



COLORADO
TOURISM OFFICE



2024 Colorado Governor's Tourism Conference Request for Proposal & Site Selection Criteria

Background:

The Colorado Governor's Tourism Conference is held annually, designed as an educational event to discuss issues regarding the tourism industry in Colorado and nationally. The event provides an opportunity to meet with representatives of destination marketing organizations, the hospitality and recreation industries, attractions, the arts, cultural organization, chambers of commerce, government agencies and others, all of whom are committed to sustaining Colorado's travel and tourism industry. The 2023 Conference will take place September 27-29, 2023 in Ft. Collins, Colorado at the Hilton Ft. Collins.

Please send proposal submissions and/or questions to Deb Brannon, Contracted Meeting & Event Planner for the Colorado Tourism Office (CTO): altitudeevents5280@gmail.com or 303.520.6310.

Submit the proposal by: Wednesday, January 11, 2023

Site Selection Schedule:

<i>Event</i>	<i>Date</i>
Site Selection Criteria Released	Monday, November 28, 2022
Proposal Submission Deadline	Wednesday, January 11, 2023
Site Visit	To be scheduled with hotel/conference center if needed
Notification	March/April 2023
Announcement of 2024 Conference Location*	September 2023 @ Gov Con

**Selected host entities must have at least one representative at the 2023 Colorado Governor's Tourism Conference to assist with the announcement of the 2024 conference location. The announcement should include a visual presentation with and an invitation to attend the 2024 conference.*



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Goals for Site Selection:

- The site must be located in Colorado
- The site (both hotel and conference location) will be marketable and accessible
- The hotel and conference location must be convenient to an airport and surrounding activities
- The room rate should be competitive for the area and will be taken into consideration during the proposal evaluation

Date Pattern:

- Historically, the schedule entails starting the conference on Wednesday evening and ending Friday around lunch time, however the CTO is open to other schedules.

Geographic Rotation Pattern:

- The selection committee will give consideration for geographic rotation.

Hotel Rooms:

- Day 1 (Mon): 10 ROH Staff Rooms
- Day 2 (Tues): 50 ROH Rooms
- Day 3 (Wed): Peak night – Room Block 250-300 rooms (can be split amongst hotels)
- Day 4 (Thurs): Peak night – Room Block 250-300 rooms (can be split amongst hotels)

Meeting Space:

The following meeting space is needed for the conference. Subject to change. [2022 Gov Con Agenda](#)

Registration & Display Area (3 days – Wed – Fri)	Dedicated space for check in (4 6’ tables, with 3 school tables in the back for supplies; power needed)
General Session (3 days – Wed – Fri; set-up all day on Wed)	Rounds of 8-10 for 450-550, Room for stage and screens & AV Techs in the back of the room
CTO Board Meeting Space (Wed only)	U Shape for 20 people, with Seating in back of room for 55; room for screen and projector
International Promotions Meeting (Wed AM)	Board Room, U-Shape or Hollow Square for 40 people, room for screen and projector
Colorado Welcome Center Meeting (2 days prior to the conference, Mon & Tues)	U-Shape for 20 people, room for screen and projector
Leadership Journey Committee Meeting (2 days prior to the conference, Mon & Tues)	U-Shape for 25 people, Table for 5 in the back of the room



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Breakout Sessions (2 days - Thurs & Fri)	Space for 4-5 concurrent breakouts, theater style for at least 100 people each with LCD, Screen, Podium & Panelist Table in the front of the room
Work Room for CTO staff (5 days – Mon – Fri)	Preferably locked, secure space for storage of registration materials, signage, etc.
Trade Show (3 days – Wed – Fri)	Space for 40+, 6’ or 8’ tables
Meeting space for outside organizations (Typically on the Wed of the conference)	4-6 meeting spaces for 20-40 guests throughout the conference, possibly in use a day or two prior to the start

Convenient to Airport and Surrounding Activities

- An airport within 30-50 miles of the hotel/conference center is preferred
- The hotel/conference center should be convenient to restaurants and activities
- The meeting facility must be within walking distance of the hotel(s)

Support of Local Convention Bureau or Chamber

- Sponsor and pay for the Welcome Reception
- Assist in marketing the conference
- Provide community information to attendees, including pre/post tours and dining options
- Participate in conference planning
- Provide volunteers during Gov Con to assist with name badge stuffing, reg desk, etc.

Eligible Host Entities:

Application to be the host entity will be accepted from convention & visitor’s bureaus, chambers, resort associations and other appropriate local or regional organizations.

Facility/Accommodations:

I. Sleeping Room Needs

- **No penalty assessed to CTO for not filling the complete room block. No Attrition Clause within the contract.**
- Rates are confirmed at time of proposal submission.
- Rates are to be run-of-the-house. Single/double will be the same room rate.
- Rates apply to all conference attendees from three days before the start of the conference to three days post the conference concludes.
- Provide timely reports of room reservations made by conference participants.
- Customized hotel reservation link to be provided to CTO for guests to utilize.



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- II. Complimentary Room Policy
- Provide a minimum of one complimentary room per forty occupied, to be applied against the Master Account.
 - Provide one complimentary presidential suite (if applicable).
 - Provide (10) Suite upgrades at the group rate.
 - Provide complimentary airport transfers for Speakers or CTO Board of Directors (if necessary).
- III. Reservation Cut Off Date
- Maximum twenty-one day cut off before hotel room commitment is released for general sale – conference attendees are traditionally late responders.
 - Provide accommodations to attendees reserving rooms after the room block has been released at rates previously agreed to, on a space available basis.
- IV. Billing/Contract
- The CTO cannot sign any hotel contracts. A state purchase order for full amount to be paid will act as the contract between the hotel and the state.
 - The Colorado Tourism Office is tax exempt and will provide a certificate.
 - **The CTO can only pay a one time deposit of up to \$10K of the agreed upon minimum spend of F&B and rooms.**
 - All sleeping room, tax and incidental charges will be billed on an individual basis, payable upon departure.
 - The CTO will present a list of names for guests whose sleeping rooms will be billed on the Master Account with no charges for tax.
 - Bills for each function will be reviewed after the conference and payment will be made promptly after receipt of the final bill unless charges are in dispute.
 - The CTO's conference **does not pay** meeting room space rental charges.
 - The final bill will not be paid until the post-conference report is received.
- V. Meeting Room Needs
- The CTO must be allowed to use an outside A/V company if they so choose, with no penalty incurred.
 - Provide at no extra charge tablecloths, draping, easels, water and glasses, room set-ups, riser and podiums/lecterns, and paper and pencils in each meeting room.
 - If the in-house A/V company is used, provide a significant discount to the CTO.
- VI. [Agenda from 2022 Gov Con](#)
- VII. Food and Beverage
- All food and beverage functions will be billed to appropriate entity.
 - Final guarantees will be provided 72 hours in advance.
 - Hotel/conference center must allow for donations of alcoholic beverages to be served during conference.
 - **The CTO will not be billed or pay for corkage fees or for any alcohol served or consumed.**



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VIII. Storage

- Hotel/conference center shall receive and store on a complimentary basis a reasonable amount of meeting materials.
- Hotel/conference center shall provide complimentary movement of materials from the storage room to appropriate meeting room(s).

IX. Concessions

- (10) Staff Rooms at 50% off the Group Rate
- A/V Discount
- 10% off 2022 published catering menu pricing
- Waived energy surcharge and/or resort fee
- Complimentary high speed internet access in all sleeping and meeting rooms
- All rooms commissionable at 10%
- A \$10 rebate per revenue occupied room applied to the master account to defray conference expenses
- Complimentary Function Space
- No Meeting Space changes without prior written notification and consent
- Rebook clause at 100% within one year
- Group room rate available (3) days prior and (3) days post program
- No Walk Clause
- Complimentary access to Fitness Room for all attendees
- Waived Internet

X. Additional Information Needed

- Floor Plans of hotel/conference center
- Current menus & pricing
- In-house A/V company price list