

NATIONAL COALITION OF BLACK
MEETING PLANNERS



REQUEST FOR PROPOSAL

CONTENTS

- I. OVERVIEW OF ORGANIZATION AND CONFERENCE OBJECTIVES
- II. ROOM REQUIREMENTS
- III. MEETING SPACE SPECIFICATIONS
- IV. HOST CITY RESPONSIBILITIES and BENEFITS
- V. COALITION RESPONSIBILITIES
- VI. SUBMITTING FINAL PROPOSAL



I. OVERVIEW OF ORGANIZATION AND CONFERENCE OBJECTIVES

Hosting The National Coalition of Black Meeting Planners (NCBMP) Conference is an opportunity to showcase your city and its hospitality to meeting planners who have the ability to bring other meetings and conventions to your city.

The National Coalition of Black Meeting Planners' Conference brings together meeting professionals, association executives, CEOs, hospitality professionals, industry suppliers and students in an unparalleled educational and networking environment. The Conference attracts approximately 350-400 attendees for the Spring Conference and between 500-600 attendees for the Fall Conference.

NCBMP was chartered in 1983 for the purpose of educating the Black meeting planner in all aspects of the meeting planning profession. NCBMP members are able to:

- A. maximize a greater return on the meeting dollar investment for their respective organizations;
- B. effect positive change in the hospitality industry as it relates to Blacks; and
- C. become a voice in the hospitality industry on issues that affect the Black community.

NCBMP has a network of more than 1200 professionals nationwide.

All workshops, general sessions and events are designed to enhance the professional development of NCBMP members by providing the latest techniques and strategies for planning successful meetings and staying on the "cutting edge" of the ever-changing meetings and convention industry. The conference also provides an opportunity for NCBMP members to exchange ideas and experiences and to discuss challenging issues in the meetings and hospitality industry.

The NCBMP Conference Program includes a Career Awareness Forum, which offers local high school students an opportunity to explore careers in the hospitality field. During the Career Awareness Forum, industry representatives provide tips and techniques for pursuing a career in the industry.

In addition, NCBMP sponsors conference attendance for approximately 30 hospitality students from colleges and universities around the nation. These students are given an opportunity to attend educational workshops designed to enhance their transition into the meetings and hospitality industry.

MEMBERSHIP PROFILE

Association Presidents & CEOs
Association Executive Directors
Association Meeting Planners
Corporate Meeting Planners
Independent Meeting Planners
Multi-Management Companies
Government Meeting Planners
Religious Meeting Planners
University Meeting Planners
Audio Visual Companies
Airlines
Amusements/Attractions
Bus Companies
Destination Management Companies
Convention and Visitors Bureaus
Convention Centers
Elected Officials
Exhibit Service Contractors
Restaurants
Hotel Sales & Convention Services
Limousine Services
Photographers
Specialty Advertising Companies
Travel Agencies
Car Rental Companies
Florists
Caterers
Chambers of Commerce
Speakers Bureaus

II. ROOM BLOCKS

A. Conference Dates

NCBMP hosts two meetings per year. Each meeting is held over three consecutive days.

Spring Conference: The last 2 weeks of April through the first 2 weeks of May excluding Easter Weekend and Mother's Day.

Fall Conference: The first 3 weeks of November or the first week of December excluding Election Day, Veterans Day and Thanksgiving.

B. Hotel Accommodations

All hotel rooms must be housed in one facility and that facility must be luxury class or better. Once a bid has been accepted, a site inspection will be required of the hotel facility and NCBMP reserves the right to refuse a site if it does not meet its criteria.

CATEGORY	SPRING	FALL
MEETING PLANNERS	90	100
SUPPLIERS	150	325
STUDENTS	28	34
PROGRAM PARTICIPANTS	20	20
PATTERN	SPRING	FALL
TUESDAY	50	50
WEDNESDAY	100	150
THURSDAY	275	375
FRIDAY	275	375
SATURDAY	250	350
SUNDAY	5	10
TOTALS	955	1310

75% OF ROOM BLOCK WILL BE SINGLE OCCUPANCY

C. Rates/Complimentary Status

Two rates are required: one for meeting planners and program participants and one for suppliers. In addition, NCBMP will request a subsidy be added to be credited to the Master Account. That subsidy will be decided based upon final room rate quoted.

The following complimentary rooms are required for both conferences:

- 2 One-Bedroom Deluxe Suites for Chairman of the Board and President
- 1 One-Bedroom Suite for additional VIP
- 25 Upgraded Rooms for Board of Directors
- 15 Rooms for Program Participants
- 15 (approximate) rooms for Students (Triple/Quad Occupancy)

Complimentary rooms shall be for the duration of the conference date.

III. MEETING SPACE SPECIFICATIONS

All meeting space must be complimentary.

All space is for both Spring and Fall Conference, unless otherwise notated:

Monday	
Day and Evening	1 Offices
Tuesday	
Day and Evening	2 Offices
Wednesday	
Day and Evening	3 Offices
8:00 am - 5:00 pm	Registration
8:00 am – 3:00 pm	Community Outreach
8:00 am – 3:00 pm	Golf Tournament
7:00 pm - 10:00 pm	Early Bird Reception (Optional Attendance)
10:00 pm - midnight	Hospitality (150 pp)
Thursday	
Day and Evening	3 Offices
8:00 am - 5:00 pm	Registration
8:00 am - 10:00 am	Continental Breakfast
8:00 am - 11:00 am	8 small rooms (10-20 pp each)
8:00 am - 12:00 Noon	2 Meeting Rooms (75 pp each)
Noon – 1:45 pm	Lunch (full group)
2:00 pm – 4:00 pm	Board of Directors Meeting (25 Hollow Square)

III. MEETING SPACE SPECIFICATIONS Continued

Thursday Continued	
2:00 pm – 4:00 pm	Choral Ensemble Rehearsal (Opening Session Room)
2:00 pm - 4:00 pm	Membership meeting (300 pp)
2:00 pm - 4:00 pm	Mentors/Students (30 pp)
4:15 pm – 5:30 pm	Annual Business Meeting
5:15 pm - 7:00 pm	Opening Session (full group)
7:00 pm - 10:00 pm	Opening Reception (full group)
10:00 pm - midnight	Hospitality (150 pp)
Friday	
Day and Evening	3 Offices
8:00 am - 5:00 pm	Registration
8:00 am	Breakfast (150 pp Spring 250 pp Fall)
9:00 am - 11:00 am	2-3 Breakouts (150 pp ea)
9:00 am - 4:00 pm	1 Breakout (30 pp)
11:00 am - 5:00 pm	5 small rooms for student interviews (Fall only)
11:00 am - 12:30 pm	General Session (350pp)
12:30 pm – 2:00 pm	Lunch (full group)
2:00 pm - 3:30 pm	2-3 Breakouts (150 pp ea)
3:30 pm - 4:30 pm	General Session (350 pp)
7:00 pm – 10pm	Apollo Night (Spring Only)
7:00 pm – 10pm	Reception/Dinner (Fall Only)
10:00 pm- midnight	Hospitality (200 pp)
Saturday	
Day and Evening	3 Offices
8:00 am - 3:00 pm	Registration
8:00 am - 9:15 am	Breakfast (250 pp)
9:30 am - 12:30 pm	Opportunity Showcase (150-200 10 x 10 booths)
9:00 am - 11:00 am	1 Breakout (30 pp)
Afternoon	City Tours
6:30 pm	Reception (full group)
7:30 pm	Awards Banquet & Entertainment
10:30 pm - midnight	Hospitality

III. MEETING SPACE SPECIFICATIONS Continued

- + All large meeting rooms and breakouts should be set classroom style, but a combination of both classroom and theater is acceptable for some.**
- + All meal rooms should be set in rounds of 8 or 10.**
- + Early Bird reception and Friday night activity are optional and may be held off property.**
- + All meeting space should be held at host hotel; however, exhibit area (Opportunity Showcase) can be at convention center if located not too far from hotel.**
- + The hospitality room each night can be in a hospitality suite or other such accommodation, which can handle 150-200 people. NCBMP will arrange for food/beverage/entertainment through sponsorships.**

IV. HOST CITY RESPONSIBILITIES AND BENEFITS

The convention bureau and hotel must provide:

- A. At least 1 person from the CVB and 1 person from the host hotel must be current members of The National Coalition of Black Meeting Planners.
- B. The following meal activities:
 - 1. Wednesday night Early Bird Reception - Optional
 - 2. Thursday night Opening Reception
 - 3. Friday night Apollo Night (Spring only)
Friday night activity - (Fall only) - Optional
 - 4. Saturday night Reception, Awards Banquet and Entertainment
- C. The following support services:
 - 1. Two persons with full computer experience to work in office area from Monday through Saturday.
 - 2. Two – three registration personnel to staff the registration desk Wednesday – Saturday.
 - 3. Suffers on Monday/Tuesday to prepare bags and registration materials.
 - 4. A hospitality booth near registration area with appropriate workers to handle tours, sightseeing inquiries, etc.
- D. The following additional services are requested either complimentary or at cost:
 - 1. Fax machine with dedicated phone line
 - 2. Heavy duty copier with duplex and collating capabilities.
 - 3. Audio Visual equipment for general sessions and breakouts.
 - 4. Office supplies to include copy paper, standard desk equipment, etc.
 - 5. Up to 5 individual phone lines in office areas.
- E. Sponsorship for the following:
 - 1. Major entertainment for Saturday night.
 - 2. Shuttle from airport to hotel and return for meeting planners.
 - 3. Shuttle service for off-site functions.
 - 4. Special airport pickups and returns for Board of Directors.
 - 5. Special amenities for Meeting Planners each night.
 - 6. Tour of city on Saturday afternoon.
- F. Host Benefits:
 - 1. Listing in free page ad in Final Program and Official Conference Program.
 - 2. Conference Press Releases.
 - 3. On site materials and signage.
 - 4. Free page ad in NCBMP Newsletter and Free page ad on NCBMP Website.
 - 5. Preferred seating at all sponsored events.

V. COALITION RESPONSIBILITIES

NCBMP under its Master Account Billing is responsible for the following:

Wednesday	Hospitality
Thursday	Continental Breakfast Luncheon Hospitality
Friday	Breakfast Lunch Hospitality
Saturday	Breakfast Lunch in Exhibit Hall Hospitality
Sunday	Breakfast

NCBMP will handle all housing for the group and will provide first night charge and tax for all rooms.

PAST CONFERENCE SITES

SPRING

1995	BIRMINGHAM, AL
1996	NASSAU, BAHAMAS
1997	OCHO RIOS, JAMAICA, WI
1998	MOBILE, AL
1999	BILOXI, MS
2000	MIAMI, FL
2001	NASHVILLE, TN
2002	KANSAS CITY, KS
2003	MILWAUKEE, WI
2004	ST. LOUIS, MO
2005	BIRMINGHAM, AL
2006	LOUISVILLE, KY
2007	NIAGARA FALLS, NY
2008	MONTGOMERY, AL
2009	VALLEY FORGE, PA

FALL

NEW YORK CITY
DENVER, CO
MINNEAPOLIS, MN
LAS VEGAS
WASHINGTON, DC
ATLANTA, GA
ORLANDO, FL
SAN DIEGO, CA
DALLAS, TX
HONOLULU, HI
NASSAU, BAHAMAS
LAS VEGAS, NV
MIAMI, FL
WASHINGTON, DC
DAYTONA BEACH, FL

2010 CONFERENCE SITES

2010	FORT WORTH, TX	TORONTO, ONTARIO
------	----------------	------------------

OPEN DATES

SPRING

2011	OPEN
2012	OPEN
2013	OPEN

FALL

OPEN
OPEN
OPEN

VI. SUBMITTING FINAL PROPOSAL

Bids are now being accepted for 2007 and beyond.

Please complete a full proposal addressing all points listed in this RFP. Please feel free to add any additional perks your community may wish to offer.

Your initial proposal must include:

1. Host hotel selected with rate structure.
2. Response to all requests for complimentary or special price events.
3. A preliminary layout of all meeting and exhibit space.
4. Preliminary plans for tours, golf outing, and community project.
5. Names of chief committee members of host committee.

Send your final proposal to:

National Coalition of Black Meeting Planners
8630 Fenton Street, Suite 126
Silver Spring, MD 20910
Attn: Ms. Ozzie Jenkins-Gibson, CMP

For additional information, please feel free to contact the national office at:

Phone: 202-628-3952
Fax: 301-588-0011
E-Mail: ncbmp.hq@verizon.net
Website: www.NCBMP.com

