



ASSOCIATION OF
CONVENTION &
VISITORS BUREAUS

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

2022 GACVB Annual Conference Bid Specifications

GACVB's Annual Conference 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: **Wednesday, May 5, 2021**
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

Expected attendance: 175 attendees

Preferred dates: **Early to Mid-February, 2022**

- Monday - Wednesday pattern (Sunday early arrival Board of Directors meeting)
- Preferred dates will not conflict with the SC Governor's Tourism Conference or the Northeast and Northwest Georgia Regional Travel Associations' annual Winter Chautauqua conference (February 27-28, 2022).



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Location History: GACVB Annual Conference location & Number of rooms on peak

- 5/21 - Marriott Savannah Riverfront, Savannah (To Be Determined)
- 2/20 – Hampton Inn & Suites Rainwater Conf. Center, Valdosta (80 rooms)
- 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 – Hampton Inn & Suites Rainwater Conf. Center, 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)

Accommodations:

	Sunday	Monday	Tuesday
Pref Dates	2/7/22	2/8/22	2/9/22
	Wednesday	Thursday	Friday
Op Dates	2/9/22	2/10/22	2/11/22
Op Dates	2/16/22	2/17/22	2/18/22
Block	15	65	65
% Peak	23%	100%	100%

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.

Pick Up History:

2020 Contracted: 15/65/65	2020 Actual: 28/82/79
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



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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 that GACVB covers
- 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 Wed., May 5, 2021.**
- Site visits will be scheduled to the finalist destinations and bids will be awarded in May.
- If you have any questions, please call 706-338-0124 or email 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.