

POMA Conference RFP – HOTEL and CVB

Thank you for considering bidding on Professional Outdoor Media Association's Annual Business Conference. It is an educational and hands-on product testing event for outdoor industry journalists and communications professionals. The conference enjoys participation in the range of 200 individuals.

The good news for you – approximately half of the attendees are writers, editors, broadcasters, photographers, videographers, podcast hosts, and content developers. Although we bring some commerce to town, the bigger benefit of hosting the event is introducing the outdoor recreation media to your state/locale in hopes they will cover your area/state and recreational offerings.

Because POMA is an international association of traditional outdoor sports journalists and outdoor industry professionals, the format for the business conference:

- Involves interaction with tourism to help member journalists generate editorial coverage of hunting, fishing, shooting and trapping opportunities at both the local and state levels.
- Includes two half-day outdoor events that showcase an area shooting range (Shooting Day) and a park with ample grounds for product-testing activities (POMA Camps/Product Showcase), and preferably direct access to water, boat launch and dock. **The need for a boat launch may vary from year-to-year, so please contact POMA before deciding not to bid based on this need.**

Shooting Day Facility (State/City Run or Private): Should provide exclusive use of the range to POMA. For assistance in finding ranges in your area, visit www.wheretoshoot.org

- 10 or more stations for rifles, shotguns, black-powder firearms (100 – 500+ yards)
 - 10 or more stations for handguns up to and including .44 Mag. (10 – 25 yards)
 - 2 or more stations for steel targets (separate area for safety)
 - 6 or more trap, skeet and/or sporting clays ranges/stations
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- Allows the local area, state and host facility an opportunity to directly address and interact with the Media and Corporate Partner Members to encourage them to cover your area and state's outdoor recreation opportunities through their magazine, newspaper and web publications, television, radio and web-based broadcasts; and to continue to travel to and do business in the region and/or state.
 - The benefits of hosting a POMA conference in your city, region and state cannot be understated. Conference hosts have an opportunity to build relationships with the most renowned traditional outdoor sports industry journalists and movers and shakers — the professionals who drive the outdoor recreation industry.

Business Objectives

- During the conference, POMA members generate content on-site during the event, and also gather content ideas and material for use after the event. By hosting the POMA Business Conference, together your area/CVB/state have the opportunity to help POMA members generate story material while they're attending the conference – stories specific to your area and recreational offerings.
- State/local organizations and businesses enhance and build relationships with the media to ensure future coverage of your area/state for decades to come.
- POMA members reach millions of outdoor consumers – readers and viewers – on a daily basis. Members' works appear in all forms of media including local and national newspapers, national and regional magazines, radio and television broadcasts, video, podcasts, Internet and social media content, and volumes of new books each year. POMA members are also sought-after speakers.
- Additionally, while attending the conference, POMA's Corporate Partner members become familiar with the amenities and types of service they can expect should they also decide to schedule corporate outings, meetings, conferences, conventions or media excursions in your area.

- Gathering the nation's most prominent traditional outdoor sports communicators and POMA's Corporate Partners together affords the host site the most unique and economically beneficial opportunity to meet and greet these media and industry professionals.

Organization Information

Contact Name: Shelly Moore

Organization: Professional Outdoor Media Association

Title: Membership Director

Preferred Contact Method: Email

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Organization Information: POMA is considered the premier outdoor industry media organization. Members are renowned for their professionalism and journalistic work product. Members focus primarily on fishing, the shooting sports, hunting and trapping. However, media members cover a wide range of other activities, as they relate to the core traditional outdoor sports, including but not limited to travel, camping, boating, outdoor education and natural resource management.

Decision Factors:

As you review this detailed document, please keep in mind the critical nature of the bid being a cooperative effort between the local convention and visitor's bureau, the lodging facility and the state's office of tourism.

A BID FROM THE LOCAL CVB, AND PROPERTIES THE CVB DEEMS CAPABLE OF MEETING THE REQUIREMENTS TO HOST, IS NECESSARY FOR CONSIDERATION OF THE LOCATION.

After the CVB has determined the ability of a property (or properties) to meet POMA's needs for the event, please provide each potential venue with the hotel portion of this document.

Concession and Contractual Information – Hotel/Property

Please review the supplemental PDF carefully before proceeding with the bidding process. It includes detailed information on required meeting space and can be [downloaded by clicking here](#).

The hotel and meeting facility must be one location, either by a connected walkway or within a single building. The bid must be accompanied by a sample room contract, catering menu with prices, AV price list and diagrams/dimensions of all meeting and common areas.

Finalists or the site selected are required to provide round-trip transportation and lodging for up to three POMA representatives to travel to the bid city to inspect facilities, determine the adequacy of services and develop a conference plan.

Bid finalists are encouraged to attend POMA's annual conference when the site selection is scheduled, to present information to members in attendance and to the board. Winning bid cities are required to send representatives to the annual conference the year prior to hosting the conference.

Selection is not final until the board votes to accept a proposed bid and a room contract is executed.

Contract - A sample room contract must accompany the facility bid with stated room rates and lodging taxes. The contract must explain all charges and administrative requirements for lodging reservations.

Average Attendees per Event: 150 - 200

Average Room Nights per Event: 300 – 400

POMA guarantees a block of rooms, NOT NIGHTLY GUARANTEES.

Hotel Name and Address:

Will you be submitting a multi-year bid (2 conferences 3 years apart)? Please coordinate with the CVB before answering.

Yes**2023 and 2026 (select at least one date range for each year below)**

June 13 - 15, 2023
June 20 - 23, 2023

June 9 - 11, 2026
June 16 - 18, 2026

2024 and 2027 (select at least one date range for each year below)

June 11 - 13, 2024
June 18 - 20, 2024

June 15 - 17, 2027
June 22 - 24, 2027

2025 and 2028 (select at least one date range for each year below)

June 10 - 12, 2025
June 17 - 19, 2025

June 13 - 15, 2028
June 20 - 22, 2028

No (You can bid for consideration on multiple years by selecting them below - without committing to a multi-year bid)**2023**

June 13 - 15, 2023
June 20 - 23, 2023

2024

June 11 - 13, 2024
June 18 - 20, 2024

2025

June 10 - 12, 2025
June 17 - 19, 2025

2026

June 9 - 11, 2026
June 16 - 18, 2026

2027

June 15 - 17, 2027
June 22 - 24, 2027

2028

June 13 - 15, 2028
June 20 - 22, 2028

If placing a multi-year bid and the information (pricing, etc.) **IS NOT the same for both years, you must submit a completed RFP for each year that is different.

Hotel Catering Package Information

Bids must include a catering package. Bidders must state a willingness to work off standard menus to prepare meals within a stated price range. Generally acceptable meal price ranges (including tax and gratuity) are listed below.

Meal/Price Range

Breakfast: \$8 - \$14

Luncheons: \$13 - \$25

Dinners: \$22 - \$35

Refreshment/snack breaks: \$3 - \$6

Price Range Acceptable?

Yes, ranges are acceptable

No, ranges are not acceptable (please explain)

Hotel Room Information (Informational for CVB)

Suites - Facility must provide two complimentary suites for the POMA executive director and membership director. The Presidential Suite or equivalent space for the executive director, and at least a two-bedroom suite (or two to three connected sleeping rooms, or three rooms next to each other) for the membership director are to be available for arrival the Thursday prior to the opening of conference and departure the Saturday after conference.

Rooms - Bid must state number of comp room nights per number of rooms rented, cumulatively. POMA requests one room night per 30 rooms per night rented. (This does not include the complimentary suites.)

Room rates are to be the same for single or double occupancy. Facility agrees to offer seven to 10 suites for VIPs upgrades at the block rate. Our preferred rate is \$99 - \$119 per night. POMA guarantees a whole block vs. a nightly block structure. The room block guarantee is approximately 400 total room nights, with peak nights on Tuesday, Wednesday and Thursday.

Comp Ratio

Yes, comp ratio is 1/30

No, comp ratio is not 1/30 (please explain)

Property Information

****WITH THE EXCEPTION OF QUESTION 35, WITH REGARD TO AN OVERFLOW FACILITY LOCATION, PLEASE DON'T MAKE SELECTIONS ON BEHALF OF THE CVB.****

1. Is hotel and meeting room space housed in one facility? **Yes** **No (please explain)**

2. Does the facility have any pre-existing contracts that prevent it from offering rooms? **Yes** **No**
(if yes, please explain)

3. Will the facility ensure that room rates posted on the Internet (either direct or through a broker) are less than the proposed room rate will not be published for the dates of this conference? **Yes** **No**

4. Facility agrees to compare POMA's attendee list with the hotel reservation list and credit all room nights for attendees to POMA's room block guarantee, regardless if they've booked at a lower rate, to assure POMA receives credit for all attendees? **Yes** **No**

5. Include an explanation of facility responsibilities in the event of nonperformance (e.g., strikes, acts of God). Explain refund policy should an act of God occur:

6. Does the facility agree to provide the complimentary suite/rooms, as described in the Room Information section above? **Yes** **No (please explain)**

7. May connecting rooms be used as suites?

Yes

No

8. Can bedding be removed for the above purpose?

Yes

No

9. Are POMA rates extended to suites (excluding comp staff suites, but for POMA VIP use)?

Yes

No

10. Meeting space is comped with an 80-percent room block pick-up. Agreed to by facility?

Yes

No

11. Total square feet of meeting space: Please provide meeting space diagrams with square footage and capacities listed.

12. Number of ballrooms (without partitioning):

13. Square footage available for seating, with large rounds, of largest ballroom:

14. Number of meeting rooms that seat 30 – 75, classroom-style, with full A/V. Please do not include two largest ballrooms partitioned as an option:

15. Is a common area available where casual, large-group (130 people) hospitality functions may be held? Possible sites may be indoor or outdoor, such as a pool deck or lawn area, atrium or lounge. Cocktail/lounge seating and beverage are required. Is such space available? **Yes** **No**

16. If a bar/lounge is available, will you allow POMA exclusive use for these events? List the potential areas with capacity: **Yes** **No**

17. POMA may have beverage partners. Would these Corporate Partners permitted to provide complimentary beverages for events? **Yes** **No**

- POMA requires podium and microphone in meal and all sessions rooms, comped, and a head table and stage in at least the meal rooms.
- Electric in all rooms comped

- Sponsor and POMA banners hung for all events/sessions at no charge
- Package receipt and accountability. Packages in locked storage at no charge for one week prior to start of event.
If AV equipment is not available through hotel, please attach a list of alternatives for garnering AV equipment

18. All AV costs, equipment and labor charges, if any, must be fully disclosed in writing on BEOs, before BEOs will be signed. Please list all AV equipment the facility will make available to POMA on a complimentary basis, in addition to what is required below:

19. May POMA set up and use its own AV equipment? **Yes** **No**

20. Is an on-site AV technician available? If so, is there a charge for his/her services? **Yes** **No**

21. How many floors does your facility have?

22. On which floor is storage space available? Meeting space? Dining space?

23. Does the facility have rooms for the disabled? On which floor? Are handicap-accessible restrooms located near meeting and dining rooms?

24. Is a business center with computer/printer/Internet access available to registered hotel guests? Is use of the business center free to guests?

25. Ample on-site parking is critical. How many parking spaces are in the immediate vicinity of the facility?

25 a. Is there a charge to park? _____

25 b. Do you offer valet parking? What is the charge? _____

25 c. Will you reserve three parking spaces at doors of POMA's choosing for POMA staff/officers?

Yes **No**

26. Is a separate hard wire Internet connection complimentary in the POMA office starting the Thursday before the event through the Saturday following; and in the auction area on the night of the auction, for secure financial transactions? **Yes** **No**

27. Is Wi-Fi complimentary in all meeting and meal rooms (Tue. – Thurs.)? **Yes** **No (please explain)**

28. Is there parking at the facility for RV's and/or vehicles pulling trailers, boats or displays? If no, please list alternatives for parking large rigs and distance from the host facility: **Yes** **No (please explain)**
-
29. Does the hotel have an airport shuttle? Please list charges, if applicable. **Yes** **No (please explain)**
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30. Do UPS and FedEx pick up daily/regularly at your property? **Yes** **No (please explain)**
-
31. Please select all the amenities you offer:
- Room service
 - Coffee service
 - Mini bar
 - Complimentary high-speed internet access
 - Hair dryers
 - Refrigerator
 - Microwave
 - Other _____
32. Please select all facility amenities you have:
- Restaurant(s)
 - Lounge
 - Pool/Spa
 - Spa/Salon
 - Health room/Club
 - Game room
 - Free in-room internet service
 - Free wi-fi internet access in lobby
 - Free wi-fi access in meeting rooms
 - Other _____
33. POMA requires direct billing for its master bill and 30 days from the receipt of final invoice to review and make payment. Does facility agree to offer POMA a direct billing application for completion? **Yes** **No**
34. Corporate members sponsor meals, coffee breaks, hospitality bars and other events. Billing arrangements are, at times, between the host facility and the event sponsor. POMA is not responsible for billings other than its own. Does the facility agree to offer direct billing to POMA event sponsors, and count this toward POMA's final Food & Beverage total? **Yes** **No**
35. POMA selects one facility as the conference center. All workshops, seminars, meetings, most of the meals, lodging and participant registration will take place at this location. It is the conference activity focal point. An additional facility is sometimes necessary to meet overflow requirements. Host areas that bid for a POMA conference must take this into consideration. An overflow facility should agree to the same lodging rate as the primary facility. Provide the name and contact information for the overflow facility:
-
36. A large, lockable room (1,000 square feet), near the session/meeting rooms, is required from Thursday morning (before conference) through late Sunday night (after conference). This serves as an office for POMA staff as well as storage for auction donations. Conference registration is set up directly outside, or in the very near vicinity of, the room for the week. The registration setup is not movable for events. Is such a room with open

hallway/lobby area for registration available? Can the room be keyed so only POMA staff members may enter?
List charge, if applicable. **Yes** **No (please explain)**

37. About seven days before the conference starts, shipments from POMA and vendors (approximately 200 boxes) begin to arrive at the host facility. These shipments consist of display items, raffle/auction items, press kits and administrative equipment. Containers will be clearly marked for POMA and their intended function. These items must be segregated and stored in a secure area. When staff arrives (Thurs. prior to the event), items must be moved to, and accessible in, the POMA Office. If feasible and large enough, the storage area can be the same room that will serve as the POMA office. Is such a storage area available on the host facility premises? If not, does the facility agree to provide a room in which items may be stored/secured?

38. Is transport of stored items within the facility provided by the facility? If not, what are the options/charges?

39. Facility agrees to comp:

Hard wire internet connection for POMA staff/office Thursday prior to Saturday after

Hard wire internet connection for POMA staff in auction area (day of auction only)

Storage requirement - Tuesday prior through the Monday after

Accepting UPS and FedEx deliveries at facility from POMA/attendees and store packages, and to waive any package handling fees

Scheduling of UPS and FedEx pickup of bulk packages for the Monday after the event - POMA will have all packages sorted, pre-paid and separated by carrier

40. POMA's staff may need copies of documents for meetings and workshops. Does the host facility agree to allow minimal use of the office/business center copy machine for these purposes? **Yes** **No**

41. Is security available for the pre-auction time frame, if rooms do not lock? **Yes** **No**

41a. Is there a charge for security? If yes, please list. _____

41b. Will hotel arrange for security? _____

41c. Security arrangements detail: _____

42. Can vehicles be brought into the meal/ballroom (cars, trucks, boats, ATVs) for display? Please list any charges or special considerations associated with displaying vehicles. **Yes** **No**

43. POMA reserves the right to obtain catering services for off-site events from agencies/companies other than the host facility. This does not mean the host facility cannot cater. POMA welcomes bids. The agency offering the best price and service arrangements will be used. Does the facility cater off-site? **Yes** **No**

44. Please check all concessions you agree to:

Two complimentary suites or three-room/suite arrangements to be approved by POMA

POMA Office, lockable by POMA staff (keyed) from Thursday evening prior through Saturday (post), with approximately 25 clothed long tables (six to eight feet), complimentary, set per POMA instruction
Lockable storage room (can be the same as office) beginning three days prior (Mon.) to staff arrival (Thurs. prior), ending the Monday after event concludes

Lockable storage room (in addition to office) beginning three days prior (Mon.) to staff arrival (Thurs. prior), ending the Monday after event concludes

Comp package handling (POMA staff will have all outgoing shipments stacked in one area for UPS and FedEx pickup)

Podium with microphone in meal/ballroom and session rooms
 Meeting/event space (meals, sessions, roundtable sessions, registration) and set up with stage/risers with stairs, head table for eight, pipe-and-drape, complimentary tables, chairs and linens – as needed per room
 Comp tables, clothed and skirted, for all events
 Comp electric in all meeting rooms, meal rooms, reception areas, POMA office, auction area, etc.
 Comp banner placement/hanging for all events
 Comp Wi-Fi in guest rooms
 Comp Wi-Fi in meeting rooms
 Comp attendee parking
 Three comped parking spots at main facility entrance blocked for POMA staff
 Comp rooms at 1 per 30 room nights, cumulatively
 No charges for bartender fees for hosted/cash bar with a minimum of \$250 per bar per event
 All hosted bar revenue to count toward F & B minimum
 All cash bar revenue to count toward F & B minimum
 Waived meeting room space with 80% room pick up and a minimum of \$10,000 in food and beverage
 Allowance for POMA to bring its projectors, screens, and/or additional A/V equipment
 Packets/welcome gifts for VIPS (30 people) to be given out by hotel staff at check-in
 UPS and FedEx delivery and package storage
 UPS and FedEx pickup of bulk packages Monday after

- I confirm that the bidding hotel or hotel/convention center is able to accommodate all of POMA's needs regarding lodging rooms, meeting space, and food and beverage.
- I understand that this bid is subject to inspection by POMA's Executive Director and/or Membership Director. Facility agrees to comp up to three room nights for up to three POMA representatives for site inspection.
- I also agree, if this area/facility is selected as a conference host, CVB and facility representatives will attend the full POMA conference (Tue. through Fri.) the year prior, to observe the full event and participate through an exhibit and/or networking presence.
- I acknowledge that POMA has no obligation to this area or its facility bidders until such time that POMA's Board of Directors votes to accept the bid and a room contract is negotiated and signed by all parties.
- Authority for area and facility selection is the responsibility of the POMA Board of Directors. Statements by individuals, oral or written, have no basis in authority.
- Once approved by POMA's Board of Directors, this bid will become part of the final contract signed by venues and host areas.

45. Do you agree to the above statement(s)? **Yes** **No**

Hotel Representative Name (please print): _____

Hotel Representative Title: _____

Hotel Representative Signature: _____

Date: _____

CVB Information

46. POMA requires 6 – 10 volunteers daily, Tues. through Thurs., 8 a.m. – 5 p.m. (or later if needed), to assist with many facets of the event, from registration to help at events not held at the hotel. POMA will provide an actual schedule before the event. Does the host area agree to provide volunteers? **Yes** **No**
47. On auction night POMA may require 12 dedicated volunteers to assist with auctions, beginning at 4 p.m. with additional reps at 5:45 p.m., and 6:30 p.m. A full needs schedule will be provided if area is chosen. These folks can come from CVB or conservation group (Ducks Unlimited, National Wild Turkey Federation, Rocky Mountain Elk Foundation, etc.) volunteers. They are invited to join us for that night's dinner. Does the host area agree to provide volunteers? **Yes** **No**
48. Off-site events should be planned at a location no farther than a 20 to 30-minute drive from the hotel facility. The host city/state provides transportation to and from the hotel for the off-site events, which include the Welcome Event, POMA Camps/Product Showcase and Shooting Day. **Yes** **No**
49. It is customary for the host state, region, CVB, and/or facility to provide a complimentary opening night welcome event (hospitality, food, and entertainment). Examples include barbecues with music, riverboat cruises, sit down dinners with local artists, brewery tours, etc. These festivities are usually held at a location unique to the area such as a special museum, park, outdoor theater or other special location. Local dignitaries often welcome the group. It's a good opportunity for a governor, mayor, or other official(s) to make a short presentation highlighting the area and educating attendees about the array of outdoor opportunities available. Many areas also choose to invite renowned members of the community and/or area celebrities to join the festivities. Welcome Event plans must be approved by POMA. Will the host area sponsor the above on a complimentary basis? Please list preliminary ideas for the welcome event.

50. Two locations/facilities are used: A shooting range for Shooting Day, and a park area with water/boat access for POMA Camps/Product Showcase. (The same location may be used for both events, on separate days, as long as it offers sufficient space for each.) **PLEASE NOTE:** Boat ramp needs vary from year to year, please contact POMA before making the decision not to bid based on this request. Each event lasts approximately four hours. Each location should be comped by CVB and/or site/location/business. Is a park/lakeside location available for POMA Camps/Product Showcase? **Yes** **No**

Please include details for each location. (Can also be attached as supplemental document.)

51. Is there a large, shady, manicured area, for the POMA Camps/Product Showcase event, adjacent to the water for campsite-type set ups? **Yes** **No**

Are there adjacent field(s) or wooded area(s) that can be used for:

Archery

Truck and ATV demonstrations (off road, rugged trails are best - companies that offer test drives will work with facility staff to plan)

Field dog demonstrations

Optics/wildlife viewing area

Not Available

52. Is a building/covered pavilion available for a meal (150 people), or placement of tables for vendor displays, (approximately 50-60 tables)? **Yes** **No**

53. Can the host area/locale provide adequate tables (picnic or foldable) and chairs at no charge for a meal or vendor displays? Yes No

54. Are restrooms available at the site? **Yes** **No**

55. Is electricity available at the site? **Yes** **No**

56. Does the park/lakeside area have a boat ramp? Dock? Open bank area for fishing?

57. Are there fire pits at the location? Is cooking on grills/camp stoves permitted on site? No food is sold or offered to the public.

58. Can the area be closed to the public during the day of the event? **Yes** **No**

59. POMA requests the state dept. of natural resources provide comp fishing licenses to members who are testing equipment and who might catch (catch and release) a fish by accident. Is this possible? **Yes** **No**

60. Shooting Day Facility (State/City Run or Private): Should provide exclusive use of the range to POMA. Is a range available for Shooting Day? If so, please select all available stations at facility(-ies): For assistance in finding ranges in your area, visit www.wheretoshoot.org

Not available

10 or more stations for rifles, shotguns, black-powder firearms (100 – 500+ yards)

10 or more stations for handguns up to and including .44 Mag. (10 – 25 yards)

2 or more stations for steel targets (separate area for safety)

6 or more trap, skeet and/or sporting clays ranges/stations

Shooting Day Facility Options (if more than on facility is available, please list the available stations, shown above, at each facility. Can also be attached as supplemental document).

61. Are there adjacent field(s) or wooded area(s) to the range that can be used for:

Archery

Truck and ATV demonstrations (off road, rugged trails are best - companies that offer test drives will work with facility staff to plan)

Field dog demonstrations

Optics/wildlife viewing area

Not Available

62. Is there a large field area away from the range available for other activities? **Yes** **No**

63. Can host area/range provide adequate tables and chairs, at no charge, for a meal? **Yes** **No**

64. Are restrooms available at the site? **Yes** **No**

65. Is electricity available at the site? If yes, explain. **Yes** **No**

66. How many miles (one way) are the off-site facilities from the lodging facility? The ideal distance is between 0 and 20 miles. Welcome Event? POMA Camps/Product Showcase? Shooting?

67. Are facilities able to control public access to the events? If so, please explain. **Yes** **No**

68. Include with this bid – diagrams and/or images showing the proposed Shooting and POMA Camp/Product Showcase facilities/areas (with dimensions), dining facilities, drive-in access and parking capabilities. Will the CVB provide the diagrams and/or images? **Yes** **No**

69. Does the host area agree to supply the above-listed off-site locations/items/services on a complimentary basis? If no, please explain. **Yes** **No**

70. Inclement Weather – Should weather preclude the **POMA Camps/Product Showcase Events** from taking place outdoors, is an indoor facility available? Arrangements must be made for use of a back-up facility (farmer's market area, convention center, additional hotel ballroom space, atrium area) should weather intervene. Use is to be complimentary. Include a statement as to availability with the bid. Is a suitable indoor space available at no charge for an alternative POMA Camps/Product Showcase set up? Does it offer drive-in access, for vehicles? Free parking? Dining area/room for meal set up/catering? How many miles is this proposed facility from the lodging facility?

71. What is the nearest airport that services your area? List the air carriers:

72. Are rental cars available at the nearest terminal? If so, please list names of car rental companies.

73. Is a free shuttle available to and from the airport to the host lodging facility? If a charge applies, list cost one way. If no shuttle is available, does the CVB/State/Facility agree to provide, or negotiate and arrange alternate transportation on the busiest arrival days and primary departure day (Monday afternoon/evening, Tuesday all day, and Friday or Saturday)?

74. Are there other airports close by? List airport/distance:

75. CVB Concessions. Please check all that you agree to:

I understand that this bid is subject to inspection by POMA's Executive Director and/or Membership Director. Facility agrees to comp up to three room nights per representative (up to three) for site inspection.

I acknowledge that POMA has no obligation to this area or its facility bidders until such time that POMA's Board of Directors votes to accept the bid and a room contract is negotiated and signed by all parties.

I also agree, if this area/facility is selected as a conference host, CVB and facility representatives will attend the full POMA conference (Tue. through Thurs.) the year prior, to observe the full event and participate through an exhibit and/or networking presence.

Rebate from host CVB to hotel (if necessary) to keep rate below \$120 per night – since POMA does not use a third party to whom a room commission must be paid. If property can meet rate range, rebate from CVB to POMA.

Provide transportation to/from off-site events (Welcome Event 200, POMA Camps/Product Showcase 120, Shooting Day 85)

Provide 10 to 14 volunteer assistants daily (hours will vary) for registration, off-site events, auction assistance, etc.

Hotel shuttles (if hotel does not offer) on Mon., Tue., Fri., Sat.

Travel stipend (mileage, IRS rate) or actual airfare for two POMA staff members to complete site inspection, should area be selected as a finalist. Hotel to comp two- or three-room nights per POMA rep (no more than three reps). POMA will bill CVB for actual airfare or mileage.

76. Preceding Conference Responsibilities: The bidding host area/finalists will be invited and encouraged to join POMA as Corporate Partners. However, membership is not required to bid on or host the POMA conference. To assist the host area and facility staff to understand the dynamics of a POMA conference, representatives of the facility and host area are required to attend the POMA conference, at their expense (travel, lodging, food beyond POMA events) the year before the area/facility hosts the conference. Registration for the CVB/Hotel representatives will be comped by POMA. At that event, the host area/facility is also required to host a beverage hospitality (date and time to be agreed upon. Set amount \$1,500). This helps promote the upcoming conference to the membership, and gives the facility and host area an opportunity to meet POMA members. Do the facility and host area agree to attend the conference and host a hospitality hour? Please initial, to confirm agreement:

- I agree, if this area is selected as a conference finalist, representative(s) will make a presentation to POMA's Board of Directors at an upcoming annual conference or via webinar/teleconference call.

- Authority for area and facility selection is the responsibility of the POMA Board of Directors. Statements by individuals, oral or written, have no basis in authority.
- Once approved by POMA's Board of Directors, this bid will become part of the final contract signed by venues and host areas.

77. Do you agree to the above statements? **Yes** **No**

CVB Representative Name (please print): _____

CVB Representative Title: _____

CVB Representative Signature: _____

CVB Name: _____

Date: _____