

IOWA CHAMBER OF COMMERCE EXECUTIVES



HOSTING AGREEMENT PLANNING GUIDELINES

One Day Conference 2016

ICCE
9817 Green View Lane
Johnston, Iowa 50131

IOWA CHAMBER OF COMMERCE EXECUTIVES
***Summary of Conference Host Requirements/Guidelines/Agreement -
One Day 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 One Day Conference. This conference has been hosted by communities from the central region of state.

The One Day Conference in conjunction with our Annual Meeting is held the first Thursday in April; however, the Board and Executive Director of ICCE will work with the host if that particular day does not work. 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).

A meeting room large enough to accommodate 70-90 people must be available to host the conference along with AV/microphone. We also need space for vendors/sponsors in or near the meeting room.

Registration fees in the past have been \$45 - \$50 per participant. This includes a light breakfast (donuts and coffee), lunch, printing, postage, name badges, room fees, and speaker fees/travel expenses.

The ICCE conference committee and host should solicit businesses and organizations for sponsorship. This may include in-kind contributions to make the event a success. To meet budget we must have at least five sponsors. Most sponsors will 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.

All cost and logistics must be approved by ICCE staff.

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 the 2016 One Day Conference are due by July 1, 2015; a decision will be made August 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)

(while most attendees will not be staying overnight, a few chambers traveling farther distances may)

Single rate _____ Double rate _____

Is breakfast included? _____

Can delegates arrive early or extend their stay at this rate? _____

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

Cost for lunch per person (tax included) _____

Example of what is included for cost _____

General Meeting Room Rental Cost: _____

Break Food/Drink Cost: per person \$ _____

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

Please list costs _____

Incidental Costs: (parking, etc) _____

Amenities:

Will the facility provide a complimentary room for the Board Meeting (15 people)?

Yes _____ No _____

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

The local chamber along with ICCE staff 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