



REQUEST FOR PROPOSAL

Event: **Pacific Hotel & Restaurant Exposition (PHARE)**
Date: **Thursday, April 16 - Friday, April 17, 2026**

The Guam Hotel & Restaurant Association is currently seeking proposals from qualified members to provide exhibition space and other related accommodation for the purpose of hosting and executing the Pacific Hotel & Restaurant Exposition.

SPECIFICATIONS:

1. Minimum exhibition space required is 9,000 square feet.
2. Property must be able to provide, coordinate, and allow for the installation of sufficient electrical, telephone and related outlets throughout the exhibition area to accommodate exhibitor requirements.
3. Property must, at a minimum, provide 130 tables, 260 chairs and related support equipment (e.g. skirts, tablecloths) to accommodate exhibitor requirements.
4. Property must provide and secure three (3) function/meeting rooms and related support equipment (e.g. overhead projector, screen, TV/VCR, multi-media system, PA system, and podium) for the purpose of conducting seminars and tourism forums during the course of the PHARE.
5. Property must provide and secure two (2) separate facilities and related support equipment (e.g. display tables, hot/cold storage cabinets, and sink) sufficient to allow for the annual culinary competition and bartending competition.
6. Property must provide water and coffee service for ribbon cutting ceremony and seminars.
7. Property must provide water service from April 8, 2026, Move-In Day to April 17, 2026, the last day of exhibit.
8. Property must provide a suitable room and related support equipment to be used as a logistics and/or business center by PHARE organizers and/or exhibitors during the course of PHARE.
9. Property must provide all necessary assistance to secure all permits required from the Guam Fire Department and other regulatory agencies for the execution of the PHARE.
10. Property must provide security and traffic control, both internally and externally, during the course of PHARE 2026.
11. Property must provide 24-hour security for the exhibition area from move-in through move-out.

12. Property must provide assistance (i.e. banquet and security) in the set-up and breakdown of the exhibition area, in coordination with the GHRA contractor(s) assigned for this project.
13. Property must provide a venue to host an exhibitors' cocktail reception inclusive of food and beverage on the evening of the opening day of PHARE 2026 for 100 people.
14. Property must provide a public address system, with the ability to cover/reach the entire exhibition area, for use throughout PHARE 2026.
15. Property must allow for the prominent display and hanging of event banner(s) and signage, as required indoors and/or outdoors.
16. Property must designate two primary staff in-charge of all PHARE arrangements/discussions/communications.
17. Property must provide for venue and necessary arrangements for final meeting of all staff, organizers, contractors involved in the PHARE; to be held two weeks prior to actual exhibition set-up.
18. Property must provide for venue and necessary arrangements (e.g. PA system, chairs, head table) for hosting an exhibitors meeting; to be scheduled for four to two weeks prior to event.
19. Property must provide discounted room rate applicable to PHARE participants and/or off-island PHARE participants/invited guests.
20. Property must provide discounted meal prices applicable to all PHARE participants.
21. Property must provide three (4) guest rooms for PHARE staff for the three (3) days of PHARE exhibitor activities.
22. Property must provide adequate parking for all PHARE participants.

Please note that the show days for PHARE 2026 are tentatively scheduled for April 16 & 17, 2026. However, two (2) additional days (Mon. and Tues.) will be required beforehand for installation of booth pipes and drapes and electrical and telephone hookups, as well as for actual exhibit space decoration and move-in by the exhibitors. Furthermore, you may suggest alternate dates for hosting the event at your property; however, dates must correspond with Thursday AND Friday show days, as well as the required set-up day(s) and/or meetings prior to the actual event.

Interested properties wishing to submit a proposal should provide, at a minimum, the cost to host the event, based on the aforementioned criteria, and any additional services it can offer in support of PHARE 2024.

**RESPONSES SHOULD BE SUBMITTED AND RECEIVED NO LATER THAN THURSDAY,
JANUARY 15, 2026, BY END OF BUSINESS DAY, TO:**

ATTN: Katee Arceo
GUAM HOTEL & RESTAURANT ASSOCIATION
962 PALE SAN VITORES RD. STE. 202 GU 96913
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GHRA reserves the right to accept or reject any proposals submitted at its discretion. For further information, please contact Katee Arceo via telephone (671) 489-3773 or email projects@ghra.org.