**MAINE STATE ELKS ASSOCIATION**

**REQUEST FOR PROPOSALS TO**

**HOST THE MAINE ELKS ASSOCIATION CONVENTION**

**The Maine State Elks Association (hereinafter referred to as the “MEA”) is seeking proposals from Lodges and preferred hotels and convention centers (hereinafter referred to as “Vendor”) that are interested in hosting the MEA State Convention for the year \_\_\_\_\_\_\_. The following minimum level of facilities, services, amenities, and other requirements essential for a successful Maine Elks State Convention will be evaluated by the MEA Convention Committee as it reviews all the proposal(s) submitted with the focus on price, overall value of the proposal(s), and ensuring the safety and enjoyment of all Elks and their guests in attendance at the Maine Elks State Convention proposed by the vendor.**

**HOUSING**

1. **The vendor will make available a minimum of 200 hotel rooms for the convention. A description of the rooms and the number of each type will be included in the proposal. These rooms shall be reserved for all convention attendees.**
2. **Hotel room rates for all types of rooms shall be firmly established by written agreement with all utilized hotels and be included in the proposal.**
3. **Minimum of seven (7) complimentary hotel rooms including two (2) suites, if possible, shall be made available for the Association. Vendor is responsible for difference of room nights not provided.**
4. **Thirty (30) hotel rooms shall be reserved for MEA officers and MEA guests. In the event that more than one hotel building is necessary to meet total minimum room requirements (e.g., 200 rooms), all thirty (30) rooms reserved for MEA officers and guests shall be at the same hotel as the convention. (Note: The MEA Convention Chairperson will coordinate the assignments of these rooms with the hotel.)**
5. **The Vendor will also guarantee the availability of a minimum of 5 hospitality rooms, which will have no beds. The price of these rooms will be included in the vendor’s proposal, under a separate designation. (Note: each Lodge booking a hospitality room will be responsible for providing a representative to work with the hotel concerning the hospitality room.)**

**CONFERENCE FACILITIES**

1. **The Vendor will provide a banquet hall at the convention site of sufficient size to accommodate a minimum of 300 people and have it available for meals on Friday and Saturday night. The vendor shall also provide a head table and satellite head tables. The sizes and numbers of the head tables shall be coordinated through the MEA Convention Committee Chairperson.**
2. **The Vendor will provide appropriate meeting rooms of sufficient size and number which shall be available for the MEA throughout the convention, to include:**
	1. **Registration/Vendor Area, with tables and chairs-(minimum of 625 square feet, and can be secured when not in use)**
	2. **Meeting Room for Nominating Committee, with one table and chairs to accommodate 40 people (Friday afternoon)**
	3. **Meeting Room for PER Association-(room to accommodate 60 people with head table and chairs on Saturday morning)**
	4. **Meeting Room for \*Trustees-(room to accommodate 60 people with head table and chairs on Saturday morning)**
	5. **Meeting Room for \*General Session-(room to accommodate 200 people with head table, chairs, and PA system on Saturday morning)**
	6. **Meeting Room for Pre-Convention Meeting on Saturday afternoon (room to accommodate 60 people)**
	7. **Meeting Room at Convention Site for Memorial Service and Installation of Officers on Sunday morning. Room to accommodate 200 people, and to be set up to the specifications of the Convention Committee Chairperson.**

**\*Room for Trustees and General Session can be the same room**

1. **The vendor, if a Lodge, shall provide the MEA State Convention Chairperson; access to the Internet and a computer printer at their facility and make arrangements for the same access at the convention hotel, if possible.**

**MEALS & BEVERAGES**

1. **The specifications for the meals are as follows: The vendor must provide, at a minimum, banquet meals for Friday and Saturday Nights. Friday night banquet can be a plated meal or buffet. Quotes for both the plated meal *and* buffet shall be submitted with the proposal. Saturday night banquet must be a served plated meal. Meals may be offered in a package to provide for a discount. A breakfast and/or lunch may be served and provided as part of a meal package. Breakfasts and Lunches may be served buffet style.**

1. **A meal package for all convention events shall be made available for the Association’s State President, State Sponsor (or Designated Grand Lodge guest), Guest of the State Sponsor, Special Deputy, Current Grand Lodge Officers, Current Grand Lodge Committeeperson(s), Past Grand Lodge Officers (will be compensated for five (5) years after their commission expires), and their spouses and or significant others and our Past First Lady of Elkdom without charge.**
2. **Ten meals shall be provided, without charge, for the student winners attending the Saturday night banquet.**
3. **The vendor shall have a dining room coordinator and that all banquet meals shall be served hot. All banquet attendees shall be served within one hour of the start of meal service.**
4. **Each table shall be provided with regular and decaffeinated coffee prior to the serving of the meal.**
5. **Each meal shall be accompanied by a form of bread (e.g., roll or sliced bread), and be placed on the table before the meal is served.**
6. **Each meal shall include a dessert, which shall be served or on the table.**
7. **For each banquet, the vendor will provide a vegetarian option. On Saturday night, a child’s meal option shall be made available for award winners and families.**
8. **No raffles, drawings, or other fundraisers shall be conducted in the banquet facility before, during, or after the dinner.**
9. **If the vendor is a Lodge, the Lodge agrees that drink prices shall be the normal and customary Lodge prices, as of November 1st of the year prior to the date of the convention and will guarantee those prices for the entire weekend of the convention. A price list as of that November 1st shall be sent to the State Convention Committee Chairperson within 30 days of that date.**

 **OTHER AMENITIES**

1. **Entertainment may be provided for Friday and Saturday nights to the satisfaction of the Convention Committee. Entertainment appropriate for non-members and or member spouses may be provided for on Saturday morning during the association meetings.**
2. **Shuttle van service shall be provided by the vendor between the vendors proposed hotel(s) and the convention site. This service shall be provided throughout the convention.**

**LIABILITY & FEES**

1. **If the vendor is a Lodge, a registration fee of $25 dollars per Elk attendee shall be collected by the host Lodge, which shall be apportioned $20 to host Lodge and $5 to the Association.**
2. **The vendor shall provide to the MEA, proof of liability insurance adequate for its activities, as determined by the MEA (One Million Dollars ($1,000,000).**
3. **If the vendor is a Lodge, it shall pay a deposit of one-thousand dollars ($1,000) to the MEA upon signing of the final contract for the convention. This deposit will be forfeited for any violation of that contract which shall include the proposal as submitted and agreed upon by the MEA.**

**Interested vendor shall submit all proposals in writing no later than 12:00 PM, February 28, \_\_\_\_\_\_\_. Proposals that are received after the deadline will not be considered.**

**Proposals shall be sent to: (RFP to be updated with current Convention Committee Chairperson)**

**Andy Constantine
MEA Convention Chairperson**

**501 Union St, Lot 30
Bangor, ME 04401**

**The Maine Elks Association State Convention Committee looks forward to reviewing your proposal, and thanks you for your participation. The Maine Elks Association reserves the right to accept or reject any and all bids.**