



## **CONFERENCE RFP GUIDELINES-2021 Conference**

### **Attendance:**

80-100 Attendees

### **Room Block:**

#### **2021 Dates:**

April 29-May 4, 2021

May 13-May 18, 2021

Important 2020 Dates: ARDA, Las Vegas

**April 11-15, 2021**

Easter: **April 04, 2021**

Mother's Day: **May 09, 2021**

Victoria Day (Canada); **May 24, 2021**

Memorial Day: **May 31, 2021**

### **C.A.R.E. Conference Schedule**

**Thursday Night:** 15 Rooms (before conference)

**Friday Night:** 40 Rooms (before conference)

**Saturday Night:** 60 Rooms

**Sunday Night:** 60 Rooms

**Monday Night:** 50 Rooms

**Tuesday Night:** 05 Rooms

### **Room Rate Range:**

\$115.00-\$179.00++ for single/double occupancy hotel

Rates for one or two bedroom accommodations may vary

Majority of 2 Queen Beds (2/3)

### **Meeting/Banquet Requirements**

C.A.R.E. Office (Friday-Tuesday) in area near General session

#### **Friday, Board of Director Meeting**

12 attendees/ Water/Coffee/Tea Station

10:00 AM-5:00 PM

### **Saturday, Registration**

2:00-4:00 PM: Registration 4 six-foot tables with chairs

2:00-4:00 PM: MarketPlace-10 six-foot tables with two chairs each (in area with registration and near General Sessions for Sunday and Monday)

3:00-4:00 PM: Breakout session. Seating for 50 (Theatre Style)

4:00-5:30PM: Breakout session. Seating for 100 (Rounds)-must be separate room from Sponsor Appreciation Reception and Cocktail Party/Dinner

6:30-7:30 PM: Sponsor Appreciation Reception

7:30PM-10:30 PM: Cocktail Party/Dinner

Space for Silent Auction (6, 6ft. Tables)

### **Sunday, General Session**

7:30 AM-4:00 PM: Exhibitor Space/ 10-15 six foot tables with two chairs per table with internet and electrical access. (Need for Sunday and Monday near General Session)

8:00am-9:00am: Breakfast

9:00-5:00: General Session/ Space set in rounds or classroom style

12:15-1:15 pm: Lunch

3:30-5:00pm; C.A.R.E. Speed Networking (table set in row with 30 chairs on each side)

7:30-11:00: Awards Dinner with Cocktail Reception

### **Monday, General Session**

9:00-10:00AM: Breakfast

8:30-9:30 AM Breakout for C.A.R.E. Accreditation Test

10:00-4:00- Exhibitor Space

10:00-4:00: General Session/ Space Set in Rounds or Classroom style

10:00am-01:00pm Breakout session for 50 near main meeting space

12:15-1:15: Lunch

### **Requested Concessions:**

- Negotiable deposit upon conference booking (no more than \$1,500.00)
- Complimentary Wireless Internet in Guest Rooms and Meeting space
- One C.A.R.E. Office provided at no charge throughout conference (Fri-Tue)
- One Complimentary Room night for each 40 room nights occupied by attendees of C.A.R.E.
- Room block cut-off: 21 Days prior to conference
- Food and Beverage Commitment: \$15,000.00
- Fees paid for C.A.R.E. events directly by C.A.R.E. sponsors will be credited to C.A.R.E.'s Food and Beverage Minimum
- After room block is released, rooms will be made available to attendees on a space available basis at the C.A.R.E. rate
- C.A.R.E. rate is available three days prior and three days after conference start and end dates
- Negotiable penalties (i.e. specific charges for meeting space) instead of room attrition charges
- Lowest room rate guarantee for C.A.R.E. members
- 2 Night hotel stay donated for C.A.R.E. 2020 Auction with conference dates available