

SPAIN-UNITED STATES BUSINESS SUMMIT

We would be grateful if you could submit a full quote for hosting our SPAIN-UNITED STATES BUSINESS SUMMIT 2025.

In terms of dates, we are currently looking at:

- 11th-12th of June 2025

Could we therefore ask you to confirm what availability you have for that date and kindly send us a quote based on the following requirements:

- Spaces:

From June 9th-12th 2025

- Office/staff room for approx. 10-12 people, large rectangular table in the center with chairs, available 24 hours.

June 11th

- Talk-colloquium room: school style with stage with Davos format, 80 pax, from 16:00 to 17:45 h. approx. (this room should be ready by 12:00 a.m. on the morning of the 11th).
- Main/opening session room set-up: 250 theatre style with a Davos format stage. As a complex audiovisual set-up is required, the room must be available from the morning of June 11th, as the room must be ready by 20:00 on June 11th.

June 12th

- Theatre type room (8h00-13h00) for 250 guests with Davos format stage to hold the opening and plenary session of the Meeting and consecutive round tables. As we have mentioned above, the room for the opening session must be fully set up on 11th June at 20:00.
- Two additional rooms for the sectoral panels/workshops to be held simultaneously, theatre format with stage with Davos format, 80 pax, from 08:00 to 13:00. One of these rooms may be the one used for the previous day's talk colloquium to reuse the set-up.
- Room for B2B meetings, rectangular tables with 4 chairs, on the afternoon of the 12th from 14:00 to 17:00 (number of tables based on the number of Spanish companies with an agenda). For B2B meetings, the main room can be used if the venue manager considers that there is time to change the format during lunch.
- Lunch room, from 12:30 to 14:00 h. for approx. 200 pax;
- VIP lounge style room with armchairs and low tables, for 15 people, from 07:00 to 15:00.

- Catering:

From June 9th-12th

- Coffee and water in office/staff room for approx. 8 pax;

June 12th

- Welcome coffee (without food) for approx. 200 pax (approx. 60 min) in the foyer of the room for the opening session;
- Coffee, tea, water, and pastries in VIP lounge (15 pax).
- Coffee with sweet and savory snacks on June 12th for approx. 250 guests (approx. 45 min) in the foyer of the main room after the opening session;
- Buffet lunch for 200 people.
- Permanent coffee for B2B lounge in the foyer (from 14:00-17:00 h. approx.);

Could we therefore ask you to kindly send us a quote based on the following requirements:

- At least four-star hotel category, due to the image of the country associated with the event. Well located with easy access by different kinds of transport.
- Sufficient event rooms must be available, each with a good presence and the required capacity.
- The height of the opening ceremony room must be adequate for the audiovisual set-up (4 meters minimum, as the height of the stage is 0.60 m., the LED screen must be at least 1.20 m. from the floor so that the speakers seated in front of it do not cover it, and the minimum height of the LED screen is 2 m., to which must be added the backdrop in which it is framed).
- The hotel must indicate if it has a dedicated AV provider, and if so, must state the name of the company.

The proposal will be considered based on offered prices in United States dollars (USD), excluding taxes and service charges, which must be clearly described and separated. The contract will be awarded to the proposal with the lowest total cost (excluding taxes and service charges).

If the bid does not comply with the requested requirements, it will be automatically excluded.

The successful bidder will be the one that offers the most economical offer (excluding taxes) among those that meet the requirements indicated.

Venues interested in bidding may contact ICEX with any questions about the brief at tenders@icex.es up to **April 11th 2025 at 23:00 AM CET**.

The proposal needs to be sent via email **EXCLUSIVELY** to tenders@icex.es by April 14th **2025 at 10:00 AM CET**. All files should not exceed 4mb in size if sent as attachment; should files be larger, use a file transfer service, which you have verified works.

In Miami, on the date of signature,

ICEX Board of Directors,
By Delegation (Resolution of 30 September 2021 BOE [Official State Gazette] of 11 October 2021),

Javier María Yraola Burgos



MINISTERIO
DE ECONOMÍA, COMERCIO
Y EMPRESA

ICEX España
Exportación
e Inversiones



Head of the Economic and Commercial Office in Miami

Eligible for co-financing with European Union Funds