

Annual Meeting Host Proposal

Mississippi Recreation and Park Association

If you wish to host an upcoming MRPA Annual Convention, please complete this form, **checking all areas your department/agency agrees to provide/sponsor**. This form and the Convention Facility Proposal should be completed and mailed together with any additional promotional literature, letters of support, commitment correspondence, etc. you may wish to provide to MRPA, P.O. Box 16451, Hattiesburg, MS 39404-6451.

Name of Department/Agency: _____

Director: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Fax: _____

Our Agency is interested in hosting the MRPA State Convention for:

2011 or 2012

The MRPA State Convention is scheduled during the month of September or October each year and must be planned around a variety of other meetings. To help coordinate the scheduling of the convention please provide the Convention Facility Proposal as a part of this proposal package.

Hosting a MRPA Annual Convention and Trade Show requires a certain commitment from your agency. Please review these minimum commitments:

The host agency will assist with registration by providing staff support. Two clerical assistants will be required for 8 hours for two days and 4 hours a third day.

The host agency will make all arrangements for tournaments, tours, special entertainment, etc. and will assign staff to coordinate these special events with the executive office.

The host agency will assume the responsibility for ensuring that the hotel or meeting facility and all events and activities are accessible to all participants.

- The host agency will provide camera-ready logos, etc. of your department or city that may be necessary for the printing of convention programs, meal tickets and other material.
- The host agency also assumes the responsibility of providing an adequate number of directional and informational signs to assist participants.
- The host agency will provide necessary group transportation for all attendants when they must be moved from the central location for the purpose of on-site sessions, tours, special or social events, including any special transportation needs.
- The host agency will issue a press release to local newspapers, radio and television businesses announcing the upcoming meeting using material provided by the executive office.
- The host agency will also make arrangements for local media coverage during the convention
- The host agency will contact local vendors and inform them of the availability of exhibit space and will provide the executive office with names, addresses, and phone numbers of potential exhibitors in the local market. This contact information will be necessary 6 months in advance of the meeting dates.
- The host agency will, when possible, furnish all audio-visual equipment as requested by the executive office. If the agency cannot provide such equipment, the executive office should be notified at least two weeks in advance of the meeting dates.
- The host agency will provide decorations and will collect an adequate number of door prizes from local vendors.
- The host agency will collect any material and prizes from local vendors, which will be distributed to participants at registration.
- The host agency will provide one all-conference social event for delegates. If checked, please provide details.

The (Agency Name) _____ will assume these responsibilities if chosen to host the Annual Convention and Trade Show.

(Director)

(Date)

If you wish to make this proposal more competitive, please provide information about additional services your agency may wish to provide, such as hosting a meal function, a social event, etc. Please provide specific details on attached sheet(s). Please submit this form with the Convention

Facility Proposal. If you would like to see the MRPA convention format, you may visit the Web page at www.aboutmrpa.org and follow the convention button

Convention Facility Proposal Mississippi Recreation and Park Association

Meeting Facility: _____

Sales Representative: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Fax Number: _____ e-mail address: _____

The Mississippi Recreation and Park Association, Inc. requires a convention format that consists of 1/2 day -- 2 full days, followed by 1/2 day. Weekend days are optional, however, not preferred. The association's annual meeting is generally held in September or October each year.

This proposal is for the following suggested dates: _____

1. How many 8' x 10' properly located exhibits can your facility accommodate and still provide two breakout rooms (seating 60) and one general meeting room (seating 100)? _____
2. If you charge for meeting space, please attach rates that apply to this proposal.
3. Can MRPA contract with a preferred exhibition manager? YES NO
4. Please attach floor plans for meeting spaces including seating capacities and set-up options.
5. Does your facility charge for reset of meeting room? If so, please provide a price list.
6. Please provide a listing of audio/visual equipment (screens, easels, etc.) that are provided at no cost. Please provide a price list of audio/visual equipment available for rental from your facility.
7. How many sleeping rooms will your hotel guarantee for this proposal? _____
8. How far in advance of convention dates will your hotel guarantee prices for banquets,

luncheons, breakfasts and receptions? _____

9. Please describe any facility restrictions on alcoholic beverages for social functions. (Restrictions such as days of the week sales are not allowed, time of day sales are not allowed, etc.)

10. How many complimentary rooms and/or suites will the facility provide under what conditions?

11. What arrangements does your facility offer for an on-site visit by the MRPA staff?

12. What room rates will your hotel guarantee for this proposal?

Single _____ Double _____

Triple _____

13. Please respond to the following questions regarding facility accessibility by writing **YES** or **NO** in the appropriate space provided.

_____ We have adequate sleeping rooms which are accessible (including lever door handles).

_____ The common areas of the facility (including restaurant, rest rooms, meeting rooms, and lobby areas) are accessible.

_____ Assisting listening devices are available in meeting rooms which seat 40 or more participants.

_____ If necessary the facility can/will provide accessible transportation at no additional charge to participants.

_____ Provisions have been made to facilitate communications with persons who have sight and hearing disabilities?

14. Can participants guarantee and pay for room charges with purchase orders? YES NO

15. Will you establish a billing system for MRPA? YES NO

16. Does your facility add an energy charge or local telephone access fee to guest bills? If so, please explain.

17. What is the sales tax rate for your area? _____.

(Signature and Title of Hotel Authority)

(Date)

This form should be combined with the Annual Meeting Host Proposal and submitted to: MRPA, Inc., P.O. Box 16451, Hattiesburg, MS 39404-6451. Please call (601) 582-3361 if you have specific requirements or questions. If you would like to see the MRPA convention format, you may visit the Web site at www.aboutmrpa.org and follow the convention buttons.