

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

**REQUEST FOR CONVENTION BID PROPOSAL (RFP)
CHAPTER 2, APPENDIX (A)**



***CALIFORNIA STATE FEDERATION OF CHAPTERS (CSFC)
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION (NARFE)***

REQUEST FOR (YEAR) CONVENTION BID PROPOSAL

We have a membership in California of about 31,000 members and 96 chapters throughout the state ranging from Yreka in the north to Chula Vista in the south and from the Nevada state line to the Pacific Coast.

Our membership is made up of both male and female with spouses ranging in age of 45 to 97 years of age. We are currently searching for a convention site for (year), April 16 – June 2. The length of the convention is 3 days with a 1 day Executive Board Meeting prior to and 2 days after the convention.

Our average attendance has been 250 - 300.

Our needs are as follows:

1. **FACILITY** – All convention activities need to be in one complex.
2. **GENERAL MEETING ROOM AND BANQUET ROOM** – Need to seat 300 people, preferably classroom style or round tables, but theater style seating is acceptable for meeting room; round tables of 8 preferable for banquet room.
 - a. A head table somewhat elevated from the main floor that will accommodate 12 people with a podium or lectern.
 - b. A public address system with microphone at the podium and a minimum of three, preferably four, located on the floor area, preferably at no charge
 - c. Hearing assistive devices need to be available, preferably at no charge
 - d. Need Handicap accessibility throughout the entire facility
 - e. This room will be used for the three days of the convention from 8:00 a.m. to 9:00 p.m. the first two days and 8:00 a.m. to 5:00 p.m. for the general meeting the third day and 7:00 p.m. to 11:00 p.m. for the banquet.
 - f. Need projection screen in this room for any of the three days, and/or evening, as necessary (preferably at no charge)
 - g. Assuming Banquet is in this room, See item 12.b for details of room setup.
 - h. Need ice water through day and evening when in use.
3. **BREAKOUT ROOMS** – Up to eight (8) rooms (or isolated areas) are needed one day before convention, during convention (at various times) and one-half day after convention as indicated below.

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- a. **HOSPITALITY ROOM** — One complimentary room or suite, approximately 1,000 square feet is needed one day prior to convention and each day during convention for use by all convention delegates.
- (1) Need authorization to bring and serve refreshments in this room along with coffee/tea or juice for convention delegates.
 - (2) Need electrical outlets for three (3) coffee pots.
 - (3) Need full size refrigerator with electrical outlet.
 - (4) Need tables and chairs for serving food and guests to sit.
 - (5) Need 24 hour lockup with two (2) keys.
- b. **SERGEANT-AT-ARMS ROOM** – One room about 600 square feet for first aid, security and storage.
- (1) Need one day before convention, 24 hours throughout convention and one-half day after convention.
 - (2) Need 24 hour lockup with two (2) keys.
 - (3) Need four (4) 5' or 6' tables and 10 chairs.
 - (4) Need one electrical outlet.
- c. **COMMITTEE MEETINGS** – Six (6) rooms (or isolated areas) from 600 – 800 square feet).
- (1) Need all six rooms (or isolated areas) from 8 a.m. to 12 noon on first day of convention, setup with three (3) 6' tables and 14 chairs.
 - (2) Need five (5) rooms up to 800 square feet on second day of convention from 5 p.m. to 7:30 p.m. These rooms need one table with two chairs and need to seat 20 – 50 people theater style.
 - (3) Need one room, about 800 square feet, on third day of convention for voting, setup with eight (8) 6' tables and 24 chairs. Preferably this room should have two (2) doors for entering and exiting at different locations.

NOTE: All rooms above should be provided with ice water.

4. **EXECUTIVE BOARD MEETING ROOM** - One private room set with hollow square with 3 x 3 table (set in middle of square for recording device). Table seating for twenty (20) and perimeter seating for ten (10). Also need three 6' tables for setting up equipment at perimeter and table for coffee service.
- a. This room is in addition to the Breakout Rooms.
 - b. Need this room lockable one (1) day prior to convention, during convention, and 2 days after convention, (6 days total).

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5. **RECOGNITION LUNCHEON ROOM** – On second day of convention, need a room that will seat 300 people at round tables. This is normally a different room than that used for the Banquet. See Item 12.a for details of room setup.
6. **REGISTRATION/EXHIBIT SPACE** – Need up to twenty (20) 5’ or 6’ tables each with two (2) chairs.
- a. Three (3) tables for Registration located in lobby/foyer, preferably near hotel entrance.
 - b. Two tables for Credentials located next to registration
 - c. One table for Information, along with a standup bulletin board, somewhat near registration.
 - d. Up to ten (10) tables for exhibitors located near the general meeting room.
 - e. Five (5) tables for NARFE-PAC, Alzheimer’s, FEEA, 50/50 tickets.
7. **HOTEL GUEST ROOMS** – Actual days of the week for the convention are flexible and dependent upon which days during the week and during the month result in the lowest lodging rate. The following is an example of room nights to be scheduled.
- a. **Convention minus 2 days – 15 room nights**
(Executive Board Check-in)
 - b. **Convention minus 1 day – 80 room nights**
(Executive Board Meeting, Committee, Convention Check-in)
 - c. **Convention first day – 120 room nights**
(Convention, more Convention Check-in)
 - d. **Convention second day – 120 room nights**
(Convention)
 - e. **Convention third day – 80 room nights**
(Convention, some Convention Check-outs)
 - f. **Convention plus 1 day – 20 room nights**
(Executive Board Meeting, Convention Check-outs)
 - g. **Convention plus 2 days – 15 room nights**
(Executive Board Meeting, Outgoing Board Check-outs)
 - h. **Convention plus 3 days – 0 room nights**
(Executive Board Check-out)
- Total Room Nights – 450***
8. **HOTEL SUITES** – Need suites for officers.
- a. Need Presidential suite for Federation President (complimentary).
 - b. Need three (3) other suites for other officers. Normally these suites and presidential suite are complimentary based on total room nights.
 - c. Should have other suites available at a reduced cost.

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CHAPTER 2, APPENDIX (A)**

- 9. *HANDICAPPED ROOMS*** – Need up to four (4) handicapped rooms meeting ADA requirements.
- a. Need roll-in showers to accommodate wheel chair access.
 - b. Need elevators, if convention activities are on upper floors.
 - c. Need ramps and easy access to all convention activities for those attendees in wheel chairs.
- 10. *CONVENTION PREPLANNING MEETING ROOM*** – A complimentary meeting room for twenty (20) people should be made available (preferably at no charge) for convention planning each month during the year before the convention commences.
- 11. *CONVENTION MEALS*** – The convention has two (2) meal functions; a Recognition Luncheon on the second day and a Banquet on the third day.
- a. The Recognition Luncheon is normally scheduled on the second day from 12:00 p.m. to 2:00 p.m. If at all possible, this should be located in a room different than the General Meeting Room.
 - (1) Room needs to seat 240 people at round tables; preferable 8 to a table.
 - (2) Room needs to have head tables positioned on two tier risers to seat up to 30 people.
 - (3) Head table needs a podium or lectern with a microphone.
 - (4) If general meeting room needs to be used for luncheon, then a 1-1/2 hour turn around (or less) is requested to setup lunch from the general meeting seating. After lunch, general meeting will continue without returning to original seating configuration. However, chairs need to be setup around perimeter to seat those members who did not attend luncheon.
 - (5) Expected cost of meal to be about \$25.00 – \$30.00 total with three selections.
 - b. The Banquet is scheduled on the third day from 7:00 p.m. to 11:00 p.m. Cash bar from 6:00 p.m. to 7:00 p.m. and beyond.
 - (1) Need round tables to seat 160 people; eight (8) people per table preferred
 - (2) Need head table to seat up to 14 people with a podium or lectern and microphone.
 - (3) Need an area for entertainment; such as a 4 -5 piece band.
 - (4) Need an area for dancing after dinner.
 - (5) Need a cash bar near or in banquet room from at least 6:00 p.m. to 10:00 p.m. If cash bar cost is unreasonable, can cocktails be purchased at hotel bar?
 - (6) Expected cost of meal to be about \$35.00 - \$40.00 total with three selections.

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CHAPTER 2, APPENDIX (A)

1. **HOTEL RESTAURANT** – Need seating accommodations for convention attendees for all meals.
 - a. May need special hotel accommodations, such as, Danish/coffee bar in morning, sandwich bar/buffet in afternoon, special buffet in evening.
 - b. Identify other restaurants nearby.

2. **PARKING** – Need sufficient space for attendees to park on site at no charge.
 - a. Need up to six (6) parking spaces for RV’ers at no charge. If not on site, identify nearest RV parking.

3. **TRANSPORTATION** – Need shuttle service to/from nearby airports, bus depots, rail stations.
 - a. If hotel does not provide shuttle service, identify who does and at what cost.
 - b. Most attendees will arrive/depart by auto.

4. **PROGRAM OUTLINE** – The three (3) day convention
 - a. **Day Before Convention** – Registration, Credentials, Information, Sergeant-At-Arms and Hospitality each setup at 12 noon to 5:00 p.m.

 - b. **First Day:**
 - (1) “a” above will set up from 8:00 a.m. to 5:00 p.m.
 - (2) Up to twelve (12) committees will meet in six (6) breakout rooms from 8:00 a.m. to 12:00 noon.
 - (3) Exhibitor tables setup about 8:00 a.m.
 - (4) General meeting (Convention Call to Order) commences at 1:00 p.m. and continues until 5:30 p.m.
 - (5) Evening Seminars occur from 7:00 p.m. to 9:00 p.m.

 - a. **Second Day:**
 - (1) Repeat of “b.(1)” and “b.(3)” above from 8:00 a.m. to 5:00 p.m.
 - (2) General meeting commences at 9:00 a.m. and continues to 12:00 p.m.
 - (3) Recognition Luncheon occurs from 12:00 p.m. to 2:00 p.m.
 - (4) General meeting resumes 2:15 p.m. to 5:00 p.m.
 - (5) Five ((5) breakout rooms used for ten (10) caucuses from 5:30 p.m. to 7:30 p.m.

 - a. **Third Day:**
 - (1) Repeat of “b.(1)” above from 8:00 a.m. to 10:00 a.m. except Sergeant-At-Arms continues 24 hours.

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- (2) Exhibitors close shop about 3:00 p.m.
- (3) General meeting commences at 9:00 a.m. to 11:30 a.m.
- (4) Lunch break and balloting 11:30 – 1:30 p.m.
- (5) General meeting resumes 1:30 p.m. to 5:00 p.m.
- (6) No host social hour (Open Bar) 6:00 p.m. to 7:00 p.m.
- (7) Banquet 7:00 p.m. to 11:00 p.m.

1. CONTACT PERSON:

Name
Title
Address
City, State, Zip Code
Home Phone
Cell Phone
FAX
E-mail