



## **2019 HOSPITALITY AND TOURISM TRENDS & NMHA ANNUAL MEETING**

### **REQUEST for PROPOSAL**

The New Mexico Hospitality Association is inviting its members to submit proposals to host the **2019 Hospitality and Tourism TRENDS & Annual Meeting**. The purpose of this annual event is to provide industry members with the latest emerging trends to assist them in making marketing, sales and operations decisions.

Selection of a host venue, host hotel and location for this conference will be made by the NMHA executive committee. A site visit by NMHA staff may be required before a decision is made.

The following list of requirements should be considered the baseline for the proposal. Additional sponsorships, in-kind donations, creative ideas regarding venues and activities - will all be positively received. The winning 2019 conference community or venue will be responsible for a \$1,500 cash sponsorship for the 2019 TRENDS & Annual Meeting. The proposal should detail what will be included in any in-kind sponsorship. Please include your catering options.

**The deadline for submission of your proposal is  
Friday, April 20, 2018, 5:00 pm (MT) via email.**

[Cody@NewMexicoHospitality.org](mailto:Cody@NewMexicoHospitality.org)

Subject line: *2019 TRENDS Proposal Submission*

#### **Location**

Santa Fe, NM

#### **Date**

Last week of January – *preferred*

*(Other dates in January and February may be considered.)*

#### **Hotel Requirements**

Room rates will be one of the key criteria used in making a decision for proposal acceptance.

1. Hotel must be in good standing New Mexico Hospitality Association member.
2. Room Block Needed: 50 for two nights. Provide room rates inclusive of all taxes and fees. Multiple properties may be proposed as long as it is within walking distance or free transportation to the meeting facility is included.
3. Four (4) complimentary rooms for up to three (3) nights for NMHA staff use are also required.

4. Free internet access in meeting rooms and sleeping rooms is desired. Please provide detailed information in the proposal about internet access availability.
5. On-site security and food service on glassware as opposed to paper or plastic.

### **Meeting Space Requirements**

1. We require space to accommodate up to 300 people in general sessions (banquet-style) and breakout sessions (classroom-style). Meals will require 72" rounds, 3,800 sq. ft. minimum.
2. Meeting room space to accommodate two (2) concurrent breakout sessions of up to 100 people each. Venue may utilize general session space. (800 sq. ft. each, classroom style)
3. All meeting space must allow additional space for staging and audio/visual equipment. Include information on audio/visual services with prices. (It must be acceptable for NMHA to use its own audio/visual equipment and/or an outside vendor where applicable without services charges for outside vendors)
4. NMHA will need a registration table outside the meeting rooms and will also require several skirted 6' tables for possible exhibits and refreshments inside and outside the meeting rooms.
5. Space for a conference office, lockable with keys for NMHA staff, must be provided in close proximity to the registration area.
6. There should be no charge to NMHA for any meeting spaces or setup service.
7. Space for silent auction items, skirted tables around the perimeter of the room and island (preferably in the general session area, if space will allow)

### **Food & Beverage**

1. Food and beverage service must be available that are presented with a high quality standard (i.e. glass, china, silver as opposed to paper and plastic).
2. A sample menu with prices (quoted inclusive of tax and service fee) should accompany this proposal.
3. Tasting with NMHA staff may be required.
4. Fees and prices for all facilities and services should be included, as well as guarantee requirements for food and beverage services. Prices will be one of the key criteria used in making a decision.
5. F&B functions will include: 1 breakfast and 1 lunch.

### **Sponsorship**

If the community desires to provide FAM tours for delegates, there will be no charge to the New Mexico Hospitality Association. Any amenities the community wants to provide will be judged favorably.

Cash sponsorship of the 2019 Hospitality and Tourism TRENDS & Annual Meeting in the amount of \$1,500 (paid by date of event) is required.

Due to the fact this conference generates a significant portion of operating revenue for the New Mexico Hospitality Association, it is critical that the host community financially support

any peripheral costs (tent rentals, local transit, etc.)

**Typical Schedule**

**This schedule is not final and is subject to change.**

**Day 1**

New Mexico Hospitality Association Board Meeting	Conference Meeting	14	Morning or Afternoon
NM Tourism Commission	Classroom	70	Morning or Afternoon
NM Regional Boards	Rounds	40	Morning or Afternoon

**Day 2**

Breakfast	Rounds	300	Morning
General Session	Rounds	300	Morning
Breakout Sessions (2)	Classroom	100	Morning
Lunch	Rounds	300	Noon
Breakout Sessions (2)	Classroom	100	Afternoon

**The deadline for submission of your proposal is Friday, April 20, 5:00 pm (MT) via email.**

If your facility/hotel is selected as host, New Mexico Hospitality Association will work with you to develop final details for the conference.

If you have **questions**, please contact Cody Johnson ~ 505-506-8624

**Completed RFP's** need to be emailed to Cody ([Cody@NewMexicoHospitality.org](mailto:Cody@NewMexicoHospitality.org))

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