



THE PRECAST SHOW 2020 or 2021

REQUEST FOR PROPOSAL

GENERAL INFORMATION

Official Event Name: The Precast Show 2020 or 2021

ABOUT NPCA & THE PRECAST SHOW

Founded in 1965, the National Precast Concrete Association represents the manufacturers and suppliers of manufactured concrete products. NPCA membership includes about 1000 precast concrete manufacturing companies and suppliers. NPCA members are located in all 50 states, eight Canadian provinces and three additional countries.

The Precast Show is an equipment and services trade show that includes education and training for the precast concrete products industry. NPCA owns and manages the trade show and partners with the Precast/Prestressed Concrete Institute on the marketing of the event and development of training and special events held in conjunction with the trade show. There is a possibility that the American Concrete Pipe Association (ACPA) may also partner for the 2019 show.

These three associations hold a series of meetings and collateral events in conjunction with The Precast Show. In addition, the Canadian Precast/Prestressed Concrete Institute (CPCI) conducts executive level meetings in conjunction with the trade show.

THE PRECAST SHOW LOCATIONS

2008	Denver, CO	Hyatt Regency Center
2009	Houston, TX	Hilton Americas
2010	Phoenix, AZ	Sheraton Phoenix Downtown
2011	Charlotte, NC	Westin Charlotte
2012	Orlando, FL	Rosen Shingle Creek Resort
2013	Indianapolis, IN	JW Marriott
2014	Houston, TX	Hilton Americas
2015	Orlando, FL	Rosen Shingle Creek Resort
2016	Nashville, TN	Gaylord Opryland Hotel
2017	Cleveland, OH	Hilton Cleveland Downtown
2018	Denver, CO	Hyatt Regency Center
2019	TBD	

PREFERRED DATES

The event takes place during the last full week in February, into the first week of March; however, comparable dates in late January through early March can be considered. At least seven days must separate The Precast Show and the World of Concrete Exposition.

PROGRAMMING PATTERN

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Show Move-In	Show Move-In	Show Move-In	Show Move-In	The Precast Show			Show Move-out
			CPCI	CPCI	CPCI	CPCI	
		NPCA	NPCA	NPCA	NPCA	NPCA	NPCA
		PCI	PCI	PCI	PCI	PCI	PCI

SELECTION CRITERIA

Site selection is based on adequate space and facilities at convention center and attached or adjacent headquarter hotel(s); dates; location and potential draw; hotel room rates; concessions offered and commitment to excellent customer service.

PROPOSAL SPECIFICATIONS

The bidding process encompasses the following seven phases:

Phase 1: Identification of prospective cities and RFP submission to CVBs

Phase 2: Review of submitted proposals

Phase 3: Selection of finalist cities and site visits by NPCA and PCI staff

Phase 4: Negotiations with city, convention center and hotels

Phase 5: Approval of site selection by NPCA Board of Directors

Phase 6: Contracts executed with the convention center and hotels

Phase 7: Announcement of chosen city

As the coordinating organization for the proposal, the Convention and Visitors Bureau will be expected to provide the following information: bureau services, convention service supplier's directory, travel accessibility, climate, shopping, tours/attractions, local holidays and events, information regarding slow and peak seasons, extraordinary city regulations, taxation information, housing maps and other information on the city as a whole. In addition, the bureau can verify union restrictions on the proposed meeting and exposition facilities.

Any services the bureau wishes to provide to assist or enhance the managing group (NPCA) or the overall exposition, The Precast Show, should be outlined in the proposal. Once a city has been selected, specific services from the convention bureau may include in-depth city information, promotional materials, and supplier referrals, as needed. Housing services through the bureau will not be required.

The host city also agrees to provide complimentary "Welcome" signage throughout the city including but not limited to the following: all major airports serving the destination, headquarter hotel lobby or façade, outdoor banners such as light poles and facility façade (if allowable), restaurants and shopping areas in close proximity to the convention center or headquarter hotel.

EXPOSITION FACILITY REQUIREMENTS

General Requirements

Four days of move-in

Three days of show

One or two days of move-out

Preferred overall pattern - Sunday (12 a.m.) to Monday (12 p.m.) - 9 days

Unlimited floor loads/minimum of 350 psf

32 foot ceilings (35' preferred)

Minimum of 180,000 contiguous gross square feet of exhibit space

Column free exhibit space

30-40 meeting rooms at the Center

Entry doors large enough to allow free access by a full-size semi-trailer truck

It is preferred that the exposition hall be on grade level

Other Details

The exposition facility must be (in order of preference) connected to, or immediately adjacent to the proposed headquarter hotel.

In addition to the exhibit hall, space to accommodate a 6,000-10,000 square foot registration area, immediately outside the exposition hall is required.

Full lighting (same as exhibit day lighting) is required during exhibit hall load-in and load-out periods at no additional charge.

Complimentary Wireless will be provided in the pre-function spaces, meeting rooms, ballrooms and exhibit hall.

Although there will be only one License Agreement which will be signed by NPCA's president, Ty Gable, all vendors must agree to work separately with each association's representative during the planning, ordering, implementation and billing stages. These vendors include, but are not limited to, catering, electrical, AV and internet. All food and beverages orders at the convention center from all partnering associations will apply to the food and beverage rebate. The food and beverage spend will be at least \$100,000.

Meeting space requirements for the associations are included on the attached spreadsheet.

Complete and accurate floor plans, with dimensions, must be included in the proposal, noting where the exposition facility is in relation to the hotels.

The exhibit hall must be accessible to the decorator for move-in beginning Sunday 12:00 a.m. Show days are Thursday evening ("Opening Reception"), Friday and Saturday. Move-out starts immediately upon show closing and is completed by 12:00 midnight on Sunday.

All rates quoted in the proposal and contract must be at either a guaranteed rate for the dates of The Precast Show, or have a guaranteed ceiling on the rates.

Information regarding union regulations and restrictions along with a copy of the operating policies for the facility must be submitted with the proposal.

If the facility maintains exclusive contracts with any vendors, these are to be listed in the proposal. An outside decorator will be contracted for the show. If this violates any of the policies of the facility, this must be stated in the proposal.

The most recent renovations and plans for future renovations must be addressed in the proposal. At the time of the exposition, the partnering organizations will expect the facility to be in the same or better condition than it was at the time of the site inspection.

Any services the exposition facility wishes to provide to assist or enhance the managing group (NPCA) or the overall exposition, The Precast Show, should be outlined in the proposal.

When the exposition facility submits a written proposal all points outlined above must be addressed.

HOTEL REQUIREMENTS

General Requirements

Depending on the city, NPCA, CPCI and PCI have located in one large headquarter hotel. If the city would like to propose that, it must have a committable block of no less than 1200 rooms on peak. If two or more headquarter hotels are proposed, they should be able to accommodate the room blocks listed below.

The associations require space for breakouts and ballroom space which is included on the attached spreadsheet. The hotel(s) should be connected to (preferred) or immediately adjacent to the proposed convention center facility.

All hotels and their vendors must agree to work separately with each individual association's representative during the contracting, planning, ordering, implementation and billing stages. These vendors include, but are not limited to, catering, electrical, AV and internet.

It is understood and agreed that the final guest room block held by the Hotel(s) will be based on the history for the year preceding this trade show, taking into account all hotels used by The Precast Show.

Rates

The hotel will be expected to offer its best possible sleeping room rate to the associations. The hotel will agree that the guaranteed room rates offered to The Precast Show attendees will be the lowest rates offered by the hotel over the dates of show. Rates are to be in effect at least three (3) days pre- and post-event.

NPCA and CPCI Requirements - Headquarter Hotel

Room Block:

Arrival pattern for sleeping rooms is as follows:

Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sleeping Rooms	7	31	175	448	745	783	754	458	30

Total Rooms 3,431*

*Includes staff rooms and suites

Concessions:

- One (1) complimentary Presidential Suite for the Official Program Dates (7 nights)
- One (1) complimentary Vice Presidential Suite for the Official Program Dates (7 nights)
- One (1) complimentary room per fifty (50) accumulated (calculated on a total basis rather than calculated each night) – posted as a credit to the NPCA master account
- 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

- Three (3) upgrades to Suites at the group rate for the CPCI staff
- Two (2) complimentary round trip airport transfers for the NPCA Chairman and Chair-Elect
- Meeting room rental waived with F & B guaranteed of \$25,000
- 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 for staff offices and registration
- Complimentary internet in all guest rooms
- Discounted hotel parking
- Nineteen (19) rooms of the Room Night Commitment to be assigned by NPCA to staff at a special discount of 50% of the confirmed single group rate during the length of stay. Staff rooms are net non-commissionable and not applicable towards complimentary rooms earned.
- Four (4) complimentary overnight stays for NPCA to conduct site visit(s)
- Complimentary receiving and handling of up to five (5) boxes shipped to the hotel and delivered to the 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

PCI Requirements

Room Block:

Arrival pattern for sleeping rooms is as follows:

Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sleeping Rooms	5	8	54	185	360	360	235	135	7

Total Rooms 1349*

*Includes staff rooms and suites

Concessions:

- One (1) complimentary Presidential Suite for the Official Program Dates (8 nights)
- One (1) complimentary Vice Presidential Suite for the Official Program Dates (8 nights)
- One (1) complimentary room per fifty (50) accumulated (calculated on a total basis rather than calculated each night) – posted as a credit to the master account
- Twelve (12) upgrades to Suites at the group rate for the PCI Board of Directors
- Two (2) complimentary round trip airport transfers for the NPCA Chairman and Chair-Elect
- Permissible Attrition Rate: if PCI 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 for registration, if applicable
- Complimentary internet in all guest rooms
- Discounted hotel parking

- Nineteen (19) rooms of the Room Night Commitment to be assigned by PCI to staff at a special discount of 50% of the confirmed single group rate during the length of stay. Staff rooms are net non-commissionable and not applicable towards complimentary rooms earned.
- Ten government rated rooms
- Complimentary receiving and handling of up to five (5) boxes shipped to the hotel and delivered to the PCI staff office
- 12 VIP amenities
- Rates to be in effect at least three (3) days pre and post event

FUNCTION SPACE

All hotel meeting, hospitality, and office space should be made available to NPCA or partnering associations 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.

All reserved function space will be controlled by NPCA or partnering association. The hotel agrees to inform NPCA or partnering association of any requests for use of function space before releasing to another group. NPCA or partnering association 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 or partnering association.

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 Precast Show. In the event of any doubt, the hotel must receive written approval from NPCA.

NPCA does not allow affiliated groups to conduct events during official Precast Show events. The hotel(s) and convention center will check with NPCA for approval on requests for catering space, bus staging etc. to ensure the interested party is not affiliated with NPCA and by-passing the system.

PROPOSAL INFORMATION

As mentioned, proposals are to be coordinated by the city's Convention and Visitors Bureau and submitted electronically to:

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