



27th Annual Conference, 2013

Request for Proposals

Authored by the 2013 conference committee

www.aore.org

02/09/2011

About AORE

The vision of the AORE is to be the premier association in the outdoor recreation profession. By bringing together individuals and organizations, AORE contributes to a global community that fosters a culture of professionalism, collaboration and environmental stewardship. Through our association, we influence issues and policies that affect our membership.

The mission of the AORE is to provide opportunities for professionals and students in the field of outdoor recreation and education to exchange information, promote the preservation and conservation of the natural environment, and address issues common to college, university, community, military, and other not-for-profit outdoor recreation and education programs.

The AORE conference is the year's most important event for outdoor professionals from college, university, military base, and community recreation center or other not-for-profit outdoor programs. For several days in late October or early November, outdoor professionals come together to share ideas, learn new techniques and re-energize themselves for another year. The AORE conference is the gathering of friends and colleagues, a place to renew friendships and meet new people in their field.

History of the AORE conference:

1984 - Bozeman, Montana	2003 - Orem, Utah
1986 - Davis, California	2004 - Burns, Tennessee
1988 - Fort Collins, Colorado	2005 - Buffalo, New York
1990 - Boone, North Carolina	2006 - Boise, Idaho
1991 - Moscow, Idaho	2007 - Asheville, North Carolina
1992 - Calgary, Canada	2008 - San Diego, California
1993 - Corvallis, Oregon	2009 - Minneapolis, Minnesota
1994 - Colorado Springs, Colorado	2010 – Keystone, Colorado
1995 - Ithaca, New York	<i>2011 – San Antonio, Texas</i>
1996 - Salt Lake City, Utah	<i>2012- Salt Lake City, Utah</i>
1997 - Merida, Yucatan, Mexico	
1998 - Fort Walton Beach, Florida	
1999 - Jackson Hole, Wyoming	
2000 - Oxford, Ohio	
2001 - Pocatello, Idaho	
2002 - Charleston, South Carolina	

Requests for proposal (RFP)

The AORE is seeking proposals from qualified conference sites able to accommodate our annual conference in the Northeastern United States in 2013 for 500 (\pm 100) attendees. Interested conference sites must answer all pertinent questions asked in the technical requirements, listed on pages 4-7 and complete the rubrics on pages 8 & 9. The AORE is aware that this document is lengthy, but we feel the needs of our conference site are unique and we appreciate your work in providing us with the most accurate picture possible in our effort to assess your site and surrounding area.

Proposed RFP Timeline

- RFP's sent out by: Sept 20, 2011
- Deadline for submission of estimate: October 31, 2011
- Top 3 Decision: November 15, 2011
- Site Visits: November/ December 2011
- Final Decision: December 18, 2011

To submit proposals

Interested conference sites should submit a complete proposal electronically to nationaloffice@aore.org no later than October, 31, 2011.

Criteria for Evaluation (please see table to complete on Page 8)

Evaluation of Proposals and award to the Selected Proposer will be based on the factors articulated in the table on page 8 and outlined in the following sections of this document. Please provide detailed specifics regarding mileage and cost where applicable.

Right to Modify, Rescind, or Revoke RFP

The AORE reserves the rights to modify, rescind, or revoke this RFP, in whole or in part, at any time prior to the date on which the authorized representative of the AORE executes a Contract with the Selected Proposer.

AORE's Right to Reject

This RFP does not commit the AORE to select a Proposer or to award a Contract to any Proposer. The AORE reserves the right to accept or reject, in whole or in part, any Proposal it receives pursuant to this RFP.

Questions/comments:

The deadline for questions submitted by Proposers is one week prior to the proposal deadline, the AORE will accept no questions after this date. Questions must be submitted in writing via e-mail; the question(s), written AORE response, and addenda, if any, related to the RFP will be distributed to all Proposers. If the AORE determines a question has been sufficiently answered in the RFP, the inquiring Proposer will be referred to the relevant section of the RFP. Questions may be emailed to nationaloffice@aore.org.

2013 Annual Conference Technical Requirements

Date range and stipulations for 2013:

- October 20 – November 24
- The primary conference must be held for three consecutive days with the first two nights of programming
- The facility must be able to host pre conference event for up to three days immediately prior to the conference
- Please provide variations in pricing based on the dates provided

Preferred Location (s)

- United States, East of the Mississippi River

Estimated Room Nights

Primary Conference		Pre conference	
Night 1	150	Night 1	70
Night 2	140	Night 2	150
Night 3	125	Night 3	150

The AORE must have a 20% attrition clause. Room blocks are estimated on the 2009 and 2008 conferences. Specific room nights will vary.

Accommodation rates

- **Room rates may not exceed current GSA reimbursement amounts.** Priority consideration will be given to sites that offer the most competitive room rates. Please indicate applicable tax.
- AORE requests 15% of booked room revenue credited back to the master account.
- Comped room nights will be applied in advance to the mid-year Board of Directors meeting (see below for information).
- Please list room rates for single, double and triple occupancy rooms. If other types of rooms exist, such as multi-room condos, please list those prices as well.
- **AORE requests room rates for maximum room occupancy to be the same as single occupancy.**
- Please indicate any alternate accommodations and pricing for camping, hostels, bunk houses etc.
- Please clearly list penalties for not meeting room nights, if any.

Meeting/Other Space Requirements¹

# of Rooms Needed	Room Function	Room Setup	Room Capacity	Time Needed	Notes
Pre-conference Day 1 & 2					
1	Board of Directors Meetings	Board Room	17	8am-5pm	24 hour hold
5	Pre-Conference Workshops ²	Classroom	30	8am-5pm	24 hour hold
Pre-conference Day 3					
2	Registration	Foyer, booths	Flow	4-8:30pm	Set-up 4-5 p.m., 24 hour hold throughout
1	Vendor Setup	Vendor booths	NA	4-6pm	
2	Socials	Rounds	50	6-8pm	
1	Vender Expo ³	Vendor booths	48, (10'x 10') booths	6-10pm	24 hour hold; able to accommodate food service
1	NOBA book viewing	15, 4'x6' tables	NA	6-10pm	Foyer, flow
Conference Day 1					
2	Registration	Foyer, booths	Flow	7am-5pm	
1	Presenter Info Meeting	Classroom	60	8-8:30am	
1	Student Scholarship Meeting	Classroom	20	8-8:30am	
1	All Member Welcome	Theatre	500	8:30-9am	
1	Vender Expo	Vendor booths	40 booths	9am-6pm	
1	Career Center	6, 4'x6' tables, 12 chairs	Flow	9am-5pm	24 hold
4	BOD Welcomes	Classroom	60	9:15-9:45am	
10	Workshops ⁴	Classroom or theatre	50-100	10am-6pm	
1	Research Symposium	Classroom	30	10am-5pm	
Conference Day 2					
8	Committee Meetings	Classroom	20	8-8:30am	
1	Vendor Expo	Vendor booths	40 booths	8am-6pm	
1	NOBA Book Auction	Foyer, tables (10)	Flow	8am-12pm	
1	Continental breakfast	Banquet	500+	8:30-10am	
1	Career Center	6, 4'x6' tables, 12 chairs	Flow	9am-5pm	Foyer, 24 hold
8	Workshops	Classroom	50	10am-5:30pm	
1	Keynote	Theatre	500+	8:30-10am	
1	NOBA Room	Tables (10)	15	4-6pm	24 hour hold

¹ Meeting space requirements are subject to change based upon conference enrollment. Rates quoted need to include the setup as required in this list. Set-up fees, if any, must also be stipulated.

² Pre and post conferences may be canceled at the discretion of the conference host based upon enrollment up to 5 days prior to the start of the conference.

³ Vendors will ideally be located in the ballroom, if the ballroom is large enough to accommodate both the vendors and meals for the whole conference.

⁴ Water service is required in each Workshop room Thursday-Saturday. Non-disposable only.

1	Vendor Meeting	Classroom	40	3-4pm	
1	Student Business Meeting	Classroom	100	5-6pm	
1	(Possible) special dinner event	Banquet, rounds	500+	6-10pm	Band
Conference Day 3					
8	Workshops	Classroom	50	8-10:30am	
1	NOBA Room	Tables (10)	15	8-10:30am	
1	Career Center	6, 4'x6' tables, 12 chairs	Flow	9am-noon	Foyer
1	Business Meeting	Theatre	300	10:30am-12:30pm	
1	Board of Directors Meeting	Board Room	20	1-5 p.m.	
1	Awards Dinner	Banquet, rounds, stage, a/v, podium	500+	6-10pm	

Catering

Gluten Free, Vegan and Vegetarian food options are needed at each meal.

- At least one dinner, breakfast, and lunch will be provided by the Proposer. Please indicate what meal(s) you would comp.
- Proposers should provide a good faith estimate of catering prices for 2013. If catering prices are not available for 2013, please provide a complete list of current catering prices and a date by which 2013 pricing will be available.
- Please also provide an assessment of the price range of food from proximal venues and distance to those on foot

Board of directors Site Visit

The 15 AORE Board of Directors and the 2 National Office staff meet for three days in either June or July, Tuesday–Thursday, prior to the conference.

- The AORE requests up to, but not to exceed, 64 room nights for the mid-year board meeting. Mid-year meeting dates will be determined 1 year prior to the conference. Alternately, fewer room nights can be offered if the rooms have separated bedrooms, with doors.
- The Board will also require one room for meetings of up to 20 people during this time, set-up in conference-style with water service.
- We request that these rooms are provided significantly discounted or free of charge as they are essential to a site visit to ensure the facility will work well for the pending conference.

Audio/visual (A/V) requirements

Conference and board rooms must have the following:

- an LCD projector capable of projecting a clear image onto a screen, with a cable to connect to a laptop
- a front projection screen or white board to project onto
- a/c power, an extension cord and power strip
- The AORE reserves the right to provide its own a/v equipment. The AORE may also choose to utilize an outside provider.

- Please provide in-house prices for A/V equipment, if A/V is offered as a package, please list package details.
- If wireless is not available for free, please list the cost for wireless at conference site, per user.
- If wireless is not available for free, list the cost of providing wireless for free during the duration of the conference for conference attendees at one location.
- If network cables are available, please list the price for making one network cable available with free access to the internet in the foyer/registration area.

Other A/V

- Please list the speed of wireless connections in your facility;
- Please list the size or speed of the external connection (T-1, etc.) from the conference site to the internet.
- Please list additional costs for dry-erase boards (with markers and erasers) and easels, etc.

Parking/shuttle services

- Please list parking costs
- Please provide information about shuttle services
- Please list additional shuttle services and rates for satellite lodging sites such as Camping, hostels etc.

Shipping and receiving

- Please explain the capabilities/limitations/costs for vendors in regards to shipping equipment, storage, etc. for up to 40 vendors.

Payment terms/insurance requirements

- Please provide the specifics of payment terms. The AORE will typically provide 10% of total expected bill in advance, 50% of total expected bill before departing from site, and the remainder w/in 30 days of final invoice.
- Please stipulate the conference site insurance requirements, if any. The AORE will not provide more than \$1m per occurrence of commercial general liability insurance. The AORE requires that each party hold each other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the gross negligence or intentional misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants.

Conference site planner/outside agencies

- Does the conference site provide staff to assist with event planning? If so, is there an additional charge for this person(s)?
- Does the conference site allow for outside event managers? If so, please list any stipulations/requirements of such agencies and/or if there is any existing contracts with agencies.

Local attractions/discounts/ Misc

- Please provide a list of enticing local attractions, especially those outdoor related
- Please provide any special services/discounts/local attractions that the conference site can provide for attendees.
- Please indicate the Hotel and conference site CERES Green Hotel Initiative Scores

Facility Assessment Rubric Rank 1-5

1= Cannot meet this need; 2 = yes, but sub par; 3= yes, suitable; 4= yes, almost ideal; 5= ideal!

Area of Assessment	Rating	Notes
Venue accommodates all/most conference functions in centralized locations, proximal to lodging		
Conference Site		
Space For:		
Formal Dinner and Social Event		
informal Social gatherings (lounge areas)		
Vendor Displays		
Silent Auction		
Career Counseling		
Free WiFi		
AV needs as Indicated		
Storage proximal to Vendor Display Area		
Conference Site Assistance for moving items from storage		
Includes a Green Preference clause with Transportation Provider		
Is committed to local and/or organic foods		
Sustainable practices in food waste disposal (composting, pig feed, donations to local food cupboard or kitchen, etc.)		
Minimizes use of plastic and packaging in food/ beverages and recycles		
Serves on reusable cutlery, plates etc.		
Lodging		
Can Accommodate BOD site visit		
Hostels, Indoor/ outdoor Camping		
Can meet requirements stipulated on Pg. 4		
Food		
Can meet stated dietary restrictions		
Adequate Cost Range for proximal food		
Adequate Cost Range for on-site catering		
Additional affordable venues are w/in walking or free shuttle distance		
Travel		
Distance from closest major airport		
Free Shuttle Service to/from Airport		
Free local Shuttle Service		
Free Parking		
Availability / efficiency of mass transit		
Optional Shuttle Service to hostel/camping venues		
Miscellaneous		
Storage proximal to Vendor Display Area		
Conference Site Assistance for moving items from storage		
Reasonable shipping and storage costs		
Meets Insurance parameters		

Event Planning Staff included in conference site fee?		
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Activity / Programming Assessment

1= Cannot meet this need; 2 = yes, but sub par; 3= yes, suitable; 4= yes, almost ideal; 5= ide

Area of Assessment	Rating	Notes
Outdoor Activity Venues – indicate distance (miles) from conference site		
Mountain Bike Trails		
Sea / Flat water Kayaking and Canoeing		
Whitewater Kayaking and Canoeing		
Top Rope Rock Climbing		
Multi pitch Rock Climbing		
Ice Climbing		
Tree Climbing		
Climbing Wall		
Backcountry Skiing		
Lift Service Ski Slope		
Cross Country Skiing (indicate backcountry or groomed trails)		
Low Ropes Course		
High Ropes Course		
Wooded State or National forest land		
Other interesting notable highlight to the area? Elaborate, please		
National landmarks		
Items such as world’s largest frying pan		
Historical walking tours		
Renown museums/ historical centers etc.		
Major sports teams with games/events at this time		
Significant bird or mammal migrations through the area at this time		
What else?		