

82th Annual South Texas County Judges' and Commissioners' Association Conference June 2016



REQUEST FOR PROPOSALS- DUE MAY 12, 2014

Conference

82th Annual South Texas County Judges' and Commissioners' Conference

Date

In preferred order: June 13-16, 2016, June 6-9, 2016

Sponsor

South Texas County Judges' and Commissioners' Association of Texas (Association). The Association works to create a greater interest in county government and to unite its members to promote better business methods in county government and works to promote the general welfare of county government throughout the state.

Purpose

Held annually in June in cities throughout south Texas, this conference allows county judges and commissioners to obtain state-mandated continuing education credits. This conference also serves as the Association's annual meeting. Topics on the program could include county budgeting, judicial ethics, fines and fees, legislative changes and other relevant county government topics.

Conference Profile

This conference annually attracts approximately 300 county judges and commissioners, exhibit booth staff, family and other guests. Many attendees will drive to the conference, so adequate parking is essential. **Proposals should include any potential parking costs.**

Activities will be planned throughout the conference and will include an exhibitor appreciation reception, an off-property night with a meal and entertainment, spouses' tour of local attractions, and a formal banquet. Leisure activities will be hosted one afternoon of the conference. Past activities have included fishing, golf, casino games, and dominoes.

Involvement and support from the host county's Commissioners' Court is strongly encouraged. A letter of support from the County Commissioners' Court indicating acknowledgement of the proposal and support of the Association's 2016 conference being held within the county is looked upon favorably by the Site Selection Committee.

Room Rate

Room rate is very important to our members who operate on a fixed budget under county government per diem. The Association requests the following rooms to be included in a room block and would like the right to request an additional twenty five (25) rooms on peak nights if necessary as the conference approaches.

Room Pattern at Host Hotel

Date	Room Pickup
Sunday	50
Monday	275
Tuesday	275
Wednesday	275

We request the ability to book two suites for the Association President and President-Elect during the conference. Most reservations are made by individuals attending the conference. However, we request that (25) rooms be held in the Association's name for VIPs and speakers on peak nights. We request that no one person be able to book more than five (5) rooms under one name.

Schedule of Events

Date	Time	Activity	Room Setup	Expected Attendees
	All days	Staff storage/workroom	3-4 tables for equipment	n/a
Sunday	Late afternoon	Setup pipe & drape for 8x10 exhibits	cleared for exhibits	65-75 booths
Sunday	Late afternoon	Stuff bags for registration	tables for ~10 workers	10
Monday	1:00 – 3:30 p.m.	Exhibitor Setup	exhibits	65-75
Monday	1:30 – 6:00 p.m.	Registration	4 tables w/chairs in lobby or registration booth	~200 flow
Monday	3:30 – 5:00 p.m.	Resolutions Committee Meeting	conference style	15
Monday	3:30 – 5:00 p.m.	Conference City Committee Meeting	conference style	15
Monday	3:30 – 5:00 p.m.	Nominating Committee Meeting	conference style	15
Monday	3:30 – 5:00 p.m.	Scholarship Committee Meeting	conference style	15
Monday	3:30 – 6:30 p.m.	Exhibits Open	exhibits	65-75 booths
Monday	4:00 – 6:30 p.m.	Exhibitor Appreciation Reception	exhibits	65-75 booths
Tuesday	8:00 a.m.- 5:00 p.m.	Registration	4 tables w/chairs in lobby or registration booth	~100 flow
Tuesday	8:00 a.m.- 5:00 p.m.	Exhibits	exhibits	65-75 booths
Tuesday	8:00 a.m.- 12:00 p.m.	Opening General Session	theater style	300
Tuesday	9:50 - 10:10 a.m.	Refreshment Break	flow	300
Tuesday	12:00 - 1:00 p.m.	Past President's Luncheon (tentative)	rounds of 8 or 10	30
Tuesday	1:00 - 5:15 p.m.	Judicial Training	classroom style	75
Tuesday	1:00 - 5:00 p.m.	Commissioners Court Training	theater style	300
Tuesday	3:00 - 3:20 p.m.	Refreshment Break	flow	300
Tuesday	Evening	Off property dinner and event		
Wednesday	7:30 - 8:30 a.m.	Inspirational Breakfast	rounds of 8 or 10	75
Wednesday	8:00 a.m. - 12:00 noon	Registration	4 tables w/chairs in lobby or registration booth	~50 flow
Wednesday	8:00 a.m. - 12:00 noon	Exhibits	exhibits	65-75 booths
Wednesday	9:00 – 9:40 a.m.	Business Meeting	theater style	300
Wednesday	9:40 - 10:00 a.m.	Refreshment Break	flow	300
Wednesday	10:00 – 12:00 noon	Concurrent Workshops	theater style	300
Wednesday	10:00 – 12:00 noon	Concurrent Workshops	theater style	100
Wednesday	12:00 noon - 1:00 p.m.	Hispanic County Judges and Commissioners Luncheon	rounds of 8 or 10	100
Wednesday	2:00 - 5:00 p.m.	Dominos, Pool or Casino Games	Four 8' tables, six half moon tables, 3 break stations	75 flow
Wednesday	6:30 p.m.	Social Hour	flow	250
Wednesday	7:30 - 10:00 p.m.	Installation Banquet	rounds of 8 or 10	250
Thursday	7:30 a.m.	Refreshment Break	flow	200
Thursday	8:30 - 11:00 a.m.	Closing General Session	theater style	200

Food and Beverage

Refreshment breaks will be held throughout the event. Many guests will be on their own for some meals. Any on-property restaurant could expect heavy traffic. **The Association respectfully requests that the Texas A&M Agrilife Extension Service be allowed to bring in food for the morning break on Tuesday. All coffee for this break will be purchased from the hotel or approved catering company.**

Special events involving food and beverage include:

Exhibitor Appreciation Reception, scheduled for Monday late afternoon, Inspirational Breakfast, scheduled for Wednesday morning, Social Hour and Installation Banquet is scheduled Wednesday night.

Tentative events involving food and beverage include:

Past President's Luncheon, tentatively scheduled for Tuesday
Hispanic Judges and Commissioners Luncheon, scheduled for Wednesday

Offsite Events

Spouses' activities will be held offsite on Tuesday afternoon. An off property dinner and event is scheduled for Tuesday evening. A golf or fishing tournament is scheduled for Wednesday afternoon.

Audio/Visual

Some exhibitors will require electricity, lighting, high speed internet access and other audio/visual in the exhibit area. The Association will need a basic audio/visual package in most general session and workshop rooms, consisting of a corded microphone, projection screen, media cart and electricity.

Exhibits

The Association expects 65-75 vendors to exhibit at the conference. Each will need an 8x10 space in an exhibit area. Many will want to ship supplies beforehand to the conference site. Any proposal should include information on shipping supplies, charge per booth and a schedule of charges for additional vendor needs such as electricity, lighting, etc.

Concessions

One (1) complimentary sleeping room for every forty (40) revenue generating room nights at host hotel

Complimentary meeting space

Ten (10) complimentary room upgrades for VIPs and officers

Reduced rate/complimentary parking for attendees

Lock in 2015 menu and audio visual prices

Five (5) complimentary sleeping rooms and complimentary meeting space during three (3) conference planning meetings to be held prior to the conference.

Complimentary internet connectivity for meeting space rooms

Room audit availability

Decision Makers

The Association's Conference City Committee Chair will review all proposals. Proposals will be narrowed down and finalists for the bid will be invited to present their proposals to the Conference City Committee during the 2014 Annual Conference on Monday, June 9th at 3:30 p.m. in South Padre. The Committee will make the final choice as to the site for this conference. A selection will be made no later than July 1, 2014 and all interested parties will be informed of the decision.

Interested Parties

Interested parties should submit proposals addressing all categories above by May 12, 2014 to the address below. Proposals should also include a sales kit, current menu prices and audio/visual price list for each property. Please direct any inquiries regarding this proposal to Ashley Mathews at 979-845-4572 or almathews@ag.tamu.edu.

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