IAOM REQUEST FOR PROPOSAL

Site Selection for \_\_\_\_\_\_\_\_\_\_\_\_ District Meeting and Conference

**Group:** International Association of Operative Millers (IAOM) \_\_\_\_\_\_\_\_ District

**Average** **attendance:** 50-75

**Organization:** The International Association of Operative Millers is an organization of approximately 1,600 members. The association is comprised of grain millers and allied trades representatives and companies devoted to the advancement of technology in the grain milling industries.

**Objectives:** The objectives of the IAOM \_\_\_\_\_\_\_ District Meeting and Conference are to provide:

1. Educational sessions and exhibits of equipment, systems and services encompassing the most current technologies in the industry.
2. Opportunities for increasing membership.
3. Opportunities for the free exchange of ideas between participants.
4. A forum for the conduct of Association business.

**Preferred Dates:** Non-holiday weeks in MONTH YEAR

 DAY through DAY pattern:

 With additional meeting and/or sleeping rooms up to three (3) days before and (2) days after. (See accompanying schedule)

 Require status to be on a first-option basis.

**Previous Cities** 2017 – \_\_\_\_\_\_\_\_ Hotel, CITY, STATE

2016 – \_\_\_\_\_\_\_\_ Hotel, CITY, STATE

 2015 – \_\_\_\_\_\_\_\_ Hotel, CITY, STATE

**Future Schedule:** 2018 – CITY, STATE

**Conference History:** Accommodations: 115 to 120 room nights

 Exhibit Space Rental (if applicable): 1,500 – 2,000 square feet

 Meeting Space Rental: 1 meeting room; 1 ballroom

**Decision Process:** District Chairman and Secretary/Treasurer to make recommendation to IAOM District Leadership/Executive Committee

**Proposals Due:** If you can meet the following specifications, please direct the requested information by DATE to the following:

DISTRICT SECRETARY

MAILING ADDRESS

E-MAIL ADDRESS

**SEE ATTACHED SPECS AND TENTATIVE SCHEDULE**

 **Meeting & Conference**

**Month Year**

***Tentative Schedule***

**Day 1**

***Hotel Sleeping Room Block: 25***

24 hours Registration setup (2 – six-foot tables, skirted; two chairs) Hotel

5:30 p.m.-6:30 p.m. Registration Hotel

6:30 p.m.-8:30 p.m. Reception (host bar, heavy hors d’oeuvres for 50 people) **or** dinner (50 at rounds of 8) Hotel

**Day 2**

***Hotel Sleeping Room Block: 50***

7:30 a.m.-8:00 a.m. Registration

7:30 a.m.-8:00 a.m. Breakfast

8:00 a.m.-11:00 a.m. Table-Top Exhibits Setup (if applicable); six-foot tables, skirted; two chairs per table

8:00 a.m.-11:30 a.m. Technical Conference (50 classroom, 2 ppl per six-foot table); standing lectern, head table for 4; screen)

9:45 a.m.-10:00 a.m. Break

11:30 a.m.-1:00 p.m. Table-Top Exhibits

12:00 p.m.-1:00 p.m. Lunch (50 at rounds of 8)

1:00 p.m.-4:00 p.m. Technical Conference

2:30 p.m.-3:00 p.m. Break

4:00 p.m.-5:00 p.m. Table-Top Exhibits Removal

4:00 p.m.-5:00 p.m. District Business Meeting

7:00 p.m.-9:00 p.m. District Banquet (50 at rounds of 8)

**Day 3**

***Hotel Sleeping Room Block: 15***

7:30 a.m. Golf Tournament Local golf course

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**WISH LIST**

* Complimentary presidential suite
* 1 Complimentary Junior suite
* 1 Complimentary standard room
* 1 Complimentary room night per 35 utilized room nights-cumulative basis
* Hotel car pick-up at airport for Association President/International Officer
* 5 VIP/staff rooms at 50% off negotiated room rate.
* 5 complimentary parking passes for meeting dates.
* Complimentary Internet service in sleeping rooms.
* 30% discount off in-house audio/visual equipment rental, excluding labor
* Floral arrangements and/or decorations applied to food/beverage expenditures