

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE NO. 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**CONVENTION SITE, CONVENTION HOST COMMITTEE,
AND CONTRACT AGREEMENT
CHAPTER 2**

I. Convention Site Location:

- A. The Federation Executive Board (FEB) is responsible for locating one or more suitable convention sites. FEB will appoint a Site Selection Committee to perform this function.
- B. The FEB will send out the “Request for Convention Bid Proposal” (RFP), Appendix A, to several Convention hotels in a localized geographical area. Attempts will be made to alternate site selections in the northern and southern parts of the state.
- C. Selected convention sites for the next convention will be identified two (2) years hence, with pertinent information to the convention delegates.
- D. Representatives of the proposed hotel will be allowed to make a presentation to the delegates.
- E. If more than one hotel is bidding for the convention, presentations shall be made at different times so that one is not permitted to hear the others presentation.
- F. The Site Selection Committee will make a recommendation to the delegates of the preferred hotel and why.
- G. The delegates will vote their preference or approve when only one site is presented.

II Convention Host Committee (CHC):

- A. Upon approval of the Convention Site, a chapter or District will be asked to host the convention, which would then be recognized as the “Convention Host Committee”, (CHC).
- B. The Federation President will appoint a CHC Chair.
- C. The respective DVP shall be an ex-officio member of the CHC, shall be invited to attend all meetings, and shall act as liaison between the CHC and the FEB.
- D. When no Chapter or District volunteers to host the convention, the FEB takes on that responsibility.

3.0 Prepare the Contract:

- A. The Site Selection Committee, the Federation President, or authorized representative, and the CHC Chair, if deemed appropriate, will meet with the Convention hotel to develop and approve a contract. A typical contract is shown as **Appendix (B)** herein.
- B. The contract must address the following:
 - 1. The facilities required as identified herein in the RFP, (Appendix A);
 - 2. The hotel is ADA compliant.
 - 3. Commitments for the proposed dates.

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4. Costs of hotel rooms, including tax, (singles, doubles, queen, king, triple). Determine if there is an extra charge for two single people sharing the same room requesting separate billing. Also determine if convention room rate will be available for two or three days before and after the convention for members who wish to come early or stay late to enjoy the area.
 5. Number of complimentary rooms/suites based on minimum room nights reserved. Additional suites, if available, at a reduced rate for members of the FEB.
 6. Minimum number of room nights required for complimentary meeting rooms and the penalty, if that minimum number of room nights is not met.
 7. Estimated costs (general range) of meals including beverage, tax and gratuity.
 8. Costs of other equipment such as bulletin board, easels, chalkboards, stands, etc. for posting notices of meeting times and places, for the direction of traffic, etc.
 9. Costs of Audio Visual Equipment: If there is a need for audio-visual equipment, such as overhead projectors, slide projectors, screens, video players, etc., Determine if the hotel has these items available for use and at what cost.
 10. Office Equipment: Determine if the hotel has copy machines, fax machines, etc., that may be used by our presenters, if necessary, and at what cost. If the hotel does not provide this type of service, determine where these services are available near the hotel.
 11. Meeting Room for Convention Host Committee: For the approximate two years of planning. Determine if the hotel will allow the committee to meet monthly (during the year just prior to the convention) at the hotel without cost for planning required to execute the Convention. Determine if the hotel will provide complimentary items such as coffee and/or sweet rolls in the morning for these meetings.
 12. The contract shall not include a "Hold Harmless" clause, which places liability issues on the Federation.
 13. Parking requirements; cost and RV accommodations.
 14. Transportation available from airport, etc.
- C. When contract agreements are reached, the final written copy will be signed by the hotel representative and the Federation President.

IV Visitor and Convention Bureau:

- A. Visit the local Visitor and Convention Bureau to determine what they are willing to provide to advertise their city and promote convention business. Examples of

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such promotional materials are:

1. Program Covers
2. Name Badges and Holders: They may also prepare the individual badges if you provide a list of members attending
3. Bags that can be used for the Delegate Packets. They may also be able to provide some gifts from the city or local merchants for inclusion in the Delegate Packets. Additionally, they may have a list of local merchants who might provide gifts for Ways and Means.
4. Consult with them about the availability of an economical source of printing for programs and other materials that could help minimize the cost of the convention.

V Request For Convention Bid Proposal (RFP) (see Appendix A)

VI Contract Format (see Appendix B):