

## REQUEST FOR PROPOSAL

**Organization:** Missouri Association of Convention and Visitor Bureaus (MACVB)

**Contact:** Marci Bennett  
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**Meeting and Dates:** Annual Education Conference, June 7-9, 2009 and June 6-8, 2010

**Summary of Organization:** Missouri Association of Convention and Visitor Bureaus (MACVB) is comprised of representatives from convention and visitor bureaus, tourism departments and chambers of commerce throughout the state. The mission of the organization is to enhance the awareness and influence of the convention and visitor industry as a visible economic generator for Missouri while attaining and maintaining the highest standards of professionalism. Another goal of MACVB is to influence government at all levels in matters that impact convention and visitor bureaus and/or the convention and visitor industry. MACVB represents 31 organizations (large and small) from all parts of the State of Missouri. Our web site is [www.macvb.net](http://www.macvb.net)

### SLEEPING ROOM NEEDS

Day	<u>Sunday</u>	<u>Monday</u>
Rooms	50	50-60

Majority of rooms are singles.

Please include complimentary room policy as well as attrition policy

Rooms will be reserved and paid for on an individual basis, however there will be a rooming list of about 10 (speakers) that will be billed to the master.

### MEETING ROOM NEEDS

Registration area and two meeting rooms will be needed. One meeting room to be used for general sessions and one meeting room to be used for exhibits, meals and break out room (see tentative schedule below)

**Sunday**

Registration	3:00PM-6:00PM	(2) 8ft. tables and 4 chairs near registration desk
Reception	6:00PM-8:00PM	80/100 people. Sponsored by host city CVB or hotel

**Monday**

Registration	7:00AM-5:00PM	(2) 8ft. tables close to meeting rooms
Exhibit Room	7:00AM-5:00PM	(10) 8ft. tables set around room for exhibits
Continental Breakfast	7:00AM-8:30AM	In exhibit room – round tables for 80/100 people, break table
General Session	8:00AM-5:00PM	Classroom style for 80/100 people. AV equipment to be determined by speakers/pod/pa
Break Out Session	9:00AM-5:00PM	In exhibit room – round tables
Morning Break	10:00AM	In exhibit room - round tables
Lunch	12:00PM-1:00PM	Group lunch in exhibit room for 80/100 People – round tables/pod/pa
General Session	1:00PM-5:00PM	Classroom style for 80/100 people
Break Out Session	2:00PM-5:00PM	In exhibit room – round tables
Afternoon Break	3:00PM	In exhibit room – round tables

Evening Event to be planned and hosted by local CVB

**Tuesday**

Registration	7:00AM-11:00AM	(2) 8ft. tables close to meeting rooms
Exhibit Room	7:00AM-5:00PM	Same set up as Monday
Continental Breakfast	7:00AM-8:30AM	In exhibit room – 80/100 people
General Session	8:00AM-11:00AM	Classroom style for 80/100 people
Break Out Session	9:00AM-11:00AM	In exhibit room
Morning Break	10:00AM	In exhibit room
Meeting concludes	11:00AM	

**BILLING**

Room, tax and incidental charges will be billed on an individual basis except for those on the master bill.

All meals and breaks billed to MACVB's master account. The organization is tax exempt.

**ADDITIONAL INFORMATION NEEDED**

Current menus

Audio visual equipment availability and pricing

Availability to bring own audio visual

Is high speed wireless internet available in meeting rooms? If not, what are the charges?

Minimum charges for food and beverage

Any room rental charges (we have not paid room rental in the past)

## **DECISION PROCESS**

**All proposals should be made through the local CVB in one packet and submitted to the Missouri Association of Convention & Visitors Bureau's office**

Committee will select site based on factors including: rates, location amenities and ability of local CVB to host.

Please submit proposals to Marci Bennett by April 15, 2008. A final decision will be made by the committee in June.

Thank you for your consideration.