

**2018 Colorado Governor's Tourism Conference
Site Selection Criteria**

Background:

The Colorado Governor's Tourism Conference is held annually, designed as an educational event to discuss issues regarding the tourism industry in Colorado and nationally. The event provides an opportunity to meet with representatives of destination marketing organizations, the hospitality and recreation industries, attractions, the arts, cultural organization, chambers of commerce, government agencies and others, all of whom are committed to sustaining Colorado's travel and tourism industry. The 2017 Conference will take place October 25-27, 2017 at the Two Rivers Convention Center in Grand Junction, Colorado.

Please send proposal submissions and/or questions to Deb Brannon, Meeting & Event Planner for the Colorado Tourism Office (CTO): altitudeevents5280@gmail.com or 303.520.6310.

Submit the proposal by: Monday, December 19, 2016

Site Selection Schedule:

<i>Event</i>	<i>Date</i>
Site Selection Criteria Released	Monday, November 21, 2016
Proposal Submission Deadline	Monday, December 19, 2016
Site Visit	To be scheduled with hotel/conference center if needed
Notification	TBD
Announcement of 2018 Conference Site*	TBD

**Selected host entities must have at least one representative at the 2017 Colorado Governor's Tourism Conference to assist with the announcement of the 2018 site. The announcement should include a visual presentation with and an invitation to attend the 2018 conference.*

Goals for Site Selection:

- The site must be located in Colorado
- The site (both hotel and conference location) will be marketable and accessible
- The hotel and conference location must be convenient to an airport and surrounding activities
- The room rate should be competitive for the area and will be taken into consideration during the proposal evaluation

I. Availability

The Governor’s Tourism Conference will be held between September 10 and November 16, 2018. Typically the schedule entails starting the conference on Wednesday evening and ending Friday around lunch time, however the CTO is open to other schedules including a Monday evening welcome with a conclusion on a Wednesday.

II. Geographic Rotation Pattern

The selection committee will give consideration for geographic rotation.

III. Adequate Sleeping and Meeting Rooms

Peak night block and pick-up history from the previous few years.

<u>Past Sites</u>	<u>Total Room Block – Peak</u>
2017 Grand Junction Two Rivers Convention Ctr.	TBD
2016 Beaver Run Resort, Breckenridge	532
2015 Crested Butte Mountain Resort	415 (Split b/t the hotels)
2014 The Westin Westminster	442
2013 Telluride – Hotel Madeline and Peaks	550 (Split b/t the hotels)
2012 Steamboat Grand/Sheraton	520 (Split b/t the hotels)
20115 Embassy Suites Loveland	510
2010 Silvertree Hotel Snowmass	500 (total for two hotels)
2009 Pueblo Marriott Convention Center	390 (total for two hotels)
2008 Park Hyatt Beaver Creek	440
2007 Grand Junction Two Rivers Convention Ctr.	516

- a. The following meeting space is needed for the conference. Subject to change.

Registration & Display Area	Dedicated space for check in (2 10’ tables) and silent auction display (2-4 10’ tables, power needed)
General Session	Rounds of 12 for 450-550, Room for stage and screens
CTO Board Meeting Space	Board Room, U Shape or Hollow Square for 75 people, room for screen and projector
International Promotions Meeting Space	Board Room, U Shape or Hollow Square for 75 people, room for screen and projector
Colorado Welcome Center Meeting Space	Board Room, U Shape or Hollow Square for 20 people, room for screen and projector
Breakout sessions	Space for 4-5 concurrent break outs, theater style for at least 100 people each
Work Room for CTO staff	Preferably locked, secure space for storage of registration materials, signage, etc.
Trade Show	Space for 30-40 6’ or 8’ tables

Meeting space for outside organizations	6-8 meeting spaces for 20-40 guests throughout the conference, possibly in use a day or two prior to the start
Silent Auction Space	We will need space near the registration desk to showcase our Silent Auction Items, will need 4 6' tables

IV. Convenient to Airport and Surrounding Activities

- An airport within 30-50 miles of the hotel/conference center is preferred
- The hotel/conference center should be convenient to restaurants and activities
- The meeting facility must be within walking distance of the hotel(s)

V. Support of Local Convention Bureau or Chamber

- Sponsor and pay for the welcome reception
- Assist in marketing the conference
- Provide community information to attendees, including pre/post tours and dining options
- Participate in conference planning

Eligible Host Entities:

Application to be the host entity will be accepted from convention & visitor's bureaus, chambers, resort associations and other appropriate local or regional organizations.

Facility/Accommodations:

I. Sleeping Room Needs

- **No penalty assessed to CTO for not filling the complete room block. No Attrition Clause within the contract.**
- Rates are confirmed at time of proposal submission.
- Rates are to be run-of-the-house. Single/double will be the same room rate.
- Rates apply to all conference attendees from three days before the start of the conference to three days post the conference concludes.
- Provide timely reports of room reservations made by conference participants.
- Customized hotel reservation link to be provided to CTO for guests to utilize.

II. Complimentary Room Policy

- Provide a minimum of one complimentary room per forty occupied, to be applied against the Master Account.
- Provide one complimentary presidential suite (if applicable).
- Provide (10) Suite upgrades at the group rate.
- Provide complimentary airport transfers for CTO Board of Directors (if necessary).

III. Reservation Cut Off Date

- Maximum twenty-one day cut off before hotel room commitment is released for general sale – conference attendees are traditionally late responders/
- Provide accommodations to attendees reserving rooms after the room block has been released at rates previously agreed to, on a space available basis.

IV. Billing/Contract

- The CTO cannot sign any hotel contracts. A state purchase order for full amount to be paid will act as the contract between the hotel and the state.
- The Colorado Tourism Office is tax exempt and will provide a certificate.
- The CTO can only pay a one time deposit of up to \$10K of the agreed upon minimum spend of F&B and rooms.

- All sleeping room, tax and incidental charges will be billed on an individual basis, payable upon departure.
- The CTO will present a list of names for guests whose sleeping rooms will be billed on the Master Account with no charges for tax.
- Bills for each function will be reviewed after the conference and payment will be made promptly after receipt of the final bill unless charges are in dispute.
- The CTO's conference **does not pay** meeting room space rental charges.
- The final bill will not be paid until the post-convention report is received.

V. Meeting Room Needs

- The CTO must be allowed to use an outside A/V company if they so choose, with no penalty incurred.
- Provide at no extra charge tablecloths, draping, easels, water and glasses, room set-ups, riser and podiums/lecterns, and paper and pencils in each meeting room.
- If the in-house A/V company is used, furnish one complimentary microphone in each room utilized.
- A schedule of events based on the 2016 conference is attached for your reference.

VI. Food and Beverage

- All food and beverage functions will be billed to appropriate entity.
- Final guarantees will be provided 48 hours in advance.
- Hotel/conference center must allow for donations of alcoholic beverages to be served during conference.
- **The CTO will not be billed or pay for corkage fees or for any alcohol served or consumed.**

VII. Storage

- Hotel/conference center shall receive and store on a complimentary basis a reasonable amount of meeting materials.
- Hotel/conference center shall provide complimentary movement of materials from the storage room to appropriate meeting room(s).

VIII. Concessions

- (10) Staff Rooms at 50% off the Group Rate
- (10) Welcome Amenities
- A/V Discount
- 10% off 2018 published catering menu pricing
- Waived energy surcharge and/or resort fee
- Complimentary high speed internet access in all sleeping and meeting rooms
- All rooms commissionable at 10%
- A \$10 rebate per revenue occupied room applied to the master account to defray conference expenses
- Complimentary Function Space
- No Meeting Space changes without prior written notification and consent
- Rebook clause at 100% within one year
- Group room rate available (3) days prior and (3) days post program
- No Walk Clause
- Complimentary access to Fitness Room for all attendees

IX. Additional Information Needed

- Floor Plans of hotel/conference center
- Current menus & pricing
- In-house A/V company price list
- Current rack brochure

Evaluation Process

The CTO planning committee will review all proposals and make a recommendation to the CTO Board of Directors. The CTO Board of Directors has final approval.

Host Entity Contact Information

To be completed and submitted with proposal by host entity:

Proposed Conference Dates: _____

Host Entity Name: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____

Contact Email: _____

Conference Site name and location: _____

Hotel name and location: (if different than conference site) _____

Conference Site/Hotel Contact Name: _____

Conference Site/Hotel Contact Phone: _____

Conference Site/Hotel Contact Email: _____

Partnerships formed for hosting 2018 conference:
