



**Date: October 2, 2023**

**To: ASAE Partners**

**From: Leigh Anderson and ASAE**

**Seeking Bids for 2023 and 2024 ASAE Annual Convention RFP**

## **Response Date: Friday, November 3rd**

The ASAE board is accepting bids for 2025 and 2026 ASAE Annual Conventions.

Bids will be accepted from ASAE Partners. If you are not a current ASAE partner, please see our 2024 packages and reach out with questions on signing up.

We encourage you to work with other ASAE associate members in your area, your local chambers and CVBs in being creative with your bids as well as possibly securing sponsorships for the events. One of the most anticipated portions of the convention is for members to see your city and see how your city and venues put on events. This is your chance to “showcase” your city to show state association meeting planners what a convention looks like in your city/property.

In your bid, please describe any optional activities to take place on Tuesday afternoon, special convention services you offer and any additional ways you’d like to make the convention special in your city/venue.

We consider our conventions a partnership and ask for a lot of support in the planning and hosting so that you have the best opportunity to shine. Please review the list of needs and concessions carefully and reach out with any questions.

It’s very important that when you submit your bid, you include the convention bid and summary sheet along with it. Most likely the venue and CVB will work together on the sheet and bid and this should help us both during the process!

Thank you!

### **Dates**

**2025:** July 13 – July 15 or July 20 – July 22

**2026:** July 12 – 14 or July 19 – July 21

### **Room Block**

Sunday: 15 rooms

Monday: 45 rooms

Tuesday: 45 rooms

80-100 attendees

# Schedule of Events. Times are approximate.

## Sunday

All Day: Small Storage Room (Can Double for Board Room Meeting)

## Monday

All Day: Small Storage Room (Can Double for Board Room Meeting)

9:00 a.m. - 1:00 p.m. - Board Meeting (10-12 people)

2:00 p.m. - Registration opens (outside meeting room)

3:00 p.m. - 5:00 p.m. - (60-70 people, classroom) Education

**6:00 p.m. - 8:00 p.m. Welcome Reception Hosted by Host City/Property (80 people)**

8:00 - Hospitality Suite (sleeping room attached)

## Tuesday

All Day: Small Storage Room (Can Double for Board Room Meeting)

8:00 a.m. - Breakfast (Plated or Buffet) Separate from Education 80 ppl

9:00 a.m. - 12:00 p.m. - Education (75 people, classroom)

12:00 p.m. - 1:00 p.m. - Networking Lunch (Plated or Buffet) 80 ppl

1:15 p.m. - 2:30 p.m. - Education (75 people, classroom)

**3:00 p.m. - 5:00 p.m. OPTIONAL: TIME TO EXPLORE CITY PUT on BY CITY/CVB**

6:00 p.m. - 6:30 p.m. - Reception with host bar (100-115 people)

6:30 p.m. - 8:00 p.m. - Banquet (100-115 people, rounds of 8 or 10)

8:00 - Hospitality Suite (sleeping room attached)

## **Concessions**

- Winner of the convention bid agrees to sponsor the prior year's installation banquet with a donation of \$2,000, which includes a spot on the Tuesday evening banquet program to invite attendees to the convention the following year at their hotel. (Sometimes a hotel, CVB or A&P will split the \$2,000 sponsorship.)
- Three Complimentary Suites for Three Nights for ASAE Executive Director, President and Incoming President
- Comp or Group Rate on Hospitality Suite for Three Nights
- Waiver for ASAE to bring in own AV at no cost
- Best Sleeping Room Rate – Government Per Diem requested, not required.
- Complimentary Meeting Space
- Complimentary Wi-Fi in Meeting Space and Sleeping Rooms
- Promotional Menu Pricing. This is your city's chance to shine and we ask for the hotel/venues support in determining a menu that showcases your offerings at a promotional price to ASAE which includes:
  - \$20 inclusive of tax for breakfast
  - \$26 inclusive of tax for lunch
  - \$34 inclusive of tax for dinner
  - Best pricing for breaks and reception including alcohol tax

Please feel free to call the ASAE office at (501) 223-9188 or email [office@arksae.net](mailto:office@arksae.net) if you have any questions concerning the RFP or bidding process. Thank you for your continued support of ASAE.

**Arkansas Society of Association Executives  
2025 and 2026 Annual Convention Bid and Summary Sheet**

**IMPORTANT! PLEASE INCLUDE THE FOLLOWING WITH YOUR BID. DUE DATE IS NOVEMBER 3<sup>RD</sup>**

**Property:** \_\_\_\_\_

**CVB (if involved in bid):** \_\_\_\_\_

**Main Contact Name & Email:** \_\_\_\_\_

Please check all dates that apply for the bid. You may bid for 2025 and/or 2026.

**2025:**

**July 13 – July 15**

**July 20 – July 22**

**2026:**

**July 12 – July 14**

**July 19 – July 21**

**Room Rates:**

**2025 Executive Rate:** \_\_\_\_\_ **2025 Associate Rate:** \_\_\_\_\_

**2026 Executive Rate:** \_\_\_\_\_ **2026 Associate Rate:** \_\_\_\_\_

**Three Complimentary rooms for Three Nights** (Check the box)

President's Suite for 3 nights    Incoming President for 3 nights    Executive Director for 3 nights

**Internet:** Is Internet access included in sleeping rooms? \_\_\_\_\_

**Internet:** Is Internet access included in meeting rooms? \_\_\_\_\_

**AV:** Can ASAE bring in own AV or Outside Vendor at no cost? \_\_\_\_\_

**Deposit:** If your proposal is chosen, is there a deposit due at signing? \_\_\_\_\_

**Attrition.** Please provide a summary of the property's attrition clause:

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CVB: \_\_\_\_\_

Hotel: \_\_\_\_\_

**Cut Off:** Please provide a summary of your policy for cutoff of group block (dates, adding rooms to block, adding back to inventory, etc)

**Promotional Menu Pricing.** This is your city's chance to shine and we will the hotel/venue's support and input in determining a menu that showcases your offerings at a promotional price to ASAE which includes:

- \$20 inclusive of tax for breakfast
- \$26 inclusive of tax for lunch
- \$34 inclusive of for dinner
- Best pricing for breaks and reception including alcohol tax

\_\_\_\_\_ **Initial Here.** We agree to the ASAE Promotional pricing which is inclusive of tax and understand that hotel and chef maintains the right to select menu that showcases the property while working within ASAE budget.

**For 2025 Bids:**

\_\_\_\_\_ **Initial Here:** I understand that the host for the 2025 convention will sponsor the banquet at the 2024 convention (via a \$2,000 contribution). Includes opportunity to extend an invitation to convention. ASAE will submit invoice in June 2024.

\_\_\_\_\_ **Initial Here:** I understand that the 2025 **Welcome to [Your town or hotel] Reception** on Monday evening is financially sponsored by the host hotel, CVB, A&P Commission, etc.)

**For 2026 Bids:**

\_\_\_\_\_ **Initial Here:** I understand that the host for the 2026 convention will sponsor the banquet at the 2025 convention (via a \$2,000 contribution). Includes opportunity to extend an invitation to convention. ASAE will submit invoice in June 2025.

\_\_\_\_\_ **Initial Here:** I understand that the 2026 **Welcome to [Your town or hotel] Reception** on Monday evening is financially sponsored by the host hotel, CVB, A&P Commission, etc.)

