

Judicial Conference Request for Proposals

The United States Courts for the Tenth Circuit is exploring the Park City/Deer Valley area for its 2017 conference. At this point we are polling properties to learn about availability of rooms and meeting space, as well as anticipated rates, during May or October 2017.

The 2017 Judicial Conference group will be primarily federal judges, their guests, speakers and conference staff. We anticipate that at least one U.S. Supreme Court Justice will be in attendance. The U.S. Marshals will provide security for the meetings and events. We are seeking properties that are 4-diamond equivalent or better.

Meeting and Function Space:

The following meeting and function space should be available for simultaneous set up and programs:

- General session space able to accommodate 150 people in theater seating plus staging with front projection screens at each side. Classroom seating is preferred.
- Two breakout rooms each capable of theater seating 40 people with a front projection screen.
- Ballroom for luncheons capable of seating 175 people at rounds with a stage and front screen projection.
- Two conference offices near the function space.
- Registration space near the function space.

We anticipate two and one-half to three and one-half days of functions including one opening reception, a luncheon, and various meetings.

Sleeping Rooms:

Our group will need accommodations for four nights with a peak of 115 rooms. We will need three suites (or equivalent) for VIP accommodations.

Following is our preferred pattern of nights in May or October 2017. We will consider alternate arrival and departure dates:

Night 1 = 50 ct.
Night 2 = 115 ct.
Night 3 = 115 ct.
Night 4 = 75 ct.

Preferred features/services:

- Close proximity to dining and shopping.
- Comfortable establishment, equivalent to a AAA four-diamond or better.
- Internet access in rooms.
- Onsite dining
- Fitness center
- Room service

Notes:

- The U.S. Court of Appeals for the Tenth Circuit is a federal government entity. GSA government rates may apply.
- Information on rates and availability of space and rooms should be received by Monday, March 14 and sent to:
Sheila Z. Zuscsek, CGMP
Office of the Circuit Executive
United States Courts for the Tenth Circuit
1823 Stout Street
Denver, CO 80257
303-335-2838 (fax)
Sheila_Zuscsek@ca10.uscourts.gov
- Email is the preferred method of communication.