

IOWA CHAMBER OF COMMERCE EXECUTIVES



HOSTING AGREEMENT PLANNING GUIDELINES

Fall Conference 2016

ICCE
9817 Green View Lane
Johnston, Iowa 50131

IOWA CHAMBER OF COMMERCE EXECUTIVES
***Summary of Conference Host Requirements/Guidelines/Agreement -
Fall Conference 2016***

Iowa Chamber of Commerce Executives is comprised of nearly 100 local chambers of commerce and over 100 local chamber executives from throughout Iowa. The organization historically holds a conference each fall. This conference has been hosted by communities from every area of Iowa.

The Fall 2016 Conference is to be held in September or early October of 2016. The host community and the ICCE staff will work together to schedule around other Iowa association conferences as well as neighboring states (because it becomes difficult for traditional sponsors). The conference is a two night event that has typically been Wednesday afternoon to Friday at noon but the Board will look at a Monday afternoon to Wednesday noon event as well.

Breakout rooms should be available, but may or may not be utilized depending on the conference agenda. The Board meeting requires a room for 10-15 people and we can use the local chamber office if the hotel will charge for the space. General Sessions require space for 60-70 people and AV/microphone should be available. We also need space for vendors/sponsors near the general session room.

A hospitality suite stocked by the conference committee is funded from the President's fund. Often as part of the hotel contract a rental fee for this room is waived. We need to ensure we can bring in our own alcohol, soft drinks and food to the hospitality suite without charge. It is helpful if this room is a suite of some type where people can lounge on couches in a comfortable setting.

Registration fees in the past have been between \$170 and \$200 per participant. This includes the local chamber hosting the event. The fee has included basic costs such as meal functions (some but not all), overhead such as printing, postage, name badges, room fees, speaker fees/travel expenses. Registration fees should not include special events such as evenings on the town, etc.

The ICCE conference committee and the host organization should solicit businesses and organizations for sponsorship, which may include in-kind contributions to make the event a success. There have been between five and ten sponsors per event, and most require an electric outlet and internet for their booth space.

For each conference a committee is appointed, which typically consists of ICCE staff, the Board Treasurer and at least one host community staff member that will serve as the point of contact. All budgets need to be approved by ICCE staff.

Host Chamber responsibilities include:

- * Assist committee in securing local sponsors
- * Sponsor a reception one evening of the conference
- * Attend conference committee meetings and serve as organizer of the event with ICCE staff
- * Attend the conference and be present at events

Attendance at the conference usually ranges between 60-90 individuals. Please mail all bids to ICCE, 9817 Green View Lane, Johnston, IA 50131 or scan and email the signed bid to info@iowachamber.net. Bids for fall 2016 are due by September 1, 2015. A decision will be made by October 1, 2015 and local communities will be notified that week.

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HOST AGREEMENT/BID

Host Chamber _____ Contact _____
Address _____
Phone _____ Contact Email _____

Conference Facility _____ Contact _____

Room Cost: (per person/per night including all tax)

(a block of rooms is needed Thursday night with some also available Wednesday evening)

Single rate _____ Double rate _____

Is breakfast included? _____

Can delegates arrive early or extend their stay at this rate? _____ (ICCE staff
may need to arrive a day early.

Meal Cost per person: (including all tax and service fees)

Thursday breakfast _____ Example of what is included for cost _____

Thursday lunch _____ Example of what is included for cost _____

Thursday dinner _____ Example of what is included for cost _____

Friday breakfast _____ Example of what is included for cost _____

General Meeting Room Rental Cost: No charge _____ Cost per day _____

Break Food/Drink Cost: (three breaks) per person \$ _____

Audio-Visual Cost: (if any for microphone, internet, and projector)

No charge _____ Please list costs _____

Incidental Costs: (parking, etc) _____

Amenities:

Will the facility provide a complimentary room for the ICCE president? Yes _____ No _____

Will the facility provide a complimentary room for the hospitality room? Yes _____ No _____

What extra amenities or services can your facility and/or chamber provide?

The local chamber must be the lead organizer of the event. Please list who besides the chamber director/president is the contact: _____

Signed: _____
ICCE Executive Director

Host Facility Representative