

Request for Proposal

Booking the Convention Center

With four exhibit halls, three ballrooms, 67 meeting spaces, several outdoor reception areas plus the 2300-seat Lila Cockrell Theater...the Henry B. Gonzalez Convention Center is ready to host your next event!

For events with hotel lodging requirements...inquiries should be sent to the:

San Antonio Convention & Visitors Bureau (logo)

Website: www.visitsanantonio.com
Email: sales@visitsanantonio.com
Phone: 210-207-6700

For all other events within the following 12 month period, please contact:

Henry B. Gonzalez Convention Center – Booking Division (logo)

Email: csefinfo@sanantonio.gov
Phone: 210-207-8500

Details in your RFP should include:

- **Type of event**
- **Estimated number of attendees**
- **Type and amount of space required**
 - (exhibit hall / ballroom / breakouts / theater / reception areas)
- **Number of days required including move-in & move-out**
- **Requested dates with alternates**
- **Contact information**

Thank you for considering the HBGCC for your next event!