



Fall Conference Site Selection RFP 2027

LEADING IOWA'S ECONOMIC GROWTH

PARTNER WITH US

The Professional Developers of Iowa (PDI) has established the following criteria to select sites, facilities, and dates for the annual conference. The Conference Committee bases these criteria on previous conference formats. Changes to the schedule can happen depending on what direction the committee takes. Facilities are chosen by competitive bidding using guidelines outlined in the RFP. The sites and dates are determined by the PDI Board of Directors and based on recommendations by the Conference Committee Chair and the PDI Executive Director.

Submit To: director@pdiowa.com





Background

The Professional Developers of Iowa is a private non-profit voluntary association of economic development professionals. Our membership of nearly 300 represents a wide variety of organizations and interests that are committed to promoting economic development growth throughout the state of Iowa.

Each year, PDI holds an Annual Meeting/Conference in late September/early October. Preliminary events are often held on Wednesday and conference workshops along with general sessions are held on Thursday and Friday.

The attendees are members of PDI and individuals associated with economic development. The conferences include meals and refreshment breaks, general/keynote sessions and 2-3 breakout sessions on Thursday afternoon and a general session and 2-3 breakouts on Friday morning. There are typically receptions/events on the first and second nights of the conference – with the primary reception being on the second late afternoon/evening of the conference.

TIMING AND SELECTION PROCEDURES

The host community for the PDI Fall conference is open to bid every two years. Host communities are selected at least two years in advance. There are no predetermined policies based on region, however, consideration is given to locations of prior years.

The Conference Committee Co-Chairs along with the Executive Director will review all bids and decide on the cities which best fit the members' needs and meet or surpass the minimum requirements. The Executive Director (and Conference Chair(s)) will travel to the communities to conduct site visits and make recommendations to the Conference Committee. The Conference Committee will present final recommendations to the PDI Board. The PDI Board will make the final decision as to the location, hotel(s), and meeting space selected.

PREFERRED DATES

2027 Fall Conference: September 22-24, 2027

Hotel Requirements

LODGING

Over 250 rooms should be blocked for the conference (100 peak night).

The approximate breakdown is as follows (these numbers may go up):

- Tuesday 10
- Wednesday 125
- Thursday 125
- Friday 2

Internet sales policy required in PDI contract:

The group rate established as a part of this agreement shall be the lowest rate offered to any individual over the date of this group. No wholesale, internet or "fire sale" rate shall be made that is lower than the group rate.

Special Concessions:

- Three (3) upgrades for the PDI Executive Committee/speakers (vice president, treasurer, past president)
- Three (3) staff rooms at 50% off group rate.
- One (1) complimentary suite for the president.
- Extended rates three days prior and post group blocked dates
- One (1) complimentary room for every 40 paid rooms based on cumulative total applied to bill.
- Group rate inclusive of any resort fee, energy fee or amenity charge.
- Storage & office space for PDI materials.
- Free storage of shipped items two days prior to conference

PDI requires the following additional information in the proposal:

- The maximum number of rooms which can be blocked by the association.
 - Cut-off date – ideally three weeks prior to the first day of the conference.
 - The civilian and government rates (6 rooms.)
 - The complimentary rooms policy.
 - The check-in and checkout policies/times.
 - The procedures for managing reservations.
 - Accessibility to health and fitness facilities (fees if any.)
 - Room rental waived with a minimum of F/B (if possible.)
 - Complimentary internet access in meeting rooms and sleeping rooms.
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Hotel Requirements

ATTRITION

- Attrition is to be based on the % profit of the room rate not the total room rate. Hotel to provide profit margin.
- Attrition charges to be calculated as cumulative, not by room night.
- In the case of an attrition situation, the hotel must agree to provide PDI complete housing lists, daily reports, city ledgers and other documents to support any claims for attrition before PDI is required to pay an attrition fee. PDI will be credited for any guest who was part of the group regardless of how the reservation was made (e.g., over the Internet or by calling the hotel directly), even though the reservation may have been made outside of the group room block. Also, the hotel should credit resold rooms to the PDI room block.

Policy required in PDI contract:

Any fees collected by the hotel from the group's attendees for late cancellation or no-shows should be credited toward any attrition fees.

Cancellation Policy:

PDI requests that the cancellation clause is reciprocal and applied to both parties of the agreement. Example: Should either party elect to cancel this agreement, the canceling party will pay the non-canceling party the following: Example: 1 year or more prior to event, \$1,000 etc.

Billing Information:

Individual room reservation and pay / Master pays for staff sleeping rooms (and possibly a few speakers sleeping rooms), meeting space & catering.

Room Block cut-off date:

PDI requests the room block cut-off date to be three (3) weeks prior the first day of the conference.

Meeting Space

MEETING ROOMS

- A breakout room is needed on Wednesday for 25.
- A general session meeting room and an exhibit area/lunch area will be needed for Wednesday through Friday.
- Two additional breakout rooms are needed for Thursday and Friday.
- A breakout room/boardroom will be needed for 20 on Wednesday
- High-speed internet and WIFI access must be available throughout the conference venue and hotel rooms.
- PDI prefers the registration, exhibits, breaks and lunches to be in the same general location.

Date	Start Time	End Time	Function	Arrangement
Wed - Fri	9:00 a.m.	12:00 p.m.	Storage	Space for 10 boxes & 5 exhibits
Wednesday	9:30 a.m.	5:30 p.m.	Board Meeting	20 U shape or board table
Wednesday	9:00 a.m.	5:30 p.m.	Exhibit Hall	15-20 Exhibit booths
Wednesday	11:00 a.m.	6:00 p.m.	Meeting room	30-40 Classroom
Wednesday	2:00 p.m.	6:00 p.m.	Registration	Two (2) 8' Tables
Wednesday	9:00 a.m.	5:30 p.m.	Exhibit Hall	15-20 Exhibit booths
Wednesday	6:00 p.m.	8:00 p.m.	Cocktail Reception	100-120 Off Site
Thursday	7:45 a.m.	8:30 a.m.	Breakfast Buffet	115
Thursday	6:30 a.m.	5:00 p.m.	Registration	Two (2) 8' Tables
Thursday	7:00 a.m.	5:00 p.m.	Exhibit Hall	15-20 Exhibit booths
Thursday	8:00 a.m.	5:00 p.m.	General Session	160-175 (crescent rounds)
Thursday	10:15 a.m.	12:00 p.m.	Breakout Sessions	75 (Classroom)
Thursday	10:15 a.m.	12:00 p.m.	Breakout Sessions	75 (Classroom)
Thursday	12:00 p.m.	1:30 p.m.	Lunch	160-175 (crescent rounds)
Thursday	1:30 p.m.	2:45 p.m.	Breakout Sessions	75 (Classroom)
Thursday	1:30 p.m.	2:45 p.m.	Breakout Sessions	75 (Classroom)
Thursday	3:00 p.m.	4:15 p.m.	Breakout Sessions	75 (Classroom)
Thursday	3:00 p.m.	4:15 p.m.	Breakout Sessions	75 (Classroom)
Thursday	6:00 p.m.	8:00 p.m.	Cocktail Reception	140 Off Site
Friday	6:30 a.m.	12:00 p.m.	Registration	Two (2) 8' Tables
Friday	7:30 a.m.	12:00 p.m.	Exhibit Hall	15-20 Exhibit booths
Friday	7:30 a.m.	8:30 a.m.	Breakfast Buffett	115 (crescent rounds)
Friday	8:00 a.m.	12:00 p.m.	General Session	150 (crescent rounds)
Friday	9:15 a.m.	10:15 a.m.	Breakout Sessions	75 (Classroom)
Friday	9:15 a.m.	10:15 a.m.	Breakout Sessions	75 (Classroom)

Proposals should include the number of available meeting rooms, room descriptions, floor plans, AV equipment arrangements (and rental cost) and other pertinent information concerning meeting room arrangements. Rental cost of meeting rooms, if any, must be included.

Meeting Space

ROOMS AND FURNISHINGS

- Room to COMFORTABLY seat maximum expected attendance with crescent rounds seating.
- No pillars, hanging chandeliers, or other obstructions that block view of screen or speaker.
- The lighting consisting of any downlights, spotlights, and chandeliers should be dimmable and preferably zoned for best screen illumination.
- All general session and breakout meeting rooms preferably located on the same floor.
- Luncheon area within one floor (preferably) and near proximity to meeting rooms, so that audience can quickly relocate to meals.
- PDI speakers often provide their own laptop and LCD projectors. Is that acceptable practice for the hotel? Please identify audiovisual equipment rules, regulation and pricing.
- Proposals should include fees for shipping and storage if any.
- Exhibit Area: electrical hookups and extension cords available for purchase for exhibit area; clothed/skirted tables, two chairs per booth, and wastebaskets. Proposals should include a description of the facilities (example: floor surface, size of room, and floor plans for the exhibit area) and any exhibit fees.

MEAL FUNCTIONS

Proposals should include menus with prices and catering policies. Facility must be able to guarantee meal prices a minimum of six months in advance of the conference. Please send catering menus and onsite restaurant menus with proposals.

AUDIO VISUAL

Proposals should include AV vendors, availability with prices and policies.

ADDITIONAL FUNCTIONS

PDI traditionally hosts the two evening functions (receptions) and optional activities on Wednesday including a golf outing. These functions and events have been held in the past both on and off property. Please provide information regarding availability of unique program options, golf courses, and grand spots for evening receptions. Community tours are often coordinated by the host communities on Wednesday as optional events.

TRANSPORTATION AND PARKING

Proposals should include fees for parking, both valet and self parking. Most attendees will be driving.

SECURITY

If security is required for exhibit hall, please provide information on available companies and pricing.

SHIPPING AND STORAGE:

Proposals should include fees for shipping and storage if any.



Host Community Responsibilities

Host agrees to hold the PDI Fall Conference in the (Host City) on (Conference Dates).

Host responsibilities include:

- Sponsor the PDI Fall Conference at the \$12,000 level including payment to PDI for half the sponsorship amount upon site selection and the remaining half 2-weeks prior to the conference start date. (Typically, host communities recruit this local sponsorship through a variety of local supporters.)
- Offer a site visit to community prior to planning the meeting (including up to 1-nights lodging if needed).
- Identify at least one key contact from the host community who is an active PDI member to be the point-person between the host community and the PDI Fall Planning Committee and assist PDI's Event Management Professional and the co-chair(s) of the Fall Conference Committee.
- The host key contact may select others from the host community to be members of the Fall Conference Planning Committee.
- The host community's Planning Committee Members are to assist with and give recommendations on:
 - Conference venue site
 - Hotel/sleeping rooms
 - Optional activity sites associated with the conference
 - Reception area sites and ideas (Welcome reception and reception held the second night)
 - Group transportation for conference participants (if needed) for possible mobile classrooms, easy access to conference venue and events, etc.
 - Community PR regarding PDI Fall Conference (work with media, elected officials at the conference, newsletters, save-the-date postcard, etc.).
 - Provide print-ready artwork on community and venue sites for marketing and promotion of the conference.
- Assist with volunteering/staffing/session host (if needed) during the conference.



PDI

Responsibilities

PDI's responsibilities:

- Form and manage the Fall Conference Planning Committee.
- Establish a preliminary budget for the Fall Conference Planning Committee.
- Secure General Liability insurance and Event Liability insurance to cover the conference and optional activities respectively.
- Schedule and conduct the Fall Conference Planning Committee conference call meetings (December –June and when needed after June).
- Manage and coordinate all contracts associated with the Fall Conference committee (including venues, hotels, caterers, or any local business or outside vendors).
- Manage speaker and session coordination.
- Coordinate with the venue(s) on all food and beverage selections, AV needs, etc.
- Provide all financial payments associated with Fall Conference.
- Manage marketing and promotional material for Fall Conference.
- Manage all registration for the Fall Conference.
- Perform any post-conference follow-up (conference evaluations, contract requirements, planning committee debriefing, etc.)

Host Community

BILLING ARRANGEMENT

- PDI accepts Visa, MasterCard, American Express or direct billing for payment.

CANCELLATION

Host agrees that should it cancel its sponsorship of the PDI Fall Conference for any reason, besides the Force Majeure listed below, at any time after the execution of this agreement, including changing its meeting site to another city or date, and to the extent PDI will suffer damages (such as liability with pre-established contracts with venues, speakers, or outside vendors; marketing and promotional costs; registrations costs, etc.) be it agreed that the host will pay the required sponsorship financial amount to cover any and all putative damages from canceling pre-established contracts associated with PDI Fall Conference.

PDI agrees that should it cancel the PDI Fall Conference for any reason, besides the Force Majeure listed below, PDI will reimburse the sponsorship financial amount received at time of cancellation back to the Host.

Both Host and PDI will not consider notice of cancellation valid until written notice of cancellation is received. Payment for cancellation by either party is due within 30 days of valid notification of cancellation.

Force Majeure

Both party's performance under this agreement shall be excused to the extent that such performance is prevented or hindered by threatened or actual events or occurrences beyond its control such as but not limited to acts of God, war or threat of war, government retaliation against foreign or domestic enemies, terrorism, governmental regulation, civil disorder, recognized health threats as determined by the World Health Organization, the Center for Disease Control or local health agency, disaster, fire, strikes either real or threatened, informational picketing, or curtailment of transportation facilities. Further, should such a force majeure circumstance make it illegal, inadvisable (from a safety or health standpoint), commercially impracticable, or impossible to hold the program or provide the Host facility, then a party may terminate this Agreement without liability.

PDI Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Host Community Representative

Name: _____

Title: _____

Signature: _____

Date: _____