



2018 & 2019 Winter Meeting Bid Specifications

- February
- Monday through Wednesday or Wednesday through Friday pattern
- Preferred dates will not conflict with the SC Governor's Conference or DMAI's Destination Showcase.
- **Because there are responsibilities of the host city, the bid must be presented by the GACVB member, not the host property. Host property representatives should not contact GACVB for more information.**

Bids should include potential meeting dates and be accompanied by:

- Host property brochure(s)
- Host member City/County brochure & map
- Layout of meeting and exhibition space
- A/V equipment rental pricing & brochure
- Sample breakfast, break and lunch menus
- Itemized format of bid proposal
- A minimum of two potential evening event venues with event descriptions
- Suggestions of any possible speaker(s) in host member area
- Suggested potential themes

Accommodations:

15-room block for one night and 65-room block for two nights from one host property. Specify room rate and all applicable tax. Include host properties policy on block rooms, guarantees and cut-off.

- 2017 Contracted: 10/60/60 2017 Actual: 18/81/74
- 2016 Contracted: 10/60/60 2016 Actual: 22/68/66
- 2015 Contracted: 15/60/60 2015 Actual: 16/62/53
- 2014 Contracted: 10/60/60 2014 Actual: 137 room nights/71 rooms
- 2013 Contracted: 5/40/40 2013 Actual: 19/63/54
- 2012 Contracted: 15/60/60 2012 Actual: 16/65/63
- 2011 Contracted: 15/58/55 2011 Actual: 21/55/55
- 2010 Contracted: 15/65/65 2010 Actual: 12/39/36/1
- 2009 Contracted: 15/75/75 2009 Actual: 31/60/58/7
- 2008 Contracted: 6/60/60 2008 Actual: 3/77/77
- 2007 Contracted: 15/60/50 2007 Actual: 33/88/80



Meeting Space – Complimentary

- Registration area
- Meeting rooms
- Sponsor exhibit area
- Silent Auction display area
- Luncheon room

Meeting Space – Complimentary

- 1 general session room in classroom style for 150 with head table & podium (entire conference)
- Board meeting in conference style for 20 (day one)
- 2-3 breakout meetings in classroom style for 50 people (day one)
- 2-3 breakout meetings in classroom style for 50 people (day two)
- 2-3 breakout meetings in classroom style for 50 people (day three)
- Exhibition space allowing for up to 25 eight foot tables for sponsor displays, stationery for the entire three day period.
- Exhibition space allowing for up to 6 eight foot tables for silent auction display, stationery for the entire three day period.
- Audiovisual equipment capabilities on-site

Meals and Entertainment

- 2 continental breakfasts included with room rate (preferred)
- 2 coffee breaks not to exceed \$5 inclusive per person/per break
- 4 meeting breaks each not to exceed \$10.00 inclusive per person/per break (water in meeting room at all times)
- 2 lunches each not to exceed \$20.00 inclusive per person/per lunch
- 2 dinners each not to exceed \$40.00 inclusive per person/per dinner (includes food, bar and entertainment –prefer to be held offsite both evenings)

Host Member Responsibilities

- Transportation to both evening special events
- Coordination and organization of both evening off-site events for the maximum exposure of the host community
- Evening event expenses over and above the \$40 maximum per person budget
- Registration volunteer(s)
- Gift to meeting attendees
- *Host member will be provided with complimentary conference registrations. Host member staff members working during the meeting are not charged.*



History – GACVB Winter Meeting location & # of rooms at peak:

- 2/17 – Carrollton Cultural Arts Center and Courtyard by Marriott (81 rooms)
- 2/16 – Columbus Trade & Convention Center and Columbus Marriott (68 rooms)
- 2/15 – Rainwater Conference Center & Hampton Inn & Suites, Valdosta (62 rooms)
- 2/14 – Lake Lanier Islands Resort, Buford (71 rooms)
- 2/13 – Dolce Atlanta-Peachtree Resort, Peachtree City (63 rooms)
- 2/12 – Sea Palms Resort, St. Simons Island (65 rooms)
- 2/11 – Hilton Savannah DeSoto (55 rooms)
- 2/10 – Hilton Atlanta-Marietta Hotel & Conference Center (39 rooms)
- 3/09 – Jekyll Island Club (60 rooms)
- 2/08 – Forsyth Holiday Inn Express (77 rooms)
- 2/07 – Hilton Garden Inn Albany (60 rooms)
- 2/06 – Dalton Trade Center
- 2/05 – Augusta/Radisson Conference Center (68 rooms)
- 2/04 – Athens Conference Center (73 rooms)
- 2/03 – Macon Crowne Plaza

Bids should include two sets of all requested information, brochures, etc. and be returned to: GACVB, Attn: Julie Musselman, Post Office Box 30009, Savannah, Georgia 31410. **Bids must be received in the GACVB office no later than Friday, April 28, 2017.** Site visits will be scheduled to the finalist destinations and bids will be awarded in the summer. If you have any questions, please call 912-897-6339 or email jmusselman@gacvb.com. If you represent a hotel or resort property, please direct your questions through your CVB contact as all bids must be presented by the GACVB member. Thank you.