

# **REQUEST FOR PROPOSAL**

## **CACCE's Annual Management Conference**

The Carolina's Association of Chamber of Commerce Executives (CACCE) is seeking your proposal for hosting our Annual Management Conference in 2010.

CACCE is the professional society of chamber executives and staff professionals with over 130 members in both North and South Carolina.

- **Due Date for Receipt of Proposals: November 10, 2009 5:00pm**

### Submission requirements:

- **Proposals may be sent via e-mail to [sviera@columbiachamber.com](mailto:sviera@columbiachamber.com) or by the following:**

Shannon Viera  
Manager

Carolinas Association of Chamber of Commerce Executives (CACCE)

#### Mailing Address:

930 Richland Street  
Columbia, SC 29201

Proposals should be submitted for the following dates:

### **CACCE Annual Conference**

July 15-17, 2010 Thursday - Saturday

Completeness: To be considered, proposals must specifically address all of the criteria contained on this page and the following pages.

# CACCE Annual Management Conference

The Annual Management Conference allows Chamber of commerce executives the opportunity to meet and exchange ideas in order to promote and support their communities. This conference provides information relevant to all chamber employees and to the everyday operation of the chamber.

**Conference attendee estimate: 100 persons**

## Lodging Rooms

**Minimum room block** requirements at conference hotel:

- Thursday 70
- Friday 70

## Conference Facilities & Services

**Conference facilities** adequate for one (1) room with minimum 130 classroom-style seating, one (1) room for exhibitors (Approximately 15 booths) and accommodations for breakfast and lunch for 90 in that room Friday and Saturday two (2) breakout rooms for 50 in classroom-style seating- one room may include the 130 classroom-style, one (1) room to host a Annual Dinner for 130+, one (1) room to serve breakfast for 20 for one day, and one (1) storage room for conference supplies for CACCE Staff. Attach facility floor & site plan.

Separate conference room for **Board of Directors meeting** (30 seats for Thursday afternoon meeting with hollow square table arrangement)

## Items Related to the Conference

### Lodging Rooms

1. **Complimentary rooms** at conference hotel:
  - One hospitality suite
  - At least two upgrades from double to king bedroom suites (VIP)
  - Additional complimentary units, at least 1 per 40 total units utilized
2. **Guaranteed discounted group rate** for single and double occupancy. Specify each rate and detail all charges and taxes separately.
3. Group room rate **reservation cutoff date** not sooner than 21 days prior to conference date.
4. Provision for **late checkout** (1:00 PM) on final conference day (Saturday)
5. **The most competitive proposals will specifically state that CACCE shall not be responsible for lodging room attrition or room utilization.** Should room attrition be otherwise referenced in the proposal, the detailed provisions concerning room attrition must be specified, and will provide in the proposed contract that:
  - a) CACCE shall not incur an obligation to pay for room block attrition unless group room utilization falls below not more than **sixty (60%)** of the total room nights blocked.

- b) The hotel(s) will in good faith seek to resell any unused rooms, and if the hotel(s) does resell any unused rooms from the CACCE block to any person, CACCE will not be charged attrition.
- c) The hotel(s) will provide to CACCE, on a regular basis and upon request, updated room reservations lists for all persons registering in the CACCE room block.
- d) Hotel guest rooms approved by CACCE to be charged to CACCE's master account shall be correctly listed as such, and all other individual reservations shall be guaranteed by individual credit cards and correctly listed as such.

### **Conference Facilities & Services**

- 6. **The most competitive proposals will specifically state that CACCE shall not be required to pay for meeting space.**
- 7. Detail exhibit space facility charges, if any. No charge for skirted exhibit tables. Specify any additional charges for electrical services. Include detailed floor plan for exhibit space.
- 8. Comprehensive **food and beverage services**; specify charges. The most competitive proposals will provide CACCE with maximum flexibility related to selection of menu items and prices, selection of food & beverage service venues and scheduling, changes in items or numbers served, and changes in total food and beverage service charges. CACCE reserves the right to bring their own beer and wine to be served at night receptions with no more than a \$5 per person corkage fee.
- 9. Comprehensive **audio-visual equipment services**; specify charges. If outside contract provider, enclose detailed information. State whether CACCE- or CACCE attendee-provided **audio-visual equipment** may be used to reduce the need for use of on-site or contract provider equipment.

### **Contractual Provisions**

- 10. Specify policy and terms for conference cancellation, including both discretionary by CACCE, and those due to natural or other disasters beyond control of CACCE.
- 11. Specify the period for which your **proposal shall remain open for acceptance** by CACCE. All responsive proposals, to include all proposed terms concerning conference and lodging facilities and all other features of a proposal, shall remain open for acceptance a **minimum of thirty (30) days** in order for a proposal to be considered by CACCE.

### **Other**

- 12. Provide contact person **name, title, telephone and fax numbers, and e-mail address.**

For your reference, enclosed is a copy of a previous **CACCE Annual Conference** agenda. You may also refer to the CACCE web site for additional information about the organization:

[www.cacce.org](http://www.cacce.org)

CACCE may elect to conduct site visits with one or more or none of the proposed facilities.

CACCE reserves to itself, in its sole discretion, the right to accept or reject any and all proposals which may be submitted in response to or as a result of this request for proposals.

CACCE further reserves the right to negotiate more specific terms with any potential service provider that may clarify, supplement or vary the terms of a service provider's original proposal.

CACCE reserves the right to negotiate with the selected facility concerning format and schedule changes.

**Questions:** Shannon Viera, Manager– [sviera@columbiachamber.com](mailto:sviera@columbiachamber.com) – (803) 733-1112

**Due Date for Receipt of Proposals: Tuesday, November 10, 2009**