



2027 HUD National Native Asset Building Summit

Request for Event Venue and/or Audio-Visual Proposal (responses may be for event venue, AV or both)

Location:

Washington, DC and metropolitan area

Maximum Attendance: 250 attendees

Proposal Due Date: September 30, 2026

1. Event Overview

The HUD-ONAP National Native Asset Building Summit provides a forum to:

- Exchange ideas about asset building in Indian Country;
- Highlight best practices in self-sufficiency and asset building;
- Develop strategies and action items that will support Native residents as they move on their path toward self-sufficiency.

The Asset Building Summit offers an opportunity for interaction among individuals representing a broad spectrum of entities such as national intermediaries, state funding agencies, lenders, federal agencies, financial regulatory, entrepreneurs, non-profits, Tribes, and Tribally Designated Housing Entities (TDHEs).

2. Preferred Dates and Event Pattern

Please provide availability and pricing for Monday through Thursday dates during the following periods:

- Weeks of April 5, 12, 19 or 26

The anticipated event pattern is:

Day	Function
Monday	Pre-conference activities, room setup, AV installation, testing, and rehearsal
Tuesday	General session and 6 concurrent breakout sessions
Wednesday	General session and 6 concurrent breakout sessions
Thursday	Event breakdown

3. Space Requirements

The venue should be able to accommodate the full program under one roof, with the general session room and breakout rooms located near one another. Meeting rooms should remain set throughout the event whenever possible.

Function	Quantity	Capacity	Setup
General Session	1	Up to 250	Scattered rounds
Breakout Rooms	6-7	35-45 each	Scattered rounds or classroom
Registration Area	1	Supports 250	Registration tables or counters
Event Office and Storage	1	Event staff	Conference or office setup
Presenter-Ready Room	Preferred	Speakers and trainers	Conference setup

General Session Schedule

Day	Time	Function
Monday	To be determined	Setup, testing, rehearsal, pre-registration
Tuesday	8:30 a.m.–10:00 a.m.	General Session
Wednesday	8:30 a.m.–10:00 a.m.	General Session
Wednesday	3pm – 4:30 p.m.	Closing General Session

General Session Room Setup

The main general session room must accommodate up to 250 attendees in scattered rounds seating, along with the stage, AV equipment, production staff, accessible seating, and clear circulation paths.

General Session Furniture and Room Setup

- One stage at the front center of the room
- One podium or lectern
- Fireside or panel seating for up to four presenters
- One six-foot table near the front for speaker materials
- One six-foot table near the entrance for agendas and handouts
- Two water tables
- One AV control table at the rear or side of the room
- Accessible stage access
- Stage stairs with handrails
- Pipe and drape behind the stage
- Waste receptacles
- Adequate space for relay monitors and production equipment
- Scattered rounds for up to 250 attendees

- Adequate spacing between rows so attendees can reach their seats without excessive crowding
- Clear access to all room entrances and emergency exits
- Accessible seating
- Unobstructed sightlines to the stage and both screens
- No chairs placed behind columns, AV equipment, or other visual obstructions
- The venue should recommend the final number of chairs/tables based on the room dimensions, local fire code, ADA requirements, and attendee flow.

General Session AV

The proposal should include:

- Two projection screens
- Two high-lumen LCD or laser projectors
- Rear projection when room size permits
- Two presentation laptops
- Presentation switcher
- Slide advancer
- One podium microphone
- Three wireless handheld microphones
- Confidence monitor with presentation timer
- Two relay monitors
- Audio playback from presentation laptops
- Speakers sufficient for even room coverage
- Appropriate lighting
- Required cables, adapters, converters, and power distribution
- Backup microphones and presentation equipment
- One hardwired internet connection at the AV control table
- Dedicated technician during all general sessions

5. Breakout Room Setup

The event may require up to seven breakout rooms operating concurrently on Tuesday and Wednesday from approximately 8:00 a.m. to 5:00 p.m.

Each breakout room should include:

- One small table at the front center for the projector and materials
- One six-foot table for sign-in sheets and handouts
- One head table with two to four presenter chairs
- One podium
- Two water tables
- One flipchart with paper and markers
- Classroom style seating for 30-40
- Accessible seating

Breakout Room AV

Each room should include:

- One LCD or laser projector
- One projection screen
- One presentation laptop
- Two wireless microphones
- One slide advancer
- Audio playback from the laptop
- Speakers when built-in sound is not sufficient
- Power strips at each attendee table
- Power at the presenter table
- Complimentary Wi-Fi
- Required cables, adapters, and extension cords
- 1-2 floating technicians (provide separate pricing for each staffing option)

6. Registration, Event Office, and Storage

Registration Area

The registration area should be near the main meeting room and include:

- Four to six six-foot tables or counters
- Two chairs per table
- Electrical access and power strips
- Complimentary Wi-Fi
- At least one hardwired internet connection
- Space for attendee lines, badges, agendas, and materials
- Easels or signage stands
- Nearby secure storage

The setup must not block hallways, elevators, emergency exits, or meeting room entrances.

Event Office and Storage

The venue should provide one lockable event office near the meeting rooms with:

- Two six-foot worktables
- At least six chairs
- Electrical access and power strips
- Complimentary Wi-Fi
- One hardwired internet connection
- Space for laptops, printers, supplies, and event materials

Secure storage should be available for printed materials, signage, AV equipment, and attendee supplies.

7. Exhibitor Space

The venue should provide a designated exhibitor area that can accommodate up to **12 exhibitor spaces**. The exhibitor area should be located near the general session room, registration area, or another location with consistent attendee traffic.

Each exhibitor space should include:

- Six-foot table with tablecloth
- Pipe and drape
- Two chairs
- One wastebasket
- One power strip
- Space for exhibitor signage and materials

The venue should provide:

- A floor plan with exhibitor space identified
- Pricing for tables, chairs, wastebaskets, power, pipe and drape, internet, and labor
- Any restrictions on exhibitor materials, deliveries, displays, or outside vendors

The proposal should identify whether the exhibitor setup can be provided at no additional charge. Any equipment, electrical, labor, or service charges must be separately listed.

8. Internet, Water, and Food and Beverage

Internet

The venue should provide:

- At least 70 Mbps of dedicated or reliably available bandwidth
- Complimentary wireless internet in all meeting and event areas
- One hardwired connection in each meeting room
- Hardwired connections at registration, the event office, presenter-ready room, and AV control table

The proposal must disclose whether bandwidth is shared or dedicated, upload and download speeds, device limits, login procedures, technical support, and upgrade costs.

Food and Beverage

HUD will not purchase or offer food and beverages. The hotel is requested to provide complimentary water dispensers or pitchers and cups from approximately 8:00 a.m. to 5:00 p.m. during conference days.

9. Hotel Room Block

The hotel should propose a complimentary room block with no attrition.

Please offer:

1. The applicable local GSA lodging rate for verified government employees.
2. The best available group rate for non-government employees.

Room block requirements include:

- Group rate available two days before and two days after the event
- No attrition or mandatory pickup
- No penalty for unused rooms

- Two-week lodging cutoff date
- Flexibility to increase or decrease the block
- Individual guest payment
- Complimentary booking link
- Extension of the group rate after the cutoff based on availability

Please provide room types, nightly rates, taxes, mandatory fees, parking costs, cancellation terms, and the proposed room block by night.

10. AV Labor and Staffing

The AV proposal should include:

Monday

- Installation of general session and breakout room equipment
- Setup of registration and event office connectivity
- Complete equipment testing
- Sound checks
- Internet testing
- Technical rehearsal
- Adjustments requested by the event team

All rooms should be event-ready by the end of Monday.

Tuesday and Wednesday

- One dedicated technician for the general session
- One or two breakout room floaters
- Daily equipment checks
- Presenter assistance
- Troubleshooting and replacement equipment
- Support through the end of the event
- Equipment breakdown and removal

11. Contract Requirements

Contract Signee:

Rudy Soto

Executive Director

National American Indian Housing Council

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NAIHC cannot execute a contract until HUD approves the applicable work plan and event costs. The proposal should remain valid for at least 120 days to accommodate negotiations and the HUD ONAP review process.

The proposed contract must not include:

- Attrition clauses
- Third-party commission language

- Minimum revenue clauses
- Revenue shortfall penalties
- Food and beverage minimums, catering minimums, or mandatory catering packages
- Insurance clauses
- Dispute resolution clauses
- Mutual indemnification clauses
- Mandatory arbitration
- Deposits or nonrefundable payments before HUD approval of the event

12. Pricing and Proposal Requirements

Submit a complete, itemized proposal showing:

- Meeting room rental
- Guest room rates
- General session AV
- Breakout room AV
- Internet and hardwired connections
- Stage, lighting, and pipe and drape
- Setup, show, and breakdown labor
- Regular, overtime, and holiday labor rates
- Minimum labor calls
- Electrical and rigging fees
- Service charges
- Administrative or facility fees
- Taxes
- Cancellation terms
- Optional equipment or services

Any item not provided at no charge must be separately identified and priced.

Please also provide:

- Meeting room floor plans, dimensions, ceiling heights, and capacities
- Proposed general session and breakout room diagrams
- AV price list
- Contract and billing summary
- Internet capabilities
- Accessibility information
- Date and details of the last major renovation
- Planned renovations
- Photos or videos of the proposed space
- Airport transportation options and costs
- Parking information
- Restaurants and services within walking distance

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