

REQUEST FOR PROPOSAL

2013 CFEA Annual Conference & Trade Show

Dated January 29, 2012



Early each spring, the Colorado Festivals & Events Association (CFEA) hosts an annual conference and trade show for its members and those with interests in the special event industry. This event offers attendees educational seminars and fun networking/hospitality opportunities. Attendees represent a wide array of event business demographics, including city and municipalities, consultants, corporate event planners and suppliers and vendors. Depending on the location, this event can be an opportunity for the local area to promote and present itself. Traditionally, approximately 150 – 200 people will attend this conference.

CFEA is currently requesting proposals for the 2013 year. CFEA is exploring options to continue an intense two-day conference or going back to a traditional three-day conference. **To facilitate these options, we are asking for two proposals: Two Day (Option A) or Three Day (Option B).**

Previous CFEA Conference & Trade Show Sites:

- 2012 Ameristar Casino Resort Spa, Black Hawk
- 2011 Pueblo Convention Center, Pueblo
- 2010 Embassy Suites Hotel, Loveland
- 2009 Antlers Hilton, Colorado Springs
- 2008 Denver Merchandise Mart, Denver
- 2007 Pueblo Convention Center, Pueblo
- 2006 The Village at Breckenridge, Breckenridge
- 2005 The Antlers, Colorado Springs
- 2004 Estes Park Conference Center, Estes Park
- 2003 University Park Holiday Inn, Fort Collins
- 2002 The Broadmoor, Colorado Springs
- 2001 Vail Cascade Resort, Vail
- 2000 Beaver Run Resort, Breckenridge

Deadline: Please indicate your interest in hosting the 2013 CFEA Conference & Trade Show at your venue by responding to this RFP with an ELECTRONIC proposal. Proposal should address all components of both Option A & Option B **NO LATER THAN FEBRUARY 24, 2012.**

All venues responding will be considered. Rates and amenities will be reviewed and compared. A decision will be made by the CFEA Board of Directors. In most cases, a site visit will be necessary.

Questions: Contact Lora Knowlton, CFEA Manager
303-904-1521 or lora@coloradofestival.com
For more information about CFEA: www.coloradofestival.com

Reply: Submit your proposal via email or mail to:

Lora Knowlton, Manager
Colorado Festivals & Events Association
P.O. Box 620386
Littleton, CO 80162-0386
Email: lora@coloradofestival.com

TWO DAY – (OPTION A)

- Preferred 2013 Dates:** February 28- March 1, 2013
 March 7-8, 2013
 March 14-15, 2013
- Attendance:** 150-200 attendees
- Room Block:** Wednesday – 40 rooms (single/double)
 Thursday – 70 rooms (single/double)
 Rates to be applicable two days prior/two days following
- Meeting Space:** One (1) general session – rounds (room also used for meals)
 Risers to create 24' x 16' stage
 Three (3) breakout rooms to accommodate 50 people each
 Area for forty (40) 8' x 10' trade show booths
 Small function room for Conference office
 Small function room for Hospitality Room (in evenings)
- Room Rental:** No meeting room rental fees based on estimated \$8,000+ food and beverage and room pick-up.
- Food & Beverage:** Two (2) lunches, two (2) breakfasts, one (1) reception/dinner – possibly two (2), two (2) afternoon snacks
- Considerations:**
- 1) CFEA has sponsors who donate their products/services to the Conference including, but not limited to Pepsi, beer, audio-visual, decorations. Corkage fee for beer is acceptable. Use of CFEA A/V sponsor required.
 - 2) Three (3) comp rooms for CFEA President, manager and conference chair for two (2) nights (Wed/Thurs).
 - 3) 1:50 room comp ratio applied to Master Bill at conference conclusion.

Schedule Overview:

Wednesday	<u>12 Noon</u>	Load-in and set pipe/drape for trade show Load-in and set general session stage Load-in and set of conference office and registration check-in Load-in and set up of trade show exhibitors Conference office and registration check-in open
	<u>5 – 9pm</u> <u>9 – 11pm</u>	Welcome reception Hospitality Room – cash bar + snacks
Thursday	<u>8am</u>	Conference office and registration check-in open Breakfast and trade show open General sessions and breakouts throughout the day
	<u>12 Noon</u> <u>6 – 9pm</u> <u>9 – 11pm</u>	Keynote luncheon and trade show Theme Party/dinner (usually off-site) Hospitality Room – cash bar + snacks
Friday	<u>8am</u>	Conference office and registration check-in open Breakfast and trade show open General sessions and breakouts throughout the day
	<u>12 Noon</u> <u>3-4pm</u>	Keynote session and lunch Conference Concludes

THREE DAY – (OPTION B)

- Preferred 2013 Dates:** February 27- March 1, 2013
March 6-8, 2013
March 13-15, 2013
- Attendance:** 150-200 attendees
- Room Block:** Tuesday – 10 rooms (single/double)
Wednesday – 40 rooms (single/double)
Thursday – 70 rooms (single/double)
Rates to be applicable two days prior/two days following
- Meeting Space:** One (1) general session – rounds (room also used for meals)
Risers to create 24' x 16' stage
Three (3) breakout rooms to accommodate 50 people each
Area for forty (40) 8' x 10' trade show booths
Small function room for Conference office
Small function room for Hospitality Room (in evenings)
- Room Rental:** No meeting room rental fees based on estimated \$8,000+ food and beverage and room pick-up.
- Food & Beverage:** Three (3) lunches, two (2) breakfasts, one (1) reception/dinner – possibly two (2), two (2) afternoon snacks
- Considerations:**
- 1) CFEA has sponsors who donate their products/services to the Conference including, but not limited to Pepsi, beer, audio-visual, decorations. Corkage fee for beer is acceptable. Use of CFEA A/V sponsor required.
 - 4) Three (3) comp rooms for CFEA President, manager and conference chair for all three (3) nights (Tues/Wed/Thurs).
 - 5) 1:50 room comp ratio applied to Master Bill at conference conclusion.

Schedule Overview:

Tuesday	<u>12 Noon</u>	Load-in and set pipe/drape for trade show Load-in and set general session stage Load-in and set of conference office and registration check-in
Wednesday	<u>8am</u>	Load-in and set up of trade show exhibitors Conference office and registration check-in open
	<u>12 Noon</u>	Opening lunch and general keynote session Breakouts throughout afternoon
	<u>5 – 9pm</u>	Welcome reception (dinner) in trade show area
	<u>9 – 11pm</u>	Hospitality Room – cash bar + snacks
Thursday	<u>8am</u>	Conference office and registration check-in open Breakfast and trade show open General sessions and breakouts throughout the day
	<u>12 Noon</u>	Keynote luncheon and trade show
	<u>6 – 9pm</u>	Theme Party/dinner (usually off-site)
	<u>9 – 11pm</u>	Hospitality Room – cash bar + snacks
Friday	<u>8am</u>	Conference office and registration check-in open Breakfast and trade show open General sessions and breakouts throughout the morning
	<u>1pm</u>	Closing keynote session and lunch