The University of Oregon Lundquist Center for Entrepreneurship (LCE) is seeking quotes for a venue for the New Venture Championship (NVC) to be held in the downtown Portland Area on April 5, 6 & 7, 2013, and April 3,4 & 5, 2014 (quotes should include a cancellation-by-date/no-penalty clause). Accessibility, onsite accommodations, plentiful parking and internet access are important. Location should be easy to get to/from nearby highways and the Portland Airport. For questions or to submit quotes please contact Amy Fortuna 541-346-3420, fortuna@uoregon.edu.

**Specifications:**

1. Approximately 200 participants
2. Accommodations for student teams – up to 4 guests per room to be paid by participating teams
3. Onsite internet access to guests
4. Parking available for day visitors as well as guests
5. Full breakfast included for guests.
6. A/V needs include screens, projectors, lapel microphones for each room and the possibility of audio/video recording. UO reserves the right to purchase A/V services and equipment separately via a separate agreement with a vendor other than the venue.
7. Accommodation approximate usage has been 135 room nights—maximum of 45 rooms double/double at peak, minimum of 30 double/double.

**Minimum Venue Requirements by Day:**

**Day 1:**

* Competition rooms—5 total (each 550 sq. ft. minimum); theater style with seating of 25-40
* Judges’ meeting room (800 sq. ft. minimum) conference style with seating of 20-25 and space for breakout/refreshments
* Trade Show (3800 sq. ft. minimum) set up with 16 tables for exhibits with additional room for buffet reception and bar
* NVC Opening Night Reception (1000 sq. ft. minimum) set with cocktail tables, room for reception service and bar

**Day 2:**

* Competition rooms—5 total (each 550 sq. ft. minimum); theater style with seating of 25-40
* Judges’ meeting room (800 sq. ft. minimum) conference style with seating of 20-25 and space for breakout/refreshments
* Keynote Luncheon (2500 sq. ft. minimum) banquet seating for 150, with projection screen for speaker
* Finalist Announcement Reception (2500 sq. ft. minimum) with cocktail tables, buffet and two bars

**Day 3:**

* Competition rooms—5 total (each 550 sq. ft. minimum); theater style with seating of 25-40
* Judges’ meeting room (800 sq. ft. minimum) conference style with seating of 20-25 and space for breakout/refreshments
* Finals Competition room (2500 sq. ft. minimum); theater style seating with outer room for refreshment station
* Final judges’ quarters (600 sq. ft. minimum); conference / boardroom style for 10
* Finalist Feedback room (1000 sq. ft. minimum); conference seating for 15
* Awards Reception (3800 sq. ft. minimum) cocktail tables, staging, room for banquet and bar