

**89TH ANNUAL WEST TEXAS COUNTY JUDGES & COMMISSIONERS
ASSOCIATION CONFERENCE**

C/O Michele Ewerz
Texas Association of Counties
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REQUEST FOR PROPOSAL

Please submit your proposal by March 7, 2016

CONFERENCE:

89th Annual West Texas County Judges & Commissioners Association Conference

DATES:

In preferred order: April 23-27, 2018 or April 16-20, 2018

ABOUT THE ASSOCIATION:

West Texas County Judges' and Commissioners' Association works to create a greater interest in county government and to unite its members to promote better business methods in county government and works to promote general welfare of county government throughout the state.

PURPOSE:

Held annually in April in cities throughout west Texas, this conference allows county judges and commissioners to obtain state-mandated continuing education credits. This conference also serves as the Association's annual meeting. Topics on the program could include county budgeting, judicial ethics, fines and fees, legislative changes and other relevant county government topics.

CONFERENCE PROFILE:

This conference annually attracts approximately 350 county judges and commissioners, vendors, family and other guests. Many attendees will drive to the conference, so adequate parking is essential. **Proposals should include any potential parking costs.**

Activities will be planned throughout the conference and will include and exhibitor appreciation reception, an off-property night with a meal and entertainment coordinated by the host county (more detailed information on Host Court involvement referenced later in document), spouses' tour of local attractions, and an installation Luncheon. Leisure activities will be hosted one afternoon of the conference. Past activities have included, golf, casino games, skeet, pool tournament and dominoes.

ROOM RATE:

Room rate is very important to our members who operate on a fixed budget under county government per diem. The association requests the following rooms be included in a room block and would like the right to request an additional 25 rooms on peak nights if necessary as the conference approaches. The Association requests a flat room rate with the possibility of including wifi and parking.

ROOM PATTERN:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	TOTAL
40	290	290	260	880

Most reservations are made by individuals attending the conference. However, **we request that 65 rooms be held in the Association's name for VIPs and speakers on peak nights by rooming list.** We request that no one person be able to book more than five rooms under one name.

HOSPITALITY SUITES:

In bid, outline hospitality suites available with specific information on quantity, size and pricing.

MEETING SPACE REQUIREMENTS:

Exhibit Hall:

The Association expects 65-85 vendors to exhibit at the conference. Prefer 10x10 booth configuration (Approximately 14,000 sqft. In one room needed.) Many will want to ship supplies beforehand to the conference site. Any proposal should include information on shipping supplies, charge per booth and a schedule of charges for additional vendor needs such as electricity, lighting, high speed internet etc. Multiple vendors will be bringing in heavy equipment, i.e. road graders, pavers, etc. please include any indoor/outdoor guidelines/restrictions within your policies you might have.

Food & Beverage:

Refreshment breaks will be held throughout the event. Many guests will be on their own for some meals. Any on-property restaurant could expect heavy traffic. **The Association respectfully requests that Texas A&M AgriLife Extension Service be allowed to bring in food for the morning break on Wednesday. All coffee for this break will be purchased from the hotel or approved catering company.**

Special events involving food and beverage include:

Exhibitor Appreciation Reception, scheduled for Tuesday late afternoon, Inspirational Breakfast, scheduled for Thursday morning, Installation Banquet is scheduled for Thursday lunch and Social Hour Thursday night.

Tentative events involving food and beverage include:

Past President's Luncheon, tentatively scheduled for Wednesday
BBQ & Dance, tentatively scheduled for Wednesday night

GROUP FUNCTION AGENDA:

Date	Start Time	End Time	Function	Description	Setup	Agr
Sunday	12:00 AM	11:59 PM	24 Hour Hold	Storage	Existing	
Monday	12:00 AM	11:59 PM	24 Hour Hold	Storage	Existing	
	12:00 AM	11:59 PM	Registration	Registration	Classroom Tables	
	7:00 AM	11:59 PM	Exhibits	Exhibit Hall	Exhibit Pipe and Drape	85

	2:00 PM	6:00 PM	Meeting	Board Meeting	Hollow Square	20
Tuesday	12:00 AM	11:59 PM	24 Hour Hold	Storage	Existing	
	12:00 AM	11:59 PM	Registration	Registration	Classroom Tables	
	7:00 AM	11:59 PM	Exhibits	Exhibit Hall/Reception	Exhibit Pipe and Drape	85/450
	8:00 AM	6:00 PM	Meeting	Committee Meeting	Conference	12
	8:00 AM	6:00 PM	Meeting	Committee Meeting	Conference	12
	8:00 AM	6:00 PM	Meeting	Committee Meeting	Conference	12
	8:00 AM	6:00 PM	Meeting	Committee Meeting	Conference	12
	8:00 AM	6:00 PM	Meeting	Board Meeting	Conference	20
	10:00 AM	11:00 PM	Setup - GS	Setup – General Session	Theater	350
	5:30 PM	10:30 PM	<i>Host Court Night</i>	<i>Offsite</i>	<i>Offsite</i>	450-500
Wednesday	12:00 AM	11:59 PM	24 Hour Hold	Storage	Existing	
	12:00 AM	11:59 PM	Registration	Registration	Classroom Tables	
	7:00 AM	11:59 PM	Exhibits	Exhibit Hall	Exhibit Pipe and Drape	85
	7:00 AM	11:59 PM	General Session/Commissioners	General Session	Theater	350
	9:00 AM	4:00 PM	<i>Spouse Event</i>	<i>Offsite</i>	<i>Offsite</i>	
	12:00 PM	2:00 PM	<i>Past President's Lunch</i>	<i>Plated Lunch</i>	<i>Rounds</i>	35
	12:00 PM	2:00 PM	Lunch	Buffet Lunch in Exhibit Hall	Existing	350
	12:00 PM	5:00 PM	Meeting - Judges	Judicial Education Session	Classroom 3 per 8	100
	5:30 PM	10:30 PM	<i>Dinner</i>	<i>BBQ & Dance</i>	<i>Rounds</i>	500-600
Thursday	12:00 AM	11:59 PM	24 Hour Hold	Storage	Existing	
	12:00 AM	11:59 PM	Registration	Registration	Classroom Tables	
	7:00 AM	11:59 PM	General Session	General Session	Theater	350
	6:00 AM	8:00 AM	Inspirational Breakfast	Buffet Breakfast	Rounds	200
	7:00 AM	11:00 AM	Meeting	Concurrent Workshops	Theater	100
	7:00 AM	11:00 AM	Meeting	Concurrent Workshops	Theater	100
	7:00 AM	11:00 AM	Meeting	Concurrent Workshops	Theater	100
	11:30 AM	2:00 PM	Installation Luncheon	Plated Lunch	Rounds	350
	12:00 PM	5:00 PM	Meeting	Domino Tournament	Domino tables-4 tops	20
	1:00 PM	6:00 PM	Tournaments	Offsite	Offsite	
	7:00 PM	12:00 AM	<i>Evening Event</i>	<i>TBD</i>	<i>TBD</i>	
Friday	12:00 AM	2:00 PM	Storage	Storage	Existing	

12:00 AM	11:59 PM	Registration	Registration	Classroom Tables	
7:00 AM	2:00 PM	General Session	General Session	Theater	150

OFFSITE EVENTS:

Spouses' activities will be held offsite on Wednesday. An off property dinner and event is scheduled for Tuesday evening (host court night). Leisure activities are scheduled for Thursday afternoon.

HOST COURT INVOLVEMENT:

The host county court for the West Texas County Judges and Commissioners Association assumes a tremendous responsibility in assisting the Association with many aspects of the conference. Traditionally, the host county sponsors an evening function known as Host Court Night. This is listed as part of the conference entertainment and is the financial responsibility of the Host Court. This event should be planned and coordinated with other events to avoid conflicting menus, themes and location. **A resolution of support from the hosting Commissioners Court should be included in the response to this RFP.**

PROPOSAL REQUIREMENTS/REQUESTED CONCESSIONS:

- Letter of support from host court to sponsor an evening function
- Available dates
- Sleeping room rates (flat rate preferred)
- 25% guest room attrition
- Price ranges for breakfast, lunch & dinner and ala carte items for breaks and reception at host hotel
- Price ranges for Audio/Visual equipment, rentals, and set up charges
- Parking charges and a listing of ANY additional charges that may be incurred, such as internet charges, booth fees, room rentals, etc.
- One complimentary sleeping room for every forty revenue generating room nights
- Complimentary meeting space
- Ten complimentary room upgrades for Association Officers and VIPs
- Reduced rate/complimentary parking for attendees
- Lock in current 2016 menu and audio visual prices for 2018 conference
- Seven complimentary sleeping rooms and complimentary meeting space for four conference planning meetings to be held prior to conference
- Complimentary internet for meeting space rooms
- Room audit provisions

DECISION MAKERS & PROPOSAL PRESENTATIONS

The Association's Conference City Committee Chair will review all proposals. Proposals will be narrowed down and finalists for the bid will be invited to present their proposals to the Conference City Committee during the 2016 Annual Conference on Tuesday, April 26, at 2:00 p.m. in Horseshoe Bay. Michele Ewerz will contact the chosen presenters and discuss details on the presentation once proposals are submitted and evaluated. The committee will make the final choice as to the site for this conference. A selection will be made no later than May 21, 2016 and all interested parties will be informed of the decision.

INTERESTED PARTIES:

Please submit your proposal by **March 7, 2016** to Michele Ewerz at the address below. Proposals should also include a sales kit, current menu prices and audio/visual price list for each property. Please direct any inquiries regarding this proposal to Michele Ewerz at (512) 478-8753 or michelee@county.org.

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