



NEW MEXICO  
HOSPITALITY  
ASSOCIATION

**2019 NEW MEXICO GOVERNOR'S CONFERENCE ON HOSPITALITY AND TOURISM**  
**REQUEST for PROPOSAL**

The New Mexico Hospitality Association is inviting its members to submit proposals to host the **2019 New Mexico Governor's Conference on Hospitality and Tourism**. The New Mexico Governor's Conference on Hospitality and Tourism is an annual educational and networking conference, presented by the New Mexico Hospitality Association. This conference is the premier meeting for the New Mexico hospitality and tourism industry, and attracts hundreds of attendees each year. The accompanying trade show typically sells out, with an average of 30+ booths per conference, utilizing a great deal of space.

Selection of the host location for this awards ceremony and dinner will be made by New Mexico Hospitality Association's executive committee. A site visit by the Event Manager and/or CEO may be required before the decision is made. The hotel's General Manager and team members are invited to join the event's committee and help shape the program.

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 \$3,000 cash sponsorship for the 2019 Governor's Conference. The proposal should detail what will be included in any in-kind sponsorship.

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

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

Subject line: *2019 Governor's Conference Proposal Submission*

**Location**

New Mexico destinations/cities that meet the lodging and meeting requirements. Rural communities are encouraged to bid.

**Proposal Elements**

The following list of requirements should be considered a baseline for the proposal: Additional sponsorships, in-kind donations, creative ideas regarding venues and activities will be positively received. Prices for each of the conference elements will be considered key decision making components. Please include your catering options.

**Date**

May 2019 (either week of April 28 or May 20)

*(Other dates 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 a good standing New Mexico Hospitality Association member.
2. Room Block Needed: Peak night 150. This applies to all cities except Albuquerque (requires 100 rooms for 2<sup>nd</sup> night). First night: 100; second night: 150. 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. Five (5) complimentary rooms for up to three (3) nights for NMHA staff use are required.
4. Five (5) complimentary rooms for one (1) night for VIP guests such as keynote speakers are also required.
5. Free internet access in meeting rooms and sleeping rooms is desired. Please provide detailed information in the proposal about internet access availability.
6. On-site security and food service on glassware as opposed to paper or plastic.

**Meeting Space Requirements**

1. Banquet room space to accommodate 300+ guests and meals (72" rounds, 3300 sq. ft. minimum).
2. Meeting space to accommodate up to three (3) concurrent breakout sessions of up to 100 people each, 800 sq. ft. each, theater 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 us to use our own audio/visual equipment and/or vendor where applicable without being charged service fees for using an outside vendor.
4. Space for a conference office, lockable with keys for New Mexico Hospitality Association staff, must be provided in close proximity to the registration area. Space will also be required to store staff material the day before the event and the day after the event.
5. Space for Silent Auction items, lockable with keys for New Mexico Hospitality Association staff, skirted tables around the perimeter of the room and an island (if space will allow).
6. We will need a registration table outside the general session meeting room and will also

require several skirted 6' tables for possible exhibits and refreshments inside or just outside the meeting rooms.

7. Eight thousand (8,000) and ten thousand (10,000) square feet to accommodate a minimum of 30+ tradeshow booths, 10'x10' to be set up for the entire conference. Exhibit space must have power capabilities at no extra cost. Receptions and refreshment breaks will be held in this area, so space must also accommodate food and beverage functions.
8. Exhibit space, meeting space and meal locations should be within a short walking distance of one another. It is preferred that everything is located within the same building or group of buildings. Please describe any alternatives you have.
9. All event, meeting and exhibit space should be free of charge.

### **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. Alcohol must be allowed in the area designated for the reception. A description of the hosted reception (proposed venue and F&B) should be included
3. A sample menu with prices (quoted inclusive of tax and service fee) should accompany this proposal.
4. Tasting with the 2019 Governor's Conference Committee may be requested.
5. 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 for the decision.
6. F&B functions will include: 1 breakfast, 2 lunch, 1 dinner, welcome reception (unless hosted elsewhere in the community).
7. Must allow donated alcohol (provided by distributor). New Mexico Hospitality Association should be waived of associated fees (corkage, etc.). - *considered*

### **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 2018 Governor's Conference in the amount of \$3,000 (paid by May 4, 2018), and cash sponsorship of the 2019 Governor's Conference in the amount of \$3,000 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 offers financial support for any peripheral costs (tent rentals, local transit, etc.).

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

**Day 1**

Golf tournament (not required but nice to provide green fees pricing)			Afternoon
Pub crawl (not required but nice to provide list of local bars who can participate)			Evening

**Day 2**

Opening Sessions	Rounds	350	Mid-morning/Noon
Lunch	Rounds	350	Noon
Break			Afternoon
Concurrent Sessions (3)	Classroom	100	Afternoon
General Session	Rounds	350	Afternoon
Welcome Reception	Cocktail	200	Afternoon/evening

**Day 3**

Breakfast	Rounds	350	Morning
General Session	Rounds	350	Morning
Concurrent Sessions (3)	Classroom	100	Morning
Lunch	Rounds	350	Noon
General Session	Rounds	350	Noon/Afternoon
Concurrent Sessions (3)	Classroom	100	Afternoon
Break			Afternoon
General Session	Rounds	350	Afternoon
Hall of Fame – Reception	Cocktail	350	Evening
Hall of Fame – Dinner	Rounds	350	Evening

#### Day 4

New Mexico Hospitality Association Board Meeting	Conference Meeting	14	Morning
New Mexico Tourism Commission	Theater	60	Morning
New Mexico Tourism Regional Boards Meeting	Rounds	40	Morning

#### Conference History

	2017 ABQ	2016 Las Cruces	2015 Santa Fe	2014 Ruidoso	2013 ABQ	2012 Taos	2011 Las Cruces	2010 Buffalo Thunder	2009 Farmington	2008 Roswell
#delegates	430	378	352	188	215	214	187	221	209	218
#exhibitors	30	30	30	30	19	33	28	37	34	40

**The deadline for submission of your proposal is Friday, April 20, 2018, 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 Johnson ([Cody@NewMexicoHospitality.org](mailto:Cody@NewMexicoHospitality.org))  
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