

ANNUAL MEMBERSHIP CONVENTION

REQUEST FOR PROPOSAL



April Visel Photography

HOTEL SITE PROFILE - BIDDING SPECIFICATIONS

<u>DURATION</u>	5 days (Tues., Wed., Thurs., Fri., & Sat.) — plus one day prior (set-up on Mon.) and one day post (take-down on Sun.)
<u>PREFERRED PROPERTY TYPE</u>	Downtown / city / resort hotel with at least 350 rooms — willing to commit 200+ rooms on three peak nights <i>[see tentative block in Space Requirements]</i>
<u>PREFERRED DATES</u>	Mid-November — traditionally the week before Thanksgiving <i>[room rate is largest consideration]</i>
<u>FACILITY SPECIFICATIONS</u>	Hotel should accommodate meeting & banquet needs for entire Convention. General overview below <i>[see Space Requirements for detailed requirements].</i>
Total Meeting Space	— 45,000 to 50,000 square feet
Large Ballroom (1)	— 14,000 square feet (Gen. Sessions - plus divisible for Educ. Sessions / Meetings) — Dinner / Banquet (approx. 300) with podium
Additional Ballroom	— Luncheons (approx. 50 to 100); Break out session (one for approx. 300)
Meeting Rooms (10)	— Committee Meetings (approx. 25 to 150) (Wed., Thurs., & Fri.)
Meeting Rooms (up to 14)	— Regional Caucuses (approx. 10 to 100) (Thursday evening only, possibility of accommodating food service) (Suites can be used for smaller meetings)
Credentials Room	— Designated Meeting Room (duration of Convention)
AHA Office	— Designated Meeting Room (duration of Convention)
Committee Office	— Designated Meeting Room (duration of Convention)
Business Center	— Copying + Computer & Printer access for attendees
<u>REGISTRATION AREA</u>	Counter (accommodate approx. 300) (duration of Convention) — flow thru area, including stools, storage & aisle roping
<u>EXHIBIT SPACE</u>	Booths / Table-Tops (space for approx. 10 – 10' x 10' displays) (duration of Convention)
<u>FOOD & BEVERAGE</u>	Board Luncheon — Wednesday (approx. 30) Cocktail Party (tentative) — Tuesday evening (approx. 50) Luncheons (tentative) — Thursday (approx. 100) Reception / Dinner Banquet / Dance — Saturday evening (approx. 200)
<u>OTHER CATERING</u>	Regional Caucuses (18), Committee Meetings Coffee Breaks, Refreshment / Snacks, Smaller Luncheons & Dinners
<u>PREFERRED QUALITY</u>	Moderate to Deluxe
<u>ACCESSIBILITY</u>	Airport with direct service to majority of U.S. / Canada desired and / or adequate connections may be considering. Hotel/Resort shuttle required.
<u>AMENITIES</u>	Ideally, hotel restaurant(s) should accommodate approx. 200 to 300 for breakfast, lunch and dinner in a single seating. Entertainment, shopping & sightseeing within walking distance a must — most do not rent cars.
<u>RECREATION</u>	A plus, if available
<u>QUESTIONS / INFO</u>	Contact — Courtney McLees , Event Coordinator, 303.696.4530