

# 2019 OWAA CONFERENCE BID QUESTIONNAIRE



*The completed bid questionnaire **must** be returned –  
Bids submitted without the completed questionnaire will be rejected.  
Bid Deadline – August 31, 2016*

## AGENCY SUBMITTING BID

Convention & Visitors Bureau: \_\_\_\_\_

Point of contact: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

## DATES

What primary dates are you offering? \_\_\_\_\_

What alternate dates are you offering? \_\_\_\_\_

If not selected for this conference, are you interested in bidding again? Yes \_\_\_\_\_ No \_\_\_\_\_

## LOCAL CHAIR

A local OWAA member usually serves as the chair of a local committee formed to handle on-site coordination and support. Have you contacted an OWAA member to serve in this capacity? Yes \_\_\_\_\_ No \_\_\_\_\_

Name \_\_\_\_\_

## TRANSPORTATION

Nearest airport(s): \_\_\_\_\_

Airlines serving your city: \_\_\_\_\_

Cities flying direct from/to: \_\_\_\_\_

Distance from airport to proposed conference site: \_\_\_\_\_

What transportation is available between airport/train/bus stations and the conference resort/hotel?

Taxi fare to hotel from: Airport \_\_\_\_\_

Is free shuttle service available through the resort/hotel to/from the local airport? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, are there any other shuttle options to/from the local airport? Yes \_\_\_\_\_ No \_\_\_\_\_ Rate \_\_\_\_\_

Is free shuttle service available between headquarters hotel, overflow hotel(s) and meeting facility, if meeting accommodations are not provided on-site? Yes \_\_\_\_\_ No \_\_\_\_\_

**CAN TAX EXEMPT STATUS BE OBTAINED?** Yes \_\_\_\_\_ No \_\_\_\_\_

Please provide contact information for the agency responsible for this:

\_\_\_\_\_  
\_\_\_\_\_

**HEADQUARTERS RESORT/HOTEL:**

Property name: \_\_\_\_\_

Manager's name: \_\_\_\_\_ Point of contact: \_\_\_\_\_

Number of rooms to be blocked: \_\_\_\_\_

Rates (specify rack rate and conference rate for **year conference will be held**; if rates cannot be specified, guarantee a percentage increase above which rates will not rise):

Single: rack rate \_\_\_\_\_ conference rate \_\_\_\_\_

Double: rack rate \_\_\_\_\_ conference rate \_\_\_\_\_

Triple: rack rate \_\_\_\_\_ conference rate \_\_\_\_\_

Suite: rack rate \_\_\_\_\_ conference rate \_\_\_\_\_

Taxes: Sales \_\_\_\_\_ Room/Bed \_\_\_\_\_ Total tax \_\_\_\_\_

Are there any other taxes or fees not listed above? Yes \_\_\_\_\_ No \_\_\_\_\_ Rate \_\_\_\_\_

Comp room ratio: \_\_\_\_\_ Cumulative? Yes \_\_\_\_\_ No \_\_\_\_\_

Staff-Rate rooms: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Rate: \_\_\_\_\_ Number Available: \_\_\_\_\_

Will room rates be extended three days before/after conference? Yes \_\_\_\_\_ No \_\_\_\_\_

Will OWAA's Board President's suite comped? Yes \_\_\_\_\_ No \_\_\_\_\_

Does hotel offer a booking rebate? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Percentage/Rebate Per Room Night: \_\_\_\_\_

Parking rates: cars \_\_\_\_\_ RVs \_\_\_\_\_ Discount/Comp offered by hotel: Yes \_\_\_\_\_ No \_\_\_\_\_ Rate: \_\_\_\_\_

Can parking facility handle over-sized vehicles and trailers? Yes \_\_\_\_\_ No \_\_\_\_\_

Can parking facility reasonably accommodate 200-250 cars for attendees? Yes \_\_\_\_\_ No \_\_\_\_\_

In-room internet access fee: \_\_\_\_\_ Discount/Comp offered by hotel: Yes \_\_\_\_\_ No \_\_\_\_\_ Rate: \_\_\_\_\_

Walking distance to meeting facility (if not in headquarters hotel): \_\_\_\_\_

**OVERFLOW HOTEL OR LOCAL BUDGET LODGING OPTION:**

Property name: \_\_\_\_\_

Manager's name: \_\_\_\_\_ Point of contact: \_\_\_\_\_

Number of rooms to be blocked: \_\_\_\_\_

Rates (specify rack rate and conference rate for **year conference will be held**; if rates cannot be specified, guarantee a percentage increase above which rates will not rise):

Single: rack rate \_\_\_\_\_ conference rate \_\_\_\_\_

Double: rack rate \_\_\_\_\_ conference rate \_\_\_\_\_

Triple: rack rate \_\_\_\_\_ conference rate \_\_\_\_\_

Taxes: Sales \_\_\_\_\_ Room/Bed \_\_\_\_\_ Total tax \_\_\_\_\_

Are there any other taxes or fees not listed above? Yes \_\_\_\_\_ No \_\_\_\_\_ Rate \_\_\_\_\_

Comp room ratio: \_\_\_\_\_ Cumulative? Yes \_\_\_\_\_ No \_\_\_\_\_

Will room rates be extended three days before/after conference? Yes \_\_\_\_\_ No \_\_\_\_\_

Does hotel offer a booking rebate? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Percentage/Rebate Per Room Night: \_\_\_\_\_

Parking rates: cars \_\_\_\_\_ RVs \_\_\_\_\_ Discount/Comp offered by hotel: Yes \_\_\_\_\_ No \_\_\_\_\_ Rate: \_\_\_\_\_

Can parking facility handle over-sized vehicles and trailers? Yes \_\_\_\_\_ No \_\_\_\_\_

In-room internet access fee: \_\_\_\_\_ Discount/Comp offered by hotel: Yes \_\_\_\_\_ No \_\_\_\_\_ Rate: \_\_\_\_\_

Walking distance to meeting facility (if not in headquarters hotel): \_\_\_\_\_

Walking distance to headquarters hotel: \_\_\_\_\_

*(Attach additional pages if more space is needed for Overflow Hotels or Local Budget Lodging Options)*

### **CAMPING**

A few members travel in motor homes or use campers. Are there parking facilities for RVs at the headquarters and overflow hotels? Yes \_\_\_\_\_ No \_\_\_\_\_ Cost per day: \_\_\_\_\_

Are campgrounds available locally? Yes \_\_\_\_\_ No \_\_\_\_\_

Distance from headquarters hotel: \_\_\_\_\_ Costs: \_\_\_\_\_ Number of sites: \_\_\_\_\_

### **HOSPITALITY SUITES**

OWAA supporting organizations offer hospitality suites in the headquarters hotel. What facilities are available for this purpose? \_\_\_\_\_ Cost per room/night? \_\_\_\_\_

Can sleeping rooms/suites be used as hospitality suites Yes \_\_\_\_\_ No \_\_\_\_\_

Is there a furniture removal charge? Yes \_\_\_\_\_ No \_\_\_\_\_ Cost: \_\_\_\_\_

May corporate members provide their own beverages and dry snacks to be served in their hospitality suites?  
Yes \_\_\_\_\_ No \_\_\_\_\_ *(If no, provide menus and bartender costs, to include tax and gratuities.)*

### **MEETING FACILITIES**

Property name: \_\_\_\_\_

Location: \_\_\_\_\_

Are the following rooms available?

Banquet room capable of seating 300 (rounds): Yes \_\_\_\_\_ No \_\_\_\_\_ Charge \_\_\_\_\_

(3) Session rooms capable of seating 75 (1,000 sq. ft. ea.): Yes \_\_\_\_\_ No \_\_\_\_\_ Charge \_\_\_\_\_

Registration area: Yes \_\_\_\_\_ No \_\_\_\_\_ Charge \_\_\_\_\_

Working press: Yes \_\_\_\_\_ No \_\_\_\_\_ Charge \_\_\_\_\_

(2) Auxiliary rooms (750 sq. ft.): Yes \_\_\_\_\_ No \_\_\_\_\_ Charge \_\_\_\_\_  
 Photo exhibit area (500 sq. ft.): Yes \_\_\_\_\_ No \_\_\_\_\_ Charge \_\_\_\_\_  
 Board meeting room (2,000 sq. ft.): Yes \_\_\_\_\_ No \_\_\_\_\_ Charge \_\_\_\_\_  
 Display Area for 20-30 Hallway Displays Yes \_\_\_\_\_ No \_\_\_\_\_ Charge \_\_\_\_\_

(Preferably near Registration Area, an open area such as a hallway, NOT in a ballroom)

What is the total available square footage of event facilities: \_\_\_\_\_

Are room rental charges waived if meals are purchased from the meeting facility? Yes \_\_\_\_\_ No \_\_\_\_\_

Is wireless internet access available? Yes \_\_\_\_\_ No \_\_\_\_\_

Cost: \_\_\_\_\_

Does the meeting facility have extra tables and chairs for rent? Yes \_\_\_\_\_ No \_\_\_\_\_

Cost: \_\_\_\_\_

If no, is off-site rental service available? Yes \_\_\_\_\_ No \_\_\_\_\_

Name & phone number of off-site rental company: \_\_\_\_\_

Does the meeting facility have storage and drayage service? Yes \_\_\_\_\_ No \_\_\_\_\_

Cost: \_\_\_\_\_

If no, is off-site contract service available? Yes \_\_\_\_\_ No \_\_\_\_\_

Name & phone number of off-site drayage company: \_\_\_\_\_

Audio/visual equipment: Are meeting and banquet rooms equipped with in-house sound? Yes \_\_\_\_\_ No \_\_\_\_\_

Is a/v equipment available for rent? Yes \_\_\_\_\_ No \_\_\_\_\_ (Please provide list of prices.)

OWAA provides its own projectors, is there a hook in charge for use of our own equipment? Yes \_\_\_\_\_ No \_\_\_\_\_

Cost: \_\_\_\_\_

**MEALS**

Is meeting facility capable of providing meals: Yes \_\_\_\_\_ No \_\_\_\_\_

Provide current average meal costs? (Please attach menus.)

Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Please state current taxes \_\_\_\_\_ and service charges \_\_\_\_\_. Are taxes before \_\_\_\_\_ or after \_\_\_\_\_ service charges?

**HOST CITY SPONSORSHIP:** OWAA requests monetary or in-kind sponsorship for a portion of our event. Host cities traditionally sponsor a welcome dinner for attendees. In addition, you may choose to provide funding or underwrite another portion of our conference. Is your city prepared to provide sponsorship? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please elaborate on your contribution, and any additional concessions: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WORKING PRESS ROOM**

Attendees prepare and file stories during conference, hence the need for a working press room. The room must be equipped with a high capacity printer/copier, two or three personal computers (with Internet access) and appropriate office supplies (paper, staplers, pens, etc.).

Will a local entity sponsor the loan of equipment, supplies, Internet and phone access to equip the pressroom?

Yes \_\_\_\_\_ No \_\_\_\_\_

**STORY/PHOTO MATERIAL**

Many members come to conference to obtain stories and photographs of local and regional outdoor attractions, recreation opportunities and environmental/conservation issues. Are outdoor story and photo opportunities available in your city, region and state? Yes \_\_\_\_\_ No \_\_\_\_\_

Are local guides, outfitters and lodges willing to provide complimentary or discounted pre- and post-conference trips to qualified outdoor communicators? Yes \_\_\_\_\_ No \_\_\_\_\_

Please provide a list of suggested subjects/locations.

**SPOUSE, PARTNER AND FAMILY ACTIVITIES:** Many spouses, partners and family members accompany OWAAers attending conference. Can separate programs and activities be provided for them? Yes \_\_\_\_\_ No \_\_\_\_\_

Please provide a list of suggested activities.

**DEMO-DAY**

One half day will be devoted to outdoor activities. The site should have access to water for boating and casting demonstrations, access to walking trails, plus an open flat area to accommodate up to 30 outdoor displays.

Site name: \_\_\_\_\_

Does site have shade? Yes \_\_\_\_\_ No \_\_\_\_\_

Distance from headquarters hotel: \_\_\_\_\_

Transportation comped: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, what is cost per bus for rental? \_\_\_\_\_

Can this site be reserved for exclusive use by OWAA? Yes \_\_\_\_\_ No \_\_\_\_\_ Rental/Permit Fees: \_\_\_\_\_

Clean-up costs: \_\_\_\_\_ Portable toilet rental required? Yes \_\_\_\_\_ No \_\_\_\_\_ Costs: \_\_\_\_\_

Corporate members displaying during Demo Day will require tables, chairs, canopies and tents to rent. Are local companies able to provide these services? Yes \_\_\_\_\_ No \_\_\_\_\_ Company Name: \_\_\_\_\_

Can a meal be served on-site? Yes \_\_\_\_\_ No \_\_\_\_\_

Is a specific caterer required? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify: \_\_\_\_\_

**SHOOTING DAY**

One half day will be devoted to shooting sports. This event requires a shooting range that can accommodate rifles, pistols, shotguns, pellet guns, air guns and archery. The range should have shooting lanes out to 100 yards for rifles. If possible, Demo and Shooting Day events could be at the same facility at the same time.

Site name: \_\_\_\_\_

Does site have shade? Yes \_\_\_\_\_ No \_\_\_\_\_

Distance from headquarters hotel: \_\_\_\_\_

Transportation comped: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, what is cost per bus for rental? \_\_\_\_\_

Can this site be reserved for exclusive use by OWAA? Yes \_\_\_\_\_ No \_\_\_\_\_ Rental costs: \_\_\_\_\_

Clean-up costs: \_\_\_\_\_ Portable toilet rental required? Yes \_\_\_\_\_ No \_\_\_\_\_ Costs: \_\_\_\_\_

Can a meal be served on-site? Yes \_\_\_\_\_ No \_\_\_\_\_

Is a specific caterer required? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify: \_\_\_\_\_

Does the proposed site have a Federal Firearms License and are they capable and willing to receive and store shipments of firearms from displaying companies? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, is there another facility (gun shop, museum, etc.) close to site capable and willing to provide this service? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of local facility to offer FFL licensed acceptance of firearms: \_\_\_\_\_

**SITE VISITS**

Should your site make the 2019 "short-list" would you be willing to provide a complimentary site visit for the conference planner and the executive director in 2016? Yes \_\_\_\_\_ No \_\_\_\_\_

Should your site be selected to host the 2019 conference would you be willing to provide a complimentary site visit for the conference planner one year prior to the conference dates to begin the planning process? Yes \_\_\_\_\_ No \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company/CVB: \_\_\_\_\_

Date: \_\_\_\_\_

***Acceptance of this bid by OWAA supersedes all other contracts.***