



## **2024 CONFERENCE HOST GUIDELINES**

**GENERAL:** Any chamber member of ACE, in good standing, may submit a bid to host the event. Preference will be given to chambers who routinely participate in ACE activities.

**CONFERENCE PROPOSAL:** Proposals must be submitted on an ACE Conference Bid Form, along with collateral materials detailing the specifics of the proposed facility. Late proposals may be considered at the discretion of the Board of Directors.

**GENERAL REQUIREMENTS:** The chamber submitting the winning bid will be considered the conference “Host.” The Host Chamber Executive will work hand-in-hand with the Managing Partner and must be willing to assist in securing all associated conference needs including: facility, food, entertainment, optional activities, registration volunteers, community materials, and other items relating to a successful event.

**It is required that the host community become a sponsor of the event. Sponsorship may include a cash contribution, or securing the in-kind support of food & beverage for the opening night reception, through a member company.**

Serving as the Host Chamber does not entitle the Host to complimentary conference registrations. Host Chambers are eligible to submit scholarship applications for interested participants.

**SPECIFIC REQUIREMENTS:** All proposals must be able to accommodate approximately 60 plus attendees and have available space for exhibitors/displays and must address the following:

**FACILITY:**

- Name
- Location
- Contact
- Amenities
- Banquet and Meeting rooms (potential to seat 75 in classroom style)
- Does the venue include breakfast in guest room rate?
- Additional “break-out” room availability
- A/V equipment
- Accommodations specifying single and double occupancy rates
- Comp room policy
- **Facilities in one location will be given preference**
- ADA Compliant

### **ENTERTAINMENT / OPTIONAL EVENTS:**

- Ability to have optional planned events on premises (will either be sponsored or at the expense of the participants).
- Indicate any unique facility or neighboring activities on the initial bid.

### **CONFERENCE BILLINGS:**

- Individual room/incidental charges are the attendees' responsibility and are payable directly to the facility.
- A conference "Master Bill" will cover all scheduled events, meals, and authorized conference expenses (i.e., room costs for conference speakers, etc.). This bill will be paid upon conclusion of the conference. However, if direct billing is an option, please include the necessary paperwork (credit application).

### **DUTIES/RESPONSIBILITIES:**

- The Managing Partner will coordinate the conference and report directly to the Board of Directors.
- Individual participants will be responsible for making their own room reservations and is separate from the registration fee.
- Specific deadlines will be determined by the Board of Directors and the Managing Partner
- Programs/Speakers will be determined by the Managing Partner and forwarded to the Board of Directors
- Sponsors will be secured by the Managing Partner with the assistance of the Board of Directors
- Scholarship auction items will be solicited by a member of the Board of Directors and/or auction chairperson and fundraising activities will be specified by the Board of Directors
- ACE Managing Partner duties include, but are not limited to:
  - Handling conference notifications and registration
  - Soliciting exhibitor participation and sponsorships
  - Assisting the Chairman-elect and Host Chamber Executive as needed
  - Responsibility for all "on-site" elements during conference
  - Event wrap-up and reporting

All bid proposals must be submitted to:

ACE  
c/o Greater Phoenix Chamber  
Attention: Kathy Chance  
[kchance@phoenixchamber.com](mailto:kchance@phoenixchamber.com)



## 2024 CONFERENCE BID FORM

### **TENTATIVE SCHEDULE OF EVENTS:**

#### **Wednesday:**

10:30 am-12:00 pm: Board of Directors Meeting

12:30-1:00 pm: Attendee Check-In

1:00-5:00 pm: Programming – AV needs include podium, up to 4 microphones, screen, projector

5:00-7:00 pm: Welcome reception – appetizers and non-alcoholic drinks should be complimentary, cash bar. May be off-site.

#### **Thursday:**

8:00-8:30 am: Registration and breakfast (continental or hot buffet preferred)

8:30 am-12:00 pm: Programming– AV needs include podium, up to 4 microphones, screen, projector

12:00-1:00 pm: Lunch, on property

1:15-2:45 pm: Programming AND/OR breakout sessions – may need up to three rooms that can hold 30 people each

2:45-4:30 pm: Programming– AV needs include podium, up to 4 microphones, screen, projector

5:30-6:30 pm: On-site cocktail reception

6:30-8:00 pm: Onsite dinner and silent auction

#### **Friday:**

8:30-9 am: Registration and breakfast (continental or hot buffet preferred)

9-11:15 am: Programming– AV needs include podium, up to 4 microphones, screen, projector

Bidding Chamber: \_\_\_\_\_

Have you hosted an ACE event before? If so, when? \_\_\_\_\_

Property Name: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

**Please provide date availability (Wednesday-Friday) within the following 2024 months:**

September 2024: \_\_\_\_\_

October 2024: \_\_\_\_\_

November 2024: \_\_\_\_\_

Number of rooms: \_\_\_\_\_

Room Rates: Single \_\_\_\_\_

Double \_\_\_\_\_

Suite \_\_\_\_\_

Comp Room Policy: \_\_\_\_\_

How many meeting rooms does your property have? \_\_\_\_\_

What is the seating capacity of each of the the meeting rooms? \_\_\_\_\_

\_\_\_\_\_

What space(s) do you propose for the conference (please include main meeting space, break-out room options, and meal space)? Please supply diagrams/floor plans as appropriate. \_\_\_\_\_

\_\_\_\_\_

What is the food & beverage minimum spend, based on 50 guests (includes two breakfasts, one lunch, one dinner)? \_\_\_\_\_

Please provide price ranges per person for each meal:

Breakfast: \_\_\_\_\_

Lunch: \_\_\_\_\_

Dinner: \_\_\_\_\_

Does the property have an on-site restaurant or breakfast area available? If so, can you include breakfast with the guest room reservation? \_\_\_\_\_

Does your property have A/V equipment available? If so, please list the provider. \_\_\_\_\_

\_\_\_\_\_

Is AV provider willing to provide discounted rates? If so, how much? \_\_\_\_\_

\_\_\_\_\_

What else does your property offer that makes it a fit with the ACE Conference? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you offer any special recommendations for offsite events or community attractions that would enhance our program? \_\_\_\_\_

\_\_\_\_\_

*continued*

Is the host venue willing to provide a prize donation (such as a two-night stay) for the raffle at the Thursday dinner? If so, what prize will be donated? \_\_\_\_\_

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**Opening Night Reception:**

Where does the host Chamber propose the Opening Night Reception be held: \_\_\_\_\_

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Does the proposed opening night reception venue agree to provide at no cost a minimum of appetizers and non-alcoholic beverages? If so, please share what will be comped. If not, please share the cash amount your Chamber or sponsor you secure is willing to contribute to the reception:

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