



*HelmsBriscoe is the hospitality industry's leading site selection and conference resource firm.
We know the challenges of hotel procurement firsthand and offer a cost-effective solution.*

The Agreement...

Once a District gives us the "ok", we will begin the initial site selection search. Please note, the services we provide are complimentary as we are compensated by the hotel chosen via a 10% placement fee on actualized rooms revenue. Based on the volume we do annually (3.55 million room nights booked by over 1000 HB associates) we are able to negotiate competitive contracts worldwide. We do not represent any hotels, but instead represent the District in all dealings.

The Requirements...

The District will provide the requirements for the program, such as possible locations, preferred dates, conference specifications, sleeping rooms, history and any other details that are pertinent to the initial search.

The Research...

We will search our database of over 22,000 hotels, which includes comments from other HB associates and meeting planners. We will compare these results to other internet sites. We will also check for any special deals available to HB representatives only, to see if any match the District's requirements. We will also provide information for any specific hotels that are requested.

Sending the Lead/RFP...

We will summarize your requirements in the form of a hotel lead sheet. Together, the District and HB will set a deadline for the hotels to respond with their proposals. Once received, HB will summarize all of the information in a grid format (which can be customized with just the information you want to see) and send the District representative the results of the search.

Narrowing the decision...

It's time to narrow the initial search. HB will access its database to gather information on any and all hotels being considered. The District will select the hotel(s) that are of interest. HB will also arrange all the details for a site inspection.

The Final Contender...

The District selects the hotel of choice and we move to the contract stage.

Negotiations...

HB will review the first draft of the contract from the hotel, scrutinize the pertinent clauses and make favorable changes. Additionally, we will ask for special concessions based on the District's needs. Please note that we are not lawyers - we make recommendations and suggestions based on industry knowledge. The edited version of the contract will be sent back to the hotel for consideration and we will negotiate until a final agreement has been reached. At that time, the District will receive a final copy for Executive Director's signature.

Your Site has been Selected...

The process is complete and it is time for us to step out of the picture. The District will begin to work with the hotel directly to detail the meeting. HB will be there to assist with any contractual challenges and will request the meeting's history (room pick-up and F&B spend) at its conclusion and track this year-to-year.