

POAC NATIONAL CONVENTION BID FORM

This form must be completed and submitted to the National POAC when bids are requested for upcoming National Conventions. Additional information may be submitted in addition to this form if necessary. These bids will be evaluated by the Finance Committee and the final approval will be made by the POAC National Board of Directors. Convention bids may be a one-year proposal.

Proposed Convention Dates: _____

Proposed Convention Chairman: _____

Name of Hotel/Facility: _____

Complete Address: _____

Facility Contact Name: _____ Facility Phone Number: _____

TOTAL COST OF FACILITY FOR FOUR DAYS FOR THIS EVENT: _____

Hotel Parking Charges and Availability: _____

Number of Guest Rooms: _____ POA Convention Block Rate: _____

Minimum Room Block Requirement: _____

Meal/Beverage Cost Minimum: _____

Break-out Room Availability: _____ (number of rooms and sizes)

Break-out Room Usage Charges: _____

Banquet Room Size: _____ Usage Price: _____

Seating Capacity: _____ Screen Available: Y N Cost: _____

Vendor Space Available: Y N Location in facility: _____

Luncheon Price Range: \$ _____ (Buffet or Plated Style)

Banquet Price Range: \$ _____ (Buffet or Plated Style)

Bar/Lounge on site: Y N Restaurant on site: Y N Heated Indoor Pool: Y N

Additional Activities and Amenities on site: _____

Activities and Restaurants offsite but close to facility: _____

Hospitality Area: Y N Are snacks allowed to be brought in to supply this area: Y N

Distance to airport: _____ Shuttle: Y N Free

AV Equipment Charges: (Podium, Wireless Microphones, Laptop Projector, Screens, etc.): \$ _____

May we supply our own equipment as needed: Y N

Other helpful Information: _____

Name of Person Submitting Bid Form: _____ Date: _____

Call the POAC National Office for information on when bids are being reviewed for upcoming events. Return this form to: POAC – 3828 S. Emerson Avenue – Indianapolis IN 46203 – 317-788-0107 (office) – 317-788-8974 (fax)

www.POAC.org