, or August 2027 (avoiding Father's Day, July 4th, and Labor Day weekends) [TBD]
Estimated Attendance:	Approximately 150
Proposed Venue/Region:	Open [TBD]
Overnight Sleeping Rooms Available On-Site:	☐ Yes ☐ No
If No: Nearby Partner Hotel Name & Distance:	

Hotel / Facility Information			
Facility Name:			
Street Address / City / Zip:			
Hotel Size (*number of rooms):*			
Contact Name:			
Title:			
E-mail:			
Phone:			
Website:			
Airport Shuttle Available:	☐ Yes ☐ No	**Radius** *(in miles)* **:**	

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Nearest Airport(s)/Code(s):			
Local Shuttle Available:	☐ Yes ☐ No	**Radius** *(in miles)* **:**	
ADA-Accessible Rooms Available:	☐ Yes ☐ No	**Number of ADA Rooms:**	

Room Block and Rate Details	
Number of Rooms Available:	
Check-In Date:	(*most will be on Thursday)*
Check-Out Date:	*(generally Sunday)*
Bed Types Available:	☐ Double ☐ Queen ☐ King ☐ Roll-away
Rate per Night (single/double occ.):	
Group Rate Cutoff Date:	
Attrition Clause:	
Rebate (if applicable):	
Breakfast Cost / Included:	
Applicable Taxes & Fees:	
Complimentary Wireless Internet:	☐ Yes ☐ No
Complimentary/Comp Room Policy:	

Meeting Space	
Meeting Rooms Available (names/capacities):	

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Meeting Space Rental Cost:	
Food & Beverage Minimum (if any):	
Audio-Visual / ASL Interpreter Sightline Notes:	

Additional Conditions / Comments
(Examples: meeting space complimentary if F&B spend exceeds $X; one complimentary room upgrade to suite; other concessions offered. Use additional sheets if necessary.)

Submission

Please return this completed form by the deadline stated in the RFB to the WAD Secretary at P.O. Box 141, Greendale, WI 53129, by online at https://visit.wisdeaf.org/2027rfbr or by email as directed in the RFB. Thank you for your interest in hosting the WAD Biennial Conference.