

Request Form Hotel & Venue Search

1 Contact Details

Meeting name:

Company name:

Client (name, surname):

Address:

Postal code / city:

Country:

Phone:

Cell phone:

E-mail:

Date and time of request:

2 Destination / Venue

Country:

Region:

City:

Accessibility / arrival participants:

Proximity of airport:

Hotel Category

City Hotel:

Countryside Hotel

Grand Hotel / Palace

Hotel Chain

Airport Hotel

Special Event Location

Which hotel that you know represents the style, ambiance and standard of your meeting?

3 Event Details

Beginning of event date: time:

End of event date: time:

Alternative dates:

Beginning of event date: time:

End of event date: time:

Number participants including faculty & staff:

4 Specification Hotel / Venue

A Hotel rooms:	Day -1	Day 1	Day 2	Day 3	Day 4	Day 5
Dates (check-in):						
Single room:						
Double room for single use:						
Double room (2 persons):						
Superior:						
Total Hotel rooms						

B Plenary / Main Meeting Room:	Day -1	Day 1	Day 2	Day 3	Day 4	Day 5
Date plenary:						
Date set-up and dismantle:						

Seating Style:

Parliament / School style r Concert r

U-Shape r Boardroom r

Round Table / Cabaret-Style r Number of persons per table

Additional space for stage Length: Width: Height:

General information regarding the plenary:

m2: Height:

Daylight: r Possibility to shade completely: r

Audiovisual aids in the plenary:

Beamer **r** Speakers desk: **r**
 Screen **r** P.A. system: **r**
 Number of microphones: Type:
 Number of pin walls: Number of flip-charts:

Other:

C Break Out Rooms	Day -1	Day 1	Day 2	Day 3	Day 4	Day 5
Date break out rooms:						

Time including set-up from: until:

Number of break out rooms:

Number of persons per room: Room size in m2:

Seating:

Circle without tables **r** Concert **r**
 Boardroom **r** Parliament / School style **r**
 U-shape **r** Round tables (number of persons per table):

Remarks:

Audiovisual aids in the break out rooms:

Beamer **r** Speakers desk: **r**
 Screen **r** P.A. system: **r**
 Number microphones: Type:
 Number pin walls: Number flip-charts:

Other:

D Other Rooms

Meeting Office

Dates including set-up and dismantle

m2

Infrastructure

Exhibition Space

Dates including set-up and dismantle

m2

Infrastructure

E Food & Beverage	Day -1	Day 1	Day 2	Day 3	Day 4	Day 5
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Welcome coffee

r

Welcome cocktail

r

Morning coffee break

r

r

r

r

r

Afternoon coffee break

r

r

r

r

r

Lunch:

Standing lunch

r

r

r

r

r

Buffet

r

r

r

r

r

Menu (number of courses)

r

r

r

r

r

Sandwich lunch

r

r

r

r

r

Dinner:

Cocktail

r

r

r

r

r

Standing dinner

r

r

r

r

r

Buffet

r

r

r

r

r

Menu (number of courses)

r

r

r

r

r

Off-site dinner

r

r

r

r

r

5 Remarks

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Hotel & Venue Search.

Finding the right venue, the right hotel, the right facility is a key part of ensuring the success of a meeting from a conceptual, financial and organizational viewpoint.

As renowned experts with more than 16 years of experience in the planning and running of management meetings at home and abroad, we know how important it is to reliably find and evaluate a meeting hotel in a way that ensures both neutrality and high quality. To guarantee this independence, we also pass on all commissions to our clients and only use an hourly rate agreed in advance when billing our expenses. This means you can be sure we're working with your best interests in mind.

Your advantages

- § Neutral, professional search and advice, as we're only paid by you
- § Excellent knowledge of the Swiss and European meeting market
- § We give you the best quotes, not the very first quotes
- § From around 40 overnight stays, the commission income is generally higher than our agency fee
- § Detailed reporting: list of requested hotels, request status, availability, etc.

Our à-la-carte service

- § Search for and evaluation of destinations, meeting hotels und event facilities
- § Individualized availability and quote requests, complete with documentation for our customers: requested hotels, availability, offer status, etc.
- § Checking and validation of the quotes, price and contract negotiations
- § Preparation of decision documentation for the client in line with agreed criteria
- § Organization and performance of site inspections
- § Contract and price negotiations
- § Budgeting
- § Social programs, team events, ice-breaking activities

Process

1. You let us know exactly what you're looking for by phone (+41 43 244 70 60) or using our request form. Based on the information you provide, we draw up a quote including our probable expenses less the estimated commission income.
2. Once the agreement has been concluded, we get down to work. We find the best hotels and facilities for you, make provisional reservations and request binding, detailed quotes.
3. After checking and validating all the quotes, we create a report for you containing an itemized list of costs, relevant key data and provider information together with our recommendations.
4. Based on your feedback, we confirm the booking or negotiate the terms until the contract has been concluded by you and the provider.
5. Once the provider (hotel or event venue) has submitted the bill, we draw up the final invoice for our services less the agreed commissions and send you a credit note or a bill, as appropriate

Contact

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