

OKLAHOMA RECREATION AND PARK SOCIETY
INVITATION TO BID FOR HOSTING ANNUAL 2011 CONFERENCE AND TRADE SHOW

November 16, 17, 18, 2011 (Wednesday, Thursday, Friday)

Process: Timelines & Benchmarks

- The Oklahoma Recreation and Park Society's (ORPS) office must receive a minimum of three (3) copies of the host city's bid proposal by **July 1st, 2010**.
- The bid proposals will then be reviewed & evaluated by the Conference Coordinator , President and Executive Director.
- A formal 10-minute presentation may be made to the ORPS Board of Directors at their meeting July 16th, 2010.
- Attendance at the ORPS Conference the year prior to hosting the conference is required, if bid is awarded, and includes responsibility for 1 day of : (at no charge)
 1. *Exhibit Booth* ... to disseminate information to Conference attendees re: host city, hotel accommodations etc.
 2. *Co-hosted Social/Break* ... in cooperation with the current host city or commercial sponsors.
- Those submitting a bid proposal will be notified of the Board's decision after the September 2010 board meeting. At that time, a formal contract will be executed by and between the ORPS Executive Director, ORPS Conference Coordinator and the selected hotel(s) and/or convention center.

Site Selection Criteria

A. FACILITIES

1. Preference # 1 ... Hotel with the sleeping, meeting, exhibit and banquet facilities all under one roof.
2. Preference #2 ... Convention center/hotel combination. Convention center with all of the necessary meeting, exhibit, and banquet facilities combined with a hotel within 1-2 blocks of the Convention Center. Meeting/exhibit space at hotel and convention center should be complimentary or negotiated.
3. Preference #3 ... Convention center/hotel combination with complimentary shuttle to/from hotel/convention center if the hotel is more than 2-3 blocks away.
The hotel should not be more than 5 minutes by auto from the convention center.

B. UNACCEPTABLE FACILITIES

1. Hotel with all the necessary meeting space, but not exhibit space. This can be considered if the nearby convention center can provide both meeting and exhibit space at no charge,.
2. Under some circumstances exhibit space and meeting rooms can be split between facilities.
Example: Aquatics presentations needing pool or offsite tours.

Conference Specifications

A. SLEEPING ROOMS

- The following rooms are to be included in the bid specifications.
 - Presidential Suite for President of the Society;
 - Room for Executive Director (single)
 - One room-night per 40 (at the most) overall pickup to be used for speakers / CEU monitors
- Minimum of two (2) rooms must be ADA compliant.
- A competitive conference rate must be offered to delegates. Prefer at least one bidding hotel to be on State approved room list.
- A room block with a peak room-night of approximately 80 rooms over a period of three days must be arranged.
- Discounted room rate comparable or lower to the conference rate must be available to Board of Directors or Conference Planning committee (approximately 10 rooms) sometime during the year prior to the Conference.

B. MEETING ROOMS

- Rooms must be ADA compliant.
- ORPS reserves the right to contract with an outside audio-visual company, or to bring in their own audio-visual equipment.
- Due to sleeping rooms and other sources of revenue for the hotel, all meeting room space will be complimentary.
- A minimum of five meeting rooms seating 20 – 30 people classroom or activity style must be available for break out sessions.
- Meeting space for general session will be available to seat a minimum of 200 theatre and lunch style.
- The hotel/convention center will provide standard set-ups of skirted tables, chairs, and water service in all meeting/breakout rooms.
- Arrangements will be made for three meetings of the Board of Directors, one in the month of September prior to the Conference and two during the conference. (one the first day and one the last day - complimentary meeting space for both.)

C. EXHIBIT SPACE

- A minimum space for 30 – 35 exhibitors required (8 foot tables, 2 chairs, 5 ft deep booth space, tables draped). ORPS does not need pipe and draped backdrops. Booths are to be open space.
- Exhibit hall space must be in close proximity to meeting rooms, especially general assembly.
- Exhibitors must have access to all docks for loading and unloading.
- Due to rooms reserved, all exhibit space will be complimentary or negotiated.
- ORPS reserves the right to contract with their own tradeshow decorator or use in-house committee.

D. SPECIALTY AREAS OR FACILITIES (e.g. outdoor areas, aquatic facilities, and computer labs) are *preferred* but not mandatory for bid consideration

- ❑ *Outdoor Exhibit Space:* Contiguous to the indoor exhibit space. 24-hour security must be provided.
- ❑ *Other:* Facilities or areas that would lend themselves to unique programming sessions or demonstrations e.g. indoor pool/aquatic facility, sports complex, challenge courses, or environmental education areas

E. GUARANTEES

- ❑ The Executive Director or Conference Coordinator will give the guarantee numbers for conference banquets, meals, or other events. Guarantee numbers from any other source will not be endorsed or accepted by the Society.
- ❑ Only the Executive Director or Conference Coordinator of the Society will authorize menu choices and prices.
- ❑ Arrangements for meeting and social event times and all specific conference program issues are the responsibility of the Conference Coordinator, local park and recreation department in conjunction with the ORPS Executive Director.

F. MISCELLANEOUS

- ❑ In compliance with the Americans Disability Act (ADA), interpreting services for the hearing impaired/deaf or closed captioning capabilities must be available if needed.
- ❑ A registration area at the conference site must be available throughout the conference preferably near the exhibit hall with space and tables for silent auction items. The registration area needs to be in a space that can be locked each night.
- ❑ A conference headquarters storage room should be available that can be locked each night. Silent auction space may be included in this space as referenced above.
- ❑ The ORPS Executive Director will be informed of any group room blocks made for other organizations or associations, which will in anyway overlap with the check-in or departure of conference delegates.
- ❑ ORPS officers are free to cater or bring refreshments for small gatherings in hospitality suites.

Send bid application and supporting information to

MAIL TO: Oklahoma Recreation and Park Society
Executive Director, Patty Dixon
PO Box 1201
Sand Springs, OK 74063

EMAIL TO: orpsok@aol.com

ORPS ANNUAL CONFERENCE AND TRADE SHOW HISTORY

2004	Holiday Inn	Norman
2005	Western Hills Guest Ranch	Hulbert
2006	Southern Hills Hilton	Tulsa
2007	Western Hills Guest Ranch	Hulbert
2008	Western Hills Guest Ranch	Hulbert
2009	Ardmore Convention Center	Ardmore
2010	NCED Conference Center and Hotel	Norman

NOTE: The Bid Process for the Oklahoma Recreation and Park Society Annual Conference and Trade Show is an open-bid process. All bids are welcome. When deciding on the location (site), the Conference Coordinator and committee will consider conference history / cost and attempt to insure rotation of conference throughout the state to include member cities.

Application next page

**OKLAHOMA RECREATION & PARK SOCIETY ANNUAL CONFERENCE & TRADE SHOW
BID APPLICATION**

Please note in answer spaces provided if documents are attached

Host City: _____ (if applicable)

I. HOTEL ACCOMMODATIONS

Headquarter Hotel: _____

1. Is the proposed headquarters hotel able to meet requirements for sleeping rooms, meeting rooms, exhibit space, and social events, under one roof?

Yes _____ No _____

If no, please state what is available at the proposed headquarters hotel and outline other arrangements that are proposed. _____

2. Other than the headquarters hotel, what other hotel(s) would be required to accommodate the ORPS Conference & Trade Show? What is the distance between the headquarters hotel and other hotel(s)?

3. Will the hotel(s) provide a convention sleeping room rate?

Yes _____ No _____

Rates:

Single _____ Double _____ Triple _____ Quad _____

Cabin _____ Other _____

4. What are the sleeping room rates for extra people in a room? _____

5. How many sleeping rooms will the hotel(s) block for ORPS one (1) day prior to the Conference and during the 2 nights of the Conference?

6. Is the hotel(s) ADA compliant (i.e., wheelchair accessible, fire alarms have visual and auditory signals etc.)?

Yes _____ No _____

7. How many sleeping rooms does the hotel(s) offer that is/are ADA compliant? _____

8. Does the hotel(s) offer non-smoking sleeping rooms?

Yes _____ No _____

If yes, how many? _____

9. Complimentary Rooms based on what calculation? _____

10. Complimentary Suite for President and room for Executive Director?

Yes _____ No _____

14. What is the maximum complimentary sleeping rooms the hotel(s) would provide to ORPS? _____

15. Are special discount rates (less than conference rates) available for designated VIP's, such as ORPS Board members or the keynote speaker?

Yes _____ No _____

If yes, what is the discount rate? _____

11. The September Board meeting will be held at the Conference site prior to the Conference. Will the headquarters hotel provide complimentary sleeping rooms for one night's stay for the Conference Coordinator, Executive Director & President?

Yes _____ No _____

12. Will the hotel waive all meeting room charges for the duration of the September meeting?

13. Will the headquarters hotel provide conference sleeping room rates for the planning committee at the September Board meeting prior to the Conference?

II. MEETING ROOMS AND EXHIBIT ACCOMMODATIONS

1. How many meeting/breakout rooms are available at the hotel(s) or convention center? _____

2. Is there a fee for the use of the meeting rooms? Yes _____ No _____

If yes, please list the room rates for each meeting room. _____

Is the fee waived with number of sleeping rooms or catering? Yes _____ No _____

3. If proposal does not reflect all functions "under one roof", please describe the advantages of holding the ORPS Conference & Trade Show in the convention center or designated facility.

4. Are all facilities (meeting rooms, exhibit area, restaurants, restrooms etc.) ADA compliant?

5. Is exhibit space available at the headquarters hotel or convention center?

Yes _____ No _____

6. Is free electricity available for exhibit spaces? Yes _____ No _____

7. Is there a fee for the exhibit area? Yes _____ No _____

If yes, what is the fee? _____

8. Does the headquarters hotel/convention center have banquet facilities available?

Yes _____ No _____

Will the hotel/ convention center waive all charges for the space? Yes _____ No _____

9. Can audio-visual equipment be brought into the hotel/convention center at no charge?

Yes _____ No _____

If no, what are rental rates? _____

Is Technical support included? Yes _____ No _____

If yes, what is the cost per hour? _____

10. Will lecterns, speaker tables, chairs and microphones be provided by the headquarters hotel/convention center for all sessions at no charge? Yes _____ No _____

If no, what is the charge? _____

11. How far in advance will the headquarters hotel guarantee meal prices? _____

12. What is the deadline for confirmation of the number of meals prior to events? _____

13. Can donated beer and soft drinks be brought into the exhibit area and not purchased through the hotel/convention center? Yes _____ No _____

If no, would the hotel/convention center waive their fee if purchased through a licensed caterer? Yes _____ No _____

14. Can alcoholic beverages and soft drinks be brought into the hospitality/VIP suites at the hotel(s)?
Yes _____ No _____

III. RESTAURANT FACILITIES

1. How many restaurants are located in the hotel(s)? _____
What are the hours of operation? _____
What are the hours of room service? _____

2. List low to moderately priced restaurants within walking distance of the hotel(s) or convention center (i.e., conference site).

-

IV. TRANSPORTATION

1. If the distance from the convention site (if used) to the hotel(s) is too far to comfortably walk, what kind of shuttle service do you propose, and what is the cost? _____

Is it ADA compliant? Yes _____ No _____

What types of transportation will be provided for attendees between hotels? _____

Who will be responsible for providing? _____

2. Is there airport service? Yes _____ No _____

What airline services are available? _____

What is the distance from the airport to the hotel(s)? _____

3. What are the costs and types of transportation available to and from the airport/hotel(s)?

4. Will the hotel(s) waive all parking fees? Yes _____ No _____

If no, what would the fees be? _____

5. If evening transportation is required for social events, what method will be used, and what is the cost?

V. HOST CITY CAPABILITIES (IF APPLICABLE)

1. How many staff members (please indicate full time and volunteers) does your department have that can be depended on for active participation in planning and implementing (including physical work) of the ORPS Conference? _____

2. How many ORPS members are currently in your department? _____

3. Who will coordinate your staff's involvement and community's resources with conference coordinator?

4. Is your city or Convention/Visitors Bureau willing to pay for one convention mailing to the entire ORPS membership (conference brochure, printing and bulk rate postage)? Yes _____ No _____

VI. SOCIAL FUNCTIONS

1. If any, what types of entertaining evening activities will be available as part of the convention package?

What is the approximate cost per person? _____

VII. OTHER

Please submit with this questionnaire a detailed diagram of the entire hotel(s) and/or convention center showing the location and size. Show all stairs, doors and give measurements of hallways in meeting and exhibit areas and show suggested or typical exhibit booth arrangement.

Please submit the proposed hotel(s) brochures, community brochures, points of interest brochures, and city map indicating the location of the hotels and convention center (if applicable) and any other additional information you feel is necessary.

Please include any other support materials (i.e., diagrams, brochures) with regards to *preferred* "specialty" areas/facilities

NOTES