



# **NPCA ANNUAL CONVENTION**

**REQUEST FOR PROPOSAL**

**September/October 2020**

## **GENERAL INFORMATION**

**Official Event Name:** NPCA 55<sup>th</sup> Annual Convention

### **ABOUT NPCA & THE ANNUAL CONVENTION**

An international trade association, NPCA represents manufacturers of plant produced precast concrete products and companies that provide the equipment, supplies and services to make these products.

Founded in 1965, the National Precast Concrete Association represents the manufacturers and suppliers of manufactured concrete products. NPCA membership includes about 600 precast concrete manufacturing companies and 300 supplier companies. NPCA members are located in all 50 states, eight Canadian provinces and 10 additional countries.

The NPCA Annual Convention brings together company owners, top-level managers and emerging leaders to conduct association business, to participate in executive training and to look toward the future. In addition to a top-flight educational program, the event includes the Precast Marketplace exhibit hall, committee meetings, special networking events, awards presentations, the election of new officers and the Chairman's Banquet Gala event.

### **PREFERRED DATES**

The event takes place in the later part of September or during October. It should **not** fall over a holiday.

### **SELECTION CRITERIA**

Site selection is based on:

- 1) Adequate meeting space and sleeping rooms at hotel;
- 2) Dates;
- 3) Location and potential draw;
- 4) Hotel room rates;
- 5) Number of precast concrete plants in the area. (NPCA will determine this)

Any services the hotel wishes to provide to assist or enhance the overall annual convention experience should be outlined in the proposal.

### **Past Annual Convention Locations**

2000	Tempe Mission Palms, Tempe, AZ
2001	Hyatt Regency, Tampa, FL
2002	Westin Harbour Castle, Toronto, Ontario, Canada
2003	Grandover Resort, Greensboro, NC
2004	Marriott Las Palmas, Palm Springs, CA
2005	Ritz-Carlton, Sarasota, FL
2006	Ritz-Carlton, St. Louis, MO

2007	Grand Wailea Resort, Maui, HA
2008	Westin Ottawa, Ontario, Canada
2009	Hilton Head Marriott – Hilton Head, SC
2010	The Fairmont Hotel – Vancouver, BC Canada
2011	The Coeur d’Alene Resort – Coeur d’Alene, ID
2012	Ritz-Carlton, New Orleans, LA
2013	The Homestead, Hot Springs, VA
2014	Le Centre Sheraton Hotel, Montreal, Quebec
2015	Minneapolis Marriott City Center, Minneapolis, MN
2016	Renaissance Austin Hotel, Austin, TX
2017	Loews Atlanta Hotel, Atlanta, GA
2018	Omni Providence Hotel & Rhode Island Convention Center, Providence, RI
2019	Hyatt Regency Seattle, Seattle, WA

## **HEADQUARTER HOTEL REQUIREMENTS**

### **GENERAL REQUIREMENTS**

NPCA has traditionally conducted this annual meeting at upscale, resort type properties that offer activities for spouses and children. Currently NPCA members are interested in locations located close to an airport.

The property should have a committable block of no less than 250 rooms on peak. The meeting requires space for several breakouts and ballroom space for the Chairman’s Banquet with extensive A/V and seating for up to 250 people.

### **RATES**

The hotel will be expected to offer its best possible sleeping room rate to NPCA and should range from \$189-\$219. The hotel will agree that the guaranteed room rates offered NPCA attendees will be the lowest rates offered by the hotel over the dates of the NPCA Annual Convention. Rates are to be in effect at least three (3) days pre and post event.

### **ROOM BLOCK**

Attendees will arrive on Wednesday and depart on Sunday. Please see chart below:

<b>Day</b>	<b><u>Mon</u></b>	<b><u>Tue</u></b>	<b><u>Wed</u></b>	<b><u>Thu</u></b>	<b><u>Fri</u></b>	<b><u>Sat</u></b>
<b>Sleeping Rooms</b>	13	78	236	236	220	187

**Total Rooms: 970\***

\*Includes staff rooms and suites

It is understood and agreed that the final guest room block held by the Hotel will be based on the history for the years preceding this convention, taking into account all hotels used by NPCA.

**FUNCTION SPACE** (please review attached meeting room requirement grid):

1. All meeting, hospitality, and office space should be made available to NPCA at no charge. A hold on adequate space, and an allowance for growth should be placed into effect at the time a formal proposal is submitted by the property.
2. Four to six breakout rooms (900+sq.ft.) are needed concurrently to accommodate approximately 25-100 people on Wednesday and Thursday and six breakout rooms (900+sq.ft.) are needed concurrently to accommodate approximately 25-50 people on Saturday.
3. One ballroom of at least 12,000+ square feet is needed to divide between the tabletop exhibits and general sessions. Approximately 60 tabletop exhibits will take up one half of the ballroom with the other half set for 250 in rounds of eight for general sessions and meal functions. The areas should be separated by pipe and drape or air wall. Access is needed to the ballroom beginning on Tuesday.
4. An area of 5,000+ square feet is needed for The Precast Village. It will be the location for registration, the bookstore, a lounge area, refreshments and the Foundation's silent auction. This area can be attached to the ballroom or located in the near vicinity.
5. All reserved function space will be controlled by NPCA. **The hotel agrees to inform NPCA of any requests for use of function space before releasing to another group.** NPCA agrees to work closely with Hotel staff in releasing any unused function space. In the event of any doubt, the hotel must receive written approval from NPCA.
6. The hotel agrees not to book any other functions in the space made available for sale to any concrete related industry organization, 90 days pre and/or post the annual convention. In the event of any doubt, the hotel must receive written approval from NPCA.
7. NPCA does not allow affiliated groups to conduct events during official NPCA events. The hotel will check with NPCA for approval, on requests for catering space to insure the interested party is not affiliated with NPCA and by-passing the system.
8. NPCA guarantees a food and beverage minimum of \$80,000-\$100,000.

**SPECIAL CONCESSIONS**

In consideration of the room night commitment and the functions identified within this proposal, the hotel will provide NPCA with the following special concessions:

- One (1) complimentary Presidential Suite for the entire length of event (6 nights)
- One (1) complimentary Vice-Presidential Suite for the entire length of event (6 nights)
- One (1) complimentary room per fifty (50) accumulated – posted as a credit to the NPCA master
- Complimentary easels for all meeting rooms (available upon request)
- Sixteen (16) complimentary upgrades to Suites at the group rate for the NPCA Board of Directors
- Sixteen (16) NPCA staff rooms at a 50% discount off the group rate
- Two (2) complimentary round trip airport transfers for the NPCA Chairman and Chair-Elect
- Meeting room rental waived
- Discounted parking
- Permissible Attrition Rate: if NPCA falls short of its Room Night Commitment by 20% or less (calculated on the basis of total room nights rather than calculated each night), then NPCA will be deemed to have fulfilled its Room Night Commitment.
- Complimentary internet (wired or wireless) to be used in the NPCA registration area, meeting space and/or staff office for the entire length of event (6 days)
- Complimentary internet in all guest rooms
- Four (4) complimentary overnight stays for NPCA to conduct site visit(s)
- Five (5) complimentary boxes shipped to the hotel and delivered to NPCA staff office
- 10% Discount on audio-visual equipment, services and labor
- Rates to be in effect at least three (3) days pre and post event

### **OFF SITE EVENTS**

NPCA may host an offsite dinner, one or two partner/spouse programs or tours, a Foundation fundraising event and a day-long tour of a local precast plant.

### **Please submit proposals to:**

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 National Precast Concrete Association  
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