



THE PRECAST SHOW 2021

REQUEST FOR PROPOSAL

GENERAL INFORMATION

Official Event Name: The Precast Show 2021

ABOUT NPCA & THE PRECAST SHOW

Founded in 1965, the National Precast Concrete Association (NPCA) represents the manufacturers and suppliers of manufactured concrete products. NPCA membership includes about 900 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 the largest precast and prestressed products trade show in North America and features the industry's most important suppliers, foremost equipment experts and related industry programming. The Precast Show is owned and managed by NPCA (precast.org). The heavy equipment trade show is held in a convention center, with various meetings and collateral events held at the headquarters hotel.

ABOUT PCI & THE PRECAST SHOW

NPCA partners with the Precast/Prestressed Concrete Institute (PCI) on the marketing of the event and development of training and collateral events held in conjunction with the trade show. PCI (pci.org) holds its annual convention in conjunction with The Precast Show.

The PCI Convention and National Bridge Conference consists of more than 60 committee/council meetings, continuing education courses and special events and award programs. PCI is the premier member organization dedicated to precast/prestressed concrete professionals and organizations. PCI members include organizations and individuals, offering a unique opportunity to access the entire precast/prestressed business landscape. In addition, the Canadian Precast/Prestressed Concrete Institute (CPCI) conducts executive level meetings in conjunction with the trade show.

THE PRECAST SHOW	LOCATIONS	HEADQUARTERS HOTELS
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 (NPCA) Renaissance Cleveland (PCI)
2018	Denver, CO	Hyatt Regency Denver (NPCA & PCI)
2019	Louisville, KY	Omni Louisville Hotel (NPCA) Hyatt Regency Louisville (PCI)
2020	Fort Worth, TX	Omni Fort Worth Hotel (NPCA) Worthington Renaissance Fort Worth (PCI)

PREFERRED DATES

The event typically takes place during the last full week in February, into the first week of March. However, a comparable pattern from the second week of February through the second week of March can be considered. At least seven days must separate The Precast Show, the World of Concrete Exposition and the Transportation Research Board (TRB) Annual Meeting.

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 Move In	NPCA Move In	NPCA	NPCA	NPCA	NPCA	NPCA	NPCA
PCI Move In	PCI Move In	PCI	PCI	PCI	PCI	PCI	

SELECTION CRITERIA

Site selection is based on adequate space and facilities at the 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 information, shopping, tours/attractions, local holidays and events, information regarding slow and peak seasons, extraordinary city regulations, taxation information, housing maps and other city information. In addition, the bureau will 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, headquarters 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(s).

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 (midnight) to Sunday (noon) - 8 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(s).
- 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 that 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. In addition, PCI and NPCA will be provided with separate conference managers during the planning stages and onsite. All food and beverage orders at the convention center from all partnering associations will apply to the food and beverage minimum and rebate.
- 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 the location of the exposition facility in relation to the hotels.
- The exhibit hall must be accessible to the decorator for move-in beginning Sunday at midnight. Show days are Thursday, Friday and Saturday. Move-out starts immediately upon show closing and will be completed by 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.
- Details 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 should 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

In some previous years, NPCA, PCI and CPCI have co-located in one large headquarters hotel. If the city would like to propose that option, it must have a committable block of no less than 1,400 rooms on peak and should propose a room block combining the associations' requirements.

Two headquarters hotels are preferred. Each block should accommodate the association's requirements 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 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 Sleeping Room Requirements

Room Block

Arrival pattern for sleeping rooms is as follows:

Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sleeping Rooms	3	18	146	377	734	951	784	365	6

Total Rooms = 3,386*

**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
- 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 toward 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 Sleeping Room Requirements

Room Block

Arrival pattern for sleeping rooms is as follows:

Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sleeping Rooms	0	5	75	300	350	375	375	203	10

Total Rooms = 1,693*

**Includes staff rooms and suites*

Concessions

- One (1) complimentary Presidential Suite for the Official Program Dates (7 nights)
- One (1) complimentary Executive 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 master account
- Complimentary easels for all meeting rooms
- Ten (10) upgrades to Suites at the group rate for the PCI Board of Directors
- Meeting room rental waived
- 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 PCI will be deemed to have fulfilled its Room Night Commitment
- Complimentary internet for staff office and meeting rooms
- 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.
- Complimentary receiving and handling of up to five (5) boxes shipped to the hotel and delivered to the designated recipient.
- 10% Discount on audio-visual equipment, services, and labor
- 12 VIP amenities
- Rates to be in effect at least three (3) days pre-and post-event
- Two (2) complimentary round trip airport transfers
- Three (3) complimentary overnight stays for PCI to conduct site visit(s)

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

Proposals are to be coordinated by the city's Convention and Visitors Bureau.

The proposal should be submitted electronically to:

Denise Cutler

Director of Meetings

National Precast Concrete Association

1320 City Center Drive, Suite 200

Carmel, IN 46032

Direct: (317) 582-2325

E mail: dcutler@precast.org