

# CHINESE SHAR-PEI CLUB OF AMERICA

## REQUEST FOR PROPOSAL - 2022 NATIONAL DOG SHOW

**DATES:** Any week in September after the Labor Day holiday as well as any week in October or the first week of November is acceptable.

### **ROOMS:**

1. We request a minimum of 70 blocked rooms per night.
2. We estimate total room nights of 400 for the duration of the event with an option to increase the number of blocked rooms with notice by June 1<sup>st</sup>.
3. We request a 20% attrition. We ask the attrition rate not to begin unless we book below 80% of our block and that it be on a sliding scale.
4. Thirty days before the event, any unused blocked rooms will be released and returned to the general public.
5. Allow a maximum of four people per reservation.
6. We request a maximum of six dogs per room.
7. If possible, all blocked rooms should be located on the first floor with overflow to the second and third floors.

SAT	SUN	MON	TUE	WED	THU	FRI	SAT
25	70	70	70	70	70	25	DEPARTURE

### **ROOM RATES:**

1. We request a discounted room rate. Please advise us of your sales and occupancy tax rates. We ask the discounted rate be available two days before and for two days after the show.
2. Please advise us if there is an early check out charge for any reason.
3. If required, we request a onetime cleaning fee for all sleeping rooms with dogs. **Please advise us if a fee is required.**

### **ROOM CONCESSIONS:**

1. We request two room nights for every 50 rooms booked and paid.
2. We request one complimentary room to host hospitality for our exhibitors and guests. (this would include having coffee, juice, soft drinks, water, assorted breakfast sweets and snacks supplied by the hotel or if allowed by The CSPCA and brought in from outside the hotel). This room would be available Mon through Fri from 7 a.m. to 3 p.m.
3. If suites are available, we request a credit towards our total room nights of 2 room nights for each suite booked and paid.
4. We request 5 to 10 staff rooms at a 20% discount off discounted room rate per night. The CSPCA will advise hotel which individuals will receive the staff room rates. Staff rooms will count toward total room night pick up.

### **EVENT SPACE REQUIREMENTS:**

1. **Main Ballroom** – minimum space is 5,000 square feet with 7,500 to 8,500 square feet or more preferred with additional side rooms available as listed in the RFP.
2. The main ballroom will need enough folding chairs placed around a 48 x 64 square foot or 50 X 50 square foot ring that we provide. Ten – 8 foot skirted tables for club use, water stations for 200 exhibitors and trash cans. If available this room needs to be available Sunday through Friday from 7 a.m. to 7 p.m. Usually, the only equipment that we need for the ballroom is a microphone patched into house sound system, and two easels with flip charts. We ask these items to be at no charge. **Please advise us of the cost if required.**
3. **Event space is negotiable.**
4. **Vendors** – we need to accommodate 5 to 10 vendors in the ballroom. Each vendor space is at a

minimum of 10 feet by 10 feet and does require the use of one 8 foot table and two chairs. We ask that these items be at no cost. **Please advise us of charge if needed.**

5. **Crate room** – we need a room adjacent to the ballroom with 500 to 1,000 square feet. The CSPCA will cover the floor of this room, and exhibitors will crate their dogs to be exhibited each day in this room. No dogs will be left in this room overnight. We require trash cans in this room.
6. **Raffle/Auction** – we need approximately up to 10 to 15 - 8-foot tables to display donated items. These tables will be set up in the Main Ballroom.
7. **Seminars** - we need a room approximately 750 to 1,000 square feet to conduct workshops and General Meeting. This room will need 2 - 8-foot skirted head table, water station, trash can, podium and microphone patched into house sound system. We need a theater style set up of chairs for this seminar.
8. **Photographer** – An adjacent room will also be a need if we do not have enough space in the Main Ballroom.
9. Catering for appetizers and cash bar may be needed for the general meeting, opening night meet and greet and seminars.

### **BANQUETS:**

1. **TOP 25 INVITATIONAL BANQUET** – We book one large banquet of 90 to 110 people, with a cash bar and catered dinner. This event is on Tuesday evening with a cash bar available at 7 p.m. to 9:30 p.m., dinner to begin at 7:30 p.m. and Invitational to start at 8 p.m. The main ballroom is to be used for Top 25 Banquet unless there is another room large enough to accommodate the banquet. We do require a microphone patched into house sound equipment and 5 – 8 foot skirted tables. Banquet tables (rounds that sit 8 to 10 people each) need to be set up around the dog show ring. Optional light show to be supplied by the hotel vendor. After serving dinner, the Top 25 dogs show and judging begins. The CSPCA will use the hotel food services to cater the banquet.
2. **AWARDS BANQUET** – A second large banquet usually buffet style of approximately 80 to 100 people takes place on Wednesday night. We will need a cash bar, and banquet tables (rounds that sit 8 to 10 people each) placed throughout the room. We will need a podium and microphone patched into house sound equipment and 3 – 8 foot skirted tables. The banquet shall be held in a separate meeting room **and not in the ballroom**. The CSPCA will use the hotel food services to cater the banquet. The time is from 7:00 p.m. to 10:00 p.m.

### **PARKING:**

1. We request no parking fee for our guests.
2. If there is a charge for parking, please include that charge in the contract.

### **R.V. PARKING:**

1. We need parking space for up to 15 R.V.'s. Please advise if there is a per day charge.
2. The CSPCA shall discuss with the hotel regarding their ability or willingness to provide electric and dumpster in the RV area as well as a designated outdoor water faucet for RV's use.

### **PACKAGE LUNCH SALES:**

1. We want the option of the hotel offering lunch sales outside the ballroom that consists of salads, sandwiches or soups.

### **AIRPORT SHUTTLE:**

1. Please let us know if you provide an airport shuttle service for people and dogs.
2. Please let us know if there is a charge for this service and the times it runs.

### **WASTE DISPOSAL:**

1. We require the use of a dumpster to dispose of dog waste at no charge.

### **GRASS:**

**1. We need enough grass on the hotel site to potty 200 - 250 dogs. One small strip will not be enough.**

**Cancellation Clause:** We have been holding shows for over 30 years and have never canceled an event and consider ourselves a low-risk client. Cancellation clause shall be on a sliding scale based on a percentage and number of days canceled before the event.

**Termination for cause or force majeure and liability insurance shall be a standard clause in the contract.**

**NEGOTIATION:**

1. We prefer a contract that waives the charges for the ballroom and other meeting rooms as listed in the RFP.
2. Actual revenue will include all banquet food, package lunch sales, cash bar (alcohol and non-alcohol), and room nights paid.
3. If the total revenues are less than an agreed upon amount, then CSPCA would owe the difference between the revenue goals and the actual income, or the ballroom charge, whichever is less.

**BILLING:**

1. The Board of Directors will review a banquet event order form of daily events including times, room assignments, food and beverage, AV, set up fees and any fees associated with the day's events and signed by both parties.
2. The show chairman and secretary shall review and approve an itemized daily expense ticket.
3. A copy needs to be kept by our official show chairman for our club records.
4. At the end of the week, a representative of your hotel in charge of our event will meet with our show chairman, treasurer, and club president to review the final bill.
5. Resolution of any disputes must be agreed to by both parties before a final check is issued to the hotel.

**SELECTION PROCESS:**

1. The CSPCA requires all information and costs be answered directly on the RFP answer grid to be reviewed by the Procurement Committee and the Board of Directors.
2. All bids must include a full menu of options.
3. The CSPCA may request a site inspection of the facilities chosen.
4. Please enclose the contact information for the sales manager in charge of this proposal and event.
5. Please include a copy of your banquet menu and a layout of the ballroom and meeting rooms with dimensions.
6. Please let us know the rooms you plan to use for our meeting space requirements.

**PROPOSED EVENT SCHEDULE**

SUN Move In – Set Up Of Ballroom-Puppy Match  
MON Regional Dog Show And Welcome Party\* (Meet And Greet)  
\*Cash Bar & Appetizers Supplied By Hotel Food Services  
TUE Obedience And Rally – Futurity And Maturity – Top 25 Invitational Banquet\*  
\*Cash Bar & Dinner By Hotel Food Services  
WED Sweepstakes – Awards Banquet\*-Seminar  
\*Cash Bar & Appetizers Supplied By Hotel Food Services  
THU Dogs, Stud Dogs, Bitches, Brood Bitches - Judges Education Seminar-General Meeting  
FRI Juniors, Veterans, Best Of Breed  
Tear Down After Best Of Breed Event

## **REFERENCES**

2006 Clarion Hotel, Springfield Missouri  
2007 Decatur Conference Center and Hotel, Decatur Illinois  
2008 The Drawbridge, Fort Mitchell Kentucky  
2009 Sheraton 4 Points South East, Denver Colorado  
2010 Lawrence Holiday Inn and Convention Center, Lawrence Kansas  
2011 Radisson Penn Harris Hotel, Camp Hill Pennsylvania  
2012 Chattanooga Choo Choo Hotel, Chattanooga Tennessee  
2013 Hotel Cascada, Albuquerque New Mexico  
2014 Holiday Inn Lawrence Hotel and Convention Center, Lawrence Kansas  
2015 Holiday Inn Lawrence Hotel and Convention Center, Lawrence Kansas  
2016 Wyndham Garden Hotel, York Pennsylvania  
2017 Lion's Gate Hotel, Sacramento, California  
2018 Delta Hotels by Marriott, South Sioux City, Nebraska  
2019 Courtyard by Marriott, Erie PA and Bayfront Convention Center

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