

# North & East Texas County Judges & Commissioners Association

C/O Ashley Royer, CMP

Texas Association of Counties

P.O. Box 2131 Austin, TX 78768

(512) 478-8753 FAX (512) 477-1324

Email: ashleyr@county.org

## Request for Proposal 2016 Annual Conference & Business Meeting

### ABOUT THE ASSOCIATION

---

*The purpose of the organization is to promote the interests of county government through continuing education and active participation in governmental affairs. The county judges and commissioners from 73 counties in the north and east regions of Texas are members of the association.*

### MEETING DEMOGRAPHICS

---

**Expected Attendance:** 150-175 attendees, 60 vendor booths (200-250 vendor staff)

*The majority of the audience is county judges, commissioners and key staff members. In addition, vendors who provide services and products to counties and other individuals interested in county government may be in attendance.*

**Cities Considered:**

*Galveston, The Woodlands, San Antonio, Grapevine*

**Meeting Pattern:**

**Main Arrival:**

*Monday (will also consider Sunday main arrival)*

**Departure:**

*Wednesday, Thursday*

**Preferred Dates:**

*July 4-7, 2016*

**Other Dates that will be considered:**

*July 11-14, 2016*

**Room Block**

Sun	Mon	Tues	Wed	Thurs	Total
10	225	225	100	0	560

**Required Sleeping Rooms (estimated):**

Single/Double: 225

Presidential Suites: 1 for president of assn. Must have ample space for hospitality area.

Other Suites Needed: 4 for other officers of assn

**Reservation Method:**

- ✓ Individuals call-in (and website link for online reservations – please notify of option)
  - Guests should NOT be charged a deposit, though a credit card for guarantee is acceptable.
- ✓ Rooming list for speaker/staff/VIPs

**Master Account: Items that will be on master bill**

- ✓ Speakers, Staff, VIPs, Catering, AV, meeting-related charges

**Room Rate:**

*State rate is preferred if available. Many attendees are reimbursed only for state per diem rate, but pay the remainder out-of-pocket.*

## HOST COURT INVOLVEMENT

*The host county commissioners' court must sponsor an evening function known as Host Court Night. A letter of support from the hosting Commissioners' Court should be included in the presentation. **Proposals submitted without this letter of support will not be accepted.** It is the responsibility of the hotel to contact and obtain the letter from the host court. Please keep in mind the court will need to vote on this matter. It may be beneficial to contact the host court immediately.*

## AGENDA / MEETING SPACE NEEDS

### Storage/Office

*1 room available 24 hours beginning on first arrival day, through 2 pm on departure day. Must be a lockable room that conference staff can have a key to access at all times.*

### Exhibits

*Need 15,000 sq ft exhibit hall. We typically have approximately 60 vendors (10x10 booths). We would prefer the vendor hall be directly across from or adjacent to the general session room location.*

### Registration

*Need registration space reserved beginning on first arrival day through noon on departure day. Should be near general session and exhibit hall rooms.*

### General Session Room

*Request GS room to be reserved on a 24-hour basis, beginning the day prior to the first session. We bring our own a/v equipment. Set 200 theater-style (classroom if possible) with stage, dual screens.*

### Agenda – times are tentative and subject to change

#### Sunday

12 p.m. – 24 hours Storage/staff office (24 hour hold)

#### Monday

8 a.m. Registration desk set-up  
1–5 p.m. Registration & Information Desk Open (24 hour hold)  
1–5 p.m. Exhibitor Set Up (24 hour hold)  
1–5 p.m. General Session Setup (24 hour hold, set 200 theater style with stage, dual screens)

#### COMMITTEE MEETINGS – 12 people, set conference style

2 p.m. Nominating Committee Meeting  
2 p.m. Resolutions Committee Meeting  
2 p.m. Site Selection Committee Meeting  
5-6 p.m. President's Welcome Party & Exhibit Hall Preview  
6-9 p.m. Welcome Dinner (tentative)

#### Tuesday

24 hour hold General Session room, registration, storage, exhibit hall  
7:30 a.m. Light Breakfast in the Exhibit Hall  
7:30–5:30 p.m. Registration & Information Desk Open  
8 a.m. Opening General Session  
12 p.m. Past Presidents' Luncheon (24 attendees, set rounds of 8)  
1-5 p.m. Breakouts (two)  
1. Commissioners - Will use existing general session room  
2. Judges - Set 50 ppl classroom style  
6 p.m. Host Court Night (offsite)

#### Wednesday

7:30 Registration & Information Desk open  
8 a.m. Tournament Day Breakfast in Exhibit Hall  
8-12:30 p.m. Exhibit Hall Open  
9-12 p.m. Breakouts (two)  
1. Will use existing general session room