

INAFSM 2019 Proposals

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|---|------------|--|--|--------------------------|--|----------------|---|---|---|---|---|
| | Facility | City | Contact | Phone | Preferred Date Available | Hotel Room Rate | Guest Room Tax | Hotel Room Capacity | Max # of rooms allowed in block. Are we able to increase rooms from contract? | Comp Hotel Rooms based on revenue producing rooms? | Parking | Food costs per unit? / Menu Submitted? |
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | Grand Wayne Convention Center Hilton / Courtyard Marriott | Fort Wayne | Missy Eppley* (GW) Dyanne Hower (Hilton) Emily Mobley (Courtyard) | Missy: 260-426-4100 Dyanne: 260-422-4002 Emily: 260-579-9225 | Proposals for Sept 3-6 | \$119 Courtyard 65/90/90 + \$112 Hilton 75/98/98 (the state travel office sometimes makes exceptions to per diems but we have to make an official request) | 14% | Total between hotels 140 TUES / 188 WED / 188 THURS | Did not say | Courtyard & Hilton = 1 comp per/ 40 | \$4 day - Courtyard after 50% discount // Hilton gives discount for city owned garage \$8 per day | See attached menu |
| 4 | * (Missy Eppley writes): This is my 3rd time bidding to host INAFSM- I am keeping my fingers crossed that the third time will win us your business! Downtown Fort Wayne is really growing and it is very exciting here, I promise you will love what you see. And we are always available for a site visit if you want to check us out prior to committing Fort Wayne as your 2019 venue selection! | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | Horizon Convention Center (new) Courtyard Marriott / Best Western | Muncie | Horizon: Laura Rowe / Terra (Assistant) lrowe@horizonconvention.com (765) 716-8309 Courtyard: Jennifer Hasty jhasty@genhotels.com | Horizon: (888) 288-8860 Courtyard: (765) 287-8550 | Sept. 3-6 | \$91 Courtyard (120 Rooms on busiest night / \$90 Best Western 54 rooms / \$119 Comfort Inn 30 rooms / \$119 Hampton Inn 35 Rooms / \$139 Holiday Inn Express 40 rooms | 12% | Courtyard has 150 rooms but only blocked 120**. We need 195 on busiest night. | 120 at Courtyard | 1 comp per/ 40 revenue producing rooms | Free surface parking at convention center / Marriott Garage parking comped for hotel guests | See submitted menu - prices comparable or lower than South Bend & Evansville |
| 7 | ** This Courtyard accomidates people with handicap disabilities as a training center with a certificate in hospitality. After the trainee graduates, they seek employment throughout the country. This is the only hotel in our country that offers this program, and why there are only 120 rooms available. The other hotels are grouped together and are approximately 10-minutes away. | | | | | | | | | | | |
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| 12 | | | | | | | | | | | | |
| 13 | Century Center & Double Tree by Hilton | South Bend | Julie Egan (Hilton) / Julie Nowak (Century Center) | 574-400-4006 | Sept. 3-6 | \$96 (new state per diem for South Bend) | 13% | 76 / 196 / 177 | Did not say | Not noted but did offer 1 comp per 40 rooms in 2017 | Century Center parking is waived for INAFSM | \$143 per person in 2017 (excluding alcohol and water service - big discount on WED pm hors doeuvres) |

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| | A | M | N | O |
|----|---|--|---|--|
| 1 | Facility | F&B Minimum | F&B Service Charge and sales tax | F&B Discount? |
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| 3 | Grand Wayne Convention Center Hilton / Courtyard Marriott | \$30,000 | 22% / 8 % | Yes |
| 4 | * (Missy Eppley writes you will love what you | | | |
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| 6 | Horizon Convention Center (new) Courtyard Marriott / Best Western | \$35,000 (includes 20% service fee) | 20% service 8% food and beverage tax | No F& B Discount - however meeting room space is comped with F&B min |
| 7 | ** This Courtyard ac that offers this progr | | | |
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| 13 | Century Center & Double Tree by Hilton | \$30,750 to waive meeting space (lowered from 2017 proposal) | 20% / 7% | Sliding discount - we will meet F&B minimum |

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| | A | P | Q | R | S | T | U | V | W | X | Y | Z |
|----|--|--|--------------------------------------|---|---|-----------------------------|-----------------------------------|---|---|--|--|---|
| | Facility | Facility | Meeting Room Rental | Meeting Room Electricity Charges Per Booth | Meeting Room Wireless Costs | Meeting Room Square Footage | Meeting Room Space on same level? | Vendor & Registration Tables # & \$ | Easles (How many and cost)? | AV Company | AV Costs | Can we bring our AV |
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | Grand Wayne Convention Center Hilton / Courtyard Marriott | Hilton & Grand Wayne Convention Center | \$4875 IF F&B Minimum met | \$25 for vendor tables-one time charge // | Comp Wi-Fi throughout Convention Center-can support up to 5,000 connected devices | Ample space for our needs | Yes, all on 1st level | \$6 (non skirt) // \$18 skirted // \$35 Full booth package | Comped - Based on availability | In house | Appears to be way more expensive than Markeys in South Bend in 2017. We can do a quote for your AV, we are actually very competitive with Markey's | Yes and Outside Vendors ARE ALLOWED |
| 4 | * (Missy Eppley write you will love what you | | | | | | | | | | | |
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| 6 | Horizon Convention Center (new) Courtyard Marriott / Best Western | Horizon Convention Center | Free if meeting \$35,000 F&B minimum | \$25 / day | COMPED - additional services available for a fee | Ample space for our needs | No | Exhibitor's tables: (1) 8' table w/2 chairs & linens is \$75.00 for 2 days. No charge for registration tables. | \$28/day. We have 7 at this time. | Exclusive in house AV contract with AMS AV | Spoke with Slade from AMS on 2.27.18 who will provide a rough estimate. slade@amsindiana.com / 765-288-3548 | Yes, however the HCC/AMS are not responsible and cannot assist with equipment. It cannot be equipment from another A/V company only equipment that belongs to the organization. We do not recommend this. |
| 7 | ** This Courtyard ac that offers this progr | | | | | | | | | | | |
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| 13 | Century Center & Double Tree by Hilton | Century Center & Double Tree by Hilton | \$6150 (waived if F&B min met) | Meeting rooms no charge/Vedor electric is \$50 plus tax - One time cost in 2017 | Comped | Ample space for our needs | No | Registration tables included in rental fee/vendor tables ar \$7.00 plus tax each - One time cost - WAIVED in 2017 | Markey's Easles are \$10.00 each plus service and tax - I believe we received comp easels in 2017 from CC | In house - Markeys | \$6110 + 20% service charge in 2017 | Yes |

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| | A | AA | AB | AC | AD | AE | AF | AG | AH |
|----|---|---|---|---|---|--|---|--|---|
| 1 | Facility | Convention Staff Labor Costs | Security Costs for Events when alcohol is present? | Liability Insurance: Does Convention Center or hotels require us to name them on our policy? | Misc Concessions | Do they honor tax exempt in the State of Indiana? | Deposits and Policies | Cancellation Policy | Proposal expires? |
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| 3 | Grand Wayne Convention Center Hilton / Courtyard Marriott | Catering staff & labor costs are included in the service charge. teamsters per event. No additional labor fees, just the price of the room rental and local 7% sales tax. | \$35 per hour (4 hr minimum) | Yes, only the Grand Wayne Center requires the Certificate of Insurance in the amount of 1,000,000.00 with listing us as additional insured. | Courtyard - 3 week cutoff date for room block // Hilton 1 large comped Parlor suite (attached room subject to regular rate). Grand Wayne- no drayage fees, non-union facility, free Wi-Fi for events. | Yes we do with a proper ST-105 Form provided | We will take a deposit (normally half of the room rental) up front with a signed contract. The remaining amount of room rental and any requested AV expenses would be payable following the event term net 30 days after. | Must cancel event 6 months (for the Grand Wayne only) prior to not incur penalty, otherwise full room rental as proposed is due and payable. | 1-Aug-18 |
| 4 | * (Missy Eppley writes you will love what you | | | | | | | | |
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| 6 | Horizon Convention Center (new) Courtyard Marriott / Best Western | If needed for load/unload \$25/person/hour during 8am-5pm Monday- Friday \$45/person/hour weekends/afterhours. Three hour minimum. | If this is a private event, not necessary. | We recommend event liability insurance 1M with HCC/DAC named as additional insured. | Ability to pay F&B bill after review of final bill - yes | Yes | A \$3500 deposit would be due with signed contract for HCC | As outlined on proposal. | HCC can continue to hold space until July 2, 2018 |
| 7 | ** This Courtyard ac that offers this progr | | | | | | | | |
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| 13 | Century Center & Double Tree by Hilton | ? | | Yes | Hilton - 1 comp JR suite | Yes | | | 30-Mar-18 |