

The U.S. Embassy kindly requests a pricing quotation for the following services.

Conference Services

Date: Wednesday May 4, 2016

Details

Conference & Banqueting services for 1-day event

One room hire for 400 pax theatre-style seating, with WiFi, Podium, Mics, data projector and screen (all day from 0700 to 1800)

Four separate break-out rooms to hold up to 100 pax each, with WiFi, Podium, Mics, data projector and screen (all day from 0700 to 1800)

Two refreshment breaks (beverages and light snacks/pastries for 400 pax)

One sandwich buffet lunch with hot/cold beverages for 300/400 pax (please provide at least 2 menu options/prices)

One space for casual lunch for 300/400 pax (seating at tables, standing at POD's etc.)

Send your quotations to Mr. Emmet Downey DowneyEJ@state.gov

Quotations are due on or before Monday, February 22, 2016 at 12.00

Quotations may be delivered in hard copy to U.S. Embassy, 42 Elgin Road, Ballsbridge, Dublin 4