

**Schedule of Supplies, Equipment and Services**

	<b>2008 Rates</b>	<b>2009 Rates</b>
High Performance Conference Phone with Extension		
Microphones (i.e., Polycom or Equivalent)	\$ 180.00	180.00
Desktop Speaker Phone	\$ 132.00	132.00
Active Direct Dial Outside Phone Line	\$ 78.00	78.00
Speakers with Stand and Power Supply	\$ 90.00	90.00
Audio Mixer – 8 Channel	\$ 132.00	132.00
Audio Mixer – 16 Channel	\$ 180.00	180.00
Hook-up to House Sound System	\$ 90.00	90.00
Wireless Microphone with Desktop Stand	\$ 132.00	132.00
Digital Telephone Interface	\$ 180.00	180.00
Digital Conference Push-to-Talk Microphone System	\$ 78.00	78.00
Hard Wired Microphone with Desktop Stand	\$ 36.00	36.00
Laptop Computer	\$ 540.00	540.00
20" TV/VCR	\$ 108.00	108.00
20" TD/DVD Combo	\$ 108.00	108.00
LCD Projector	\$ 462.00	462.00
Projection Screen	\$ 42.00	42.00
Overhead Projector	\$ 54.00	54.00
Slide Projector	\$ 54.00	54.00
Laser Pointer	\$ 30.00	30.00
6 – Outlet Desktop Power Strip w/15 Foot Cord	\$ 72.00	72.00
Flip chart w/Markers and Paper	\$ 36.00	36.00
Wireless High-Speed Internet	\$ 0.00	0.00
High-Speed Internet Line	\$ 240.00	240.00
Dial up Internet Line	\$ 65.00	65.00

**NIH Hotel BPA  
Meeting Package Rates  
2008 and 2009**

ATTACHMENT B

NAME OF HOTEL: Hilton Washington, DC North Gaithersburg

CONTACT NAME/PHONE NO: Vanessa Wilson 301-591-9923

**Meeting Package rates per person, inclusive of gratuity/service fees. If not available indicate N/A**

**2008 Rates (January 1, 2008 - December 31, 2008)**

**2009 Rates (January 1, 2009-December, 2009)**

Meeting Type	BASIC	BASIC PLUS	SEASONAL	HALF DAY		BASIC	BASIC PLUS	SEASONAL	HALF DAY
<b>Sample</b>		with 2 internet connections	if available	if available			with 2 internet connections	if available	if available
	pp rate	pp rate	pp rate	rate		pp rate	pp rate	pp rate	rate
1 (14 or fewer)	\$42.00	\$42.00	\$42.00	\$42.00		\$45.00	\$45.00	\$45.00	\$45.00
2 (15-35)	\$55.00	\$55.00	\$55.00	\$55.00		\$60.00	\$60.00	\$60.00	\$60.00
3 (36-50)	\$55.00	\$55.00	\$55.00	\$55.00		\$60.00	\$60.00	\$60.00	\$60.00
4 (51-100)	\$65.00	\$65.00	\$65.00	\$65.00		\$70.00	\$70.00	\$70.00	\$70.00

**Description of break service items to be provided:**

**The Continental**

Freshly Baked Muffins, Breakfast Pastries and Croissants Fresh Melon and Seasonal Berries, Decanters of Chilled Juices, 2% and Skim Milk  
Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Teas

**Mid Morning Refresh**

Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Teas Assorted Whole Fresh Fruit

**Afternoon Break**

Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Teas, Sodas. Freshly Baked Cookies, Brownies and Pastries

**Notes:**

**BASIC( for types 2, 3, and 4)**

- Meeting room capacity to accommodate the number of attendees with at least 2.5 linear table surface space per person
- One active direct dial phone line, with no charge for local calls
- Two power drops, taped down
- Break service (AM and PM) with morning refresh
- 24 hour exclusive hold
- Three (3) six foot tables

**Basic (for type 1 meeting) is the same as above with only one power drop and one six foot table or equivalent countertop.**

**BASIC PLUS(for types 2, 3, and 4)**

All items listed in the BASIC package above, PLUS two (2) ethernet ports/internet connections

**SEASONAL (if available)**

Primarily for high demand summer months(July and August) to offset lower per diem rates in the Washington, DC/metro area.

**HALF DAY (if available)**

Rental cost of meeting room for a half day meeting versus a full day meeting. Half days could be morning only, afternoon only or evening only.