

Request for Proposal

Contact: Kim Woodworth, Operations Director

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Purpose: The Economic Development Council of Colorado (EDCC) is looking for a detailed proposal to provide hotel and meeting facilities for the EDCC's 2018 **Drive | Lead | Succeed** Conference.

1. **Event Profile:** The **Drive | Lead | Succeed** conference is an annual event which convenes over 200 economic developers and businesses who work in economic development to gain knowledge, tools, and connections that foster a growing Colorado economy.

2. **Dates:**

October 3 – 5, 2017

October 17 – 19, 2017

October 10 – 12, 2017

October 24 – 26, 2017

****Note:** we would like the earliest date possible due to inclement weather issues.

3. **Arrival/Departure Pattern:**

Attendees will arrive on Wednesday at 11 a.m. and will depart on Friday at 3:30 p.m.

Wednesday – A Pre-Conference Workshop will be scheduled for Noon to 2 p.m. General Session

Attendees will begin arriving for an afternoon session, start time 3:30 p.m. Which will be followed by an evening reception.

Thursday – All general attendees will be in attendance.

Friday – All general attendees will be in attendance until 3 p.m.

4. **Anticipated Sleeping Room Needs:**

Estimated numbers:

Day 1 – 100

Day 2 – 120

****Note:** would like the ability to grow/subtract +/- 20 without penalty

5. **Reservations:**

Reservations will be made by the individual under the EDCC's room block. A link to reserve a room under our room block is strongly encouraged. It helps the registration process on our end.

6. **Tentative A/V needs not limited to:**

Stage/Draping

Podium/mic

Additional microphones for panel discussions

Stage design capabilities (e.g. chairs/tables/ plants)

Video package; 2 large video screens/projectors

Lighting

Sound

Privacy monitor

Wireless internet

Slide advancer/speaker timer

Power supply for registration desk

On-site AV tech crew

7. Billing Instructions:

Economic Development Council of Colorado
Attn: Kim Woodworth, Operations Director
PO Box 816, Palisade, CO 81526

Proposals will be evaluated on the following information:

Completeness of the proposal, are all the areas addressed
ADA compliant
Site inspection
Sleeping room rate
Flexibility in room occupancy based on numbers of rooms booked
Ability to meet food and beverage needs within budgetary guidelines
Ability to meet A/V needs within budgetary guidelines
Meeting room rental charges
Comp room policy
Parking fees, if applicable
Resort fees, if applicable
Pre-conference tour options
Local evening entertainment (include places that are within walking distance of hotel)

Food and Beverage Needs:

Please provide sample menus for the following:

DAY/TIME	FUNCTION	Type	Food #’s	Estimated Budget	Location
Wednesday	Pre-Conference Workshop Lunch	Boxed Lunches	50	\$1,250	In Breakout Room
	Cocktail Reception	Heavy Appetizers <i>(Would like to use outside food vendors to showcase location if possible)</i>	125	\$2,500	Hotel restaurant/bar/patio
Thursday	Breakfast	Continental	125	\$2,000	Main conference room
	Break	Coffee, tea, water, fruit, pastries	125	\$1,300	Conference Lobby
	Lunch	Hot or cold depends on price <i>(Would like to use outside food vendors to showcase Vail Valley’s finest)</i>	200	\$7,000	Main conference room
	Break	Water, sodas, cookies	200	\$2,000	Conference Lobby
	Networking Reception	Light Appetizers	200	\$2,400	Hotel restaurant/bar/patio
	Board Dinner	Sit down, 3 course	21	\$1000	Hotel restaurant/bar/patio
Friday	Breakfast	Continental	200	\$2,000	Main conference room

Meeting Room Needs:

DAY/TIME	FUNCTION	SEATING/CAPACITY	SQ FT	SET UP
Wednesday				
8 AM	Arrival for setup			Conference office or storage/staging room
11 – 2 PM	Pre-Conference Workshop	10 – 50		Classroom/sm conference room
11 – 1 PM	Registration begins	Need 6 skirted exhibit tables		Flow
1 – 4 PM	Economic Developers Session	100 – 150		Main conference room
6 – 8 PM	Evening Reception	100 – 150		Hotel restaurant/bar? or small conf. room
Thursday				
7 – 8 AM	Networking Breakfast	150 – 200		Main conference room
8 – 10 AM	Opening /General session	150 – 200		Main conference room
10 – 10:15 AM	Networking Break			Flow
10:15 – 11:45 AM	General Session/Breakout sessions if we need the room for set up of lunch	150 – 200		Main conference room
Noon – 1:30 PM	Networking luncheon and Awards Ceremony	150 – 200		Main conference room and/or a different room so it can be set up?
1:45 – 2:30 PM	Breakout Sessions	50 – 75 each		Classroom/sm conference rooms
2:30 – 2:45 PM	Networking Break			Flow
3 – 4:30 PM	Breakout Session	50 – 75 each		Classroom/sm conference rooms
4:30 – 6 PM	Networking Reception	150 – 200		Main conference room and/or courtyard, restaurant area
6:30 PM	Board Dinner	21		Hotel Restaurant?
Friday				
8:30 – 9 AM	Networking Breakfast	150 – 200		Main conference room
9 – Noon	General Session	150 – 200		Main conference room
Noon	General Conference Ends			

Selection Process:

Entries will be presented to the board. Once a decision has been made you will be notified if you received the bid. We anticipate the decision to be finalized by Dec. 15, 2017.

Additional Considerations:

1. What other groups are in the hotel during the purposed dates?
2. If attendees wish to stay after the conference will the conference rate still apply?
3. What complimentary services are provided to guests?
4. Would there be a discount consideration if we committed to a two year contract?

Deadline for all responses:

December 1, 2017

BUDGET:

Not to exceed \$65,000