



ASSOCIATION OF  
CONVENTION &  
VISITORS BUREAUS

**REQUIREMENTS FOR ANNUAL  
GACVB WINTER MEETING**  
Presented by the Georgia Association of CVBs (GACVB)

## **2020 GACVB Winter Meeting Bid Specifications**

GACVB's annual Winter Meeting is an educational and networking event for destination marketing, travel and hospitality, and tourism economic development professionals. Industry colleagues join with corporate service partners and affiliates to share successes, find solutions in promotions and product development, and leadership development.

GACVB mission is to be the unified voice of Georgia's destination marketing organizations and provide industry education and professional development opportunities to members.

### **Conference Coordinator**

Jay Markwalter, GACVB Executive Director  
Jay@GACVB.com  
(706)338-124

**Submission:** Because there are responsibilities of the host city, the bid must be presented by the GACVB member, not the host property. Host property representatives should not contact GACVB for more information.

**Proposals Due by:** **Friday, July 26, 2019**  
Bids should include two sets of all requested information, brochures, etc. and be returned to:  
GACVB  
Attn: Conference Site Selection Committee  
P. O. Box 15024, Augusta, Georgia 30919  
Bids may be sent via email with supporting information to [Jay@GACVB.com](mailto:Jay@GACVB.com)

**Expected attendance:** 150 - 175 attendees

**Preferred dates:** **February**

- Monday - Wednesday or Wednesday - Friday pattern
- Preferred dates will not conflict with the SC Governor's Tourism Conference (Feb. 17-19, 2020) or Southeast Tourism Society Connections annual conference (Feb. 10-12, 2020)



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**Location History:**

GACVB Winter Meeting location & Number of rooms on peak

- 2/19 – Atlanta Marriott Perimeter Center, Dunwoody (62 rooms)
- 2/18 – Dalton Convention Center, Hilton Garden & Courtyard Marriott
- 2/17 – Carrollton Cultural Arts Center and Courtyard Marriott (81 rooms)
- 2/16 – Columbus Trade & Conv. Center / Columbus Marriott (68 rooms)
- 2/15 – Rainwater Conf. Center & Hampton Inn, Valdosta (62 rooms)
- 2/14 – Lake Lanier Islands Resort, Buford (71 rooms)
- 2/13 – Dolce Atlanta-Peachtree Resort, Peachtree City (63 rooms)
- 2/12 – Sea Palms Resort, St. Simons Island (65 rooms)
- 2/11 – Hilton Savannah DeSoto (55 rooms)
- 2/10 – Hilton Atlanta-Marietta Hotel & Conference Center (39 rooms)
- 3/09 – Jekyll Island Club (60 rooms)
- 2/08 – Forsyth Holiday Inn Express (77 rooms)
- 2/07 – Hilton Garden Inn Albany (60 rooms)
- 2/06 – Dalton Trade Center
- 2/05 – Augusta/Radisson Conference Center (68 rooms)
- 2/04 – Athens Conference Center (73 rooms)
- 2/03 – Macon Crowne Plaza

**Accommodations:**

15-room block for one night and 65-room block for two nights from one host property. Specify room rate and all applicable tax. Include host properties policy on block rooms, guarantees and cut-off.

2019 Contracted: 10/60/60	2019 Actual: 8/53/62/1
2018 Contracted: 15/65/65	2018 Actual:
2017 Contracted: 10/60/60	2017 Actual: 18/81/74
2016 Contracted: 10/60/60	2016 Actual: 22/68/66
2015 Contracted: 15/60/60	2015 Actual: 16/62/53
2014 Contracted: 10/60/60	2014 Actual: 137 room nights/71 rooms
2013 Contracted: 5/40/40	2013 Actual: 19/63/54
2012 Contracted: 15/60/60	2012 Actual: 16/65/63
2011 Contracted: 15/58/55	2011 Actual: 21/55/55
2010 Contracted: 15/65/65	2010 Actual: 12/39/36/1
2009 Contracted: 15/75/75	2009 Actual: 31/60/58/7



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### Meeting Space:

#### Complimentary and all on the same floor level

- Entire Conference - Production work room / mobile office for storage of materials and table space for assembly of registration materials
- Registration area
- Meeting rooms
- Sponsor exhibit area
- Silent Auction display area
- Executives Lounge
- Luncheon room

### Meeting Space:

#### Complimentary and all on the same floor level

- 1 general session room in classroom style for 150 with head table & podium (entire conference)
- Board meeting in conference style for 20 (day one)
- 2-3 breakout meetings in classroom style for 50 people (day one)
- 2-3 breakout meetings in classroom style for 50 people (day two)
- 2-3 breakout meetings in classroom style for 50 people (day three)
- Exhibition space allowing for up to 20 six-foot tables for sponsor displays, stationery for the entire three-day period.
- Exhibition space allowing for up to 4 six-foot tables for silent auction display, stationery for the entire three-day period.
- Audiovisual equipment capabilities on-site (include details and cost associated with renting equipment if not included with the meeting space).

### Meals and Entertainment:

- 2 continental breakfasts included with room rate (preferred)
- 2 coffee breaks not to exceed \$5 inclusive per person/per break
- 4 meeting breaks each not to exceed \$10.00 inclusive per person/per break (water in meeting room at all times)
- 2 lunches each not to exceed \$20.00 inclusive per person/per lunch
- 2 dinners each not to exceed \$40.00 inclusive per person/per dinner (includes food, bar and entertainment –prefer to be held offsite both evenings)
- Chef and team are welcome to stretch creativity in meal proposals for guest experience - attendees are in destination marketing and hospitality professionals



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### Host Member Responsibilities:

- Transportation to both evening special events
- Coordination and organization of both evening off-site events for the maximum exposure of the host community
- Disclose all construction/renovation and other groups in-house
- Evening event expenses over and above the \$40 maximum per person budget
- Registration volunteer(s)
- Gift to meeting attendees
- A/V including all service fees, setup, strike, and tech support
- WIFI if not included (option to find an A/V and WIFI sponsor)
- Keynote speaker travel expenses
- Conference décor – i.e., general session stage décor, luncheon table settings, evening décor and table settings, pipe and drape.
- *Host member will be provided with complimentary conference registrations. Host member staff members working during the meeting are not charged.*

### Bids should include potential meeting dates and be accompanied by:

- Host property brochure(s)
- Host member City/County brochure & map
- Layout of meeting and exhibition space
- Pricing and expectations for WIFI, parking, and A/V equipment
- Sample breakfast, break and lunch menus
- Itemized format of bid proposal
- A minimum of two potential evening event venues with event descriptions
- Suggestions of any possible speaker(s) in host member area
- Suggested potential themes

### Proposal/Selection:

- **Bids must be received no later than Friday, July 26, 2019.**
- Site visits will be scheduled to the finalist destinations and bids will be awarded in August.
- If you have any questions, please call 706-338-0124 or email [Jay@GACVB.com](mailto:Jay@GACVB.com)
- If you represent a hotel or resort property, please direct your questions through your local GACVB member – local CVB or destination marketing organization. All bids must be presented by the GACVB member.