

MEMORANDUM

TO: COUNTY REPUBLICAN PARTY ORGANIZATIONS
LOCAL CONVENTION BUREAUS
CHAMBERS OF COMMERCE

FROM: MARK FAHLESON, CHAIRMAN, NEBRASKA REPUBLICAN PARTY

RE: 2012 STATE CONVENTION BID

DATE: JANUARY 9, 2012

CC: STATE EXECUTIVE COMMITTEE

By tradition, the Nebraska Republican Party rotates its bi-annual state convention among the three congressional districts, and the 2012 convention will be held in Nebraska's 3rd Congressional District on Friday, July 13 and Saturday, July 14, 2012. Because there are so many wonderful cities and locations from which to choose in Nebraska's largest congressional district, for the first time ever the Nebraska Republican Party is giving communities the opportunity to compete to hold our convention in their hometown, bringing literally hundreds of visitors and attendant commerce with them.

The purpose of this Memo is to inform you that we are now soliciting bids from communities to serve as the site of the 2012 Nebraska Republican Party State Convention. To be considered, a site must meet all of the following **MINIMUM** criteria:

1. The convention hall must be air-conditioned and have a minimum floor space of 13,500 square feet and a minimum ceiling height of 25 feet.
2. The convention hall must be available for set-up all day on Friday, July 13, 2012.
3. A second, separate room or facility is needed for the Convention Luncheon on the afternoon of Saturday, July 14, 2012. This room must be large enough to accommodate up to 500 people.
4. The convention center must have at least four large breakout rooms, a large adjoining space suitable for smooth flow of traffic for registration and display tables, as well as adequate on-site parking.
5. A hotel facility with a minimum of 150 guest rooms, 5 suites and 10 function rooms is needed to serve as the headquarters hotel. One of the function rooms must be able to seat 200 people classroom style. Rooms used for hospitality functions should be complimentary, provided that the hosts use the hotel banquet and catering facilities.
6. An additional 250 first-class hotel rooms are needed in the immediate vicinity.

7. The local community, in coordination with the local Republican Party organization, is traditionally responsible for obtaining the following:
 - A. A Chief Sergeant-at-Arms.
 - B. A Color Guard for the opening ceremonies.
 - C. A vocalist to sing the National Anthem at the opening ceremonies.
 - D. A minister for the opening ceremonies.
 - E. A minister for the banquet.

10. Contracts confirming all arrangements must be provided to the Nebraska Republican Party within 14 days following acceptance of the bid.

The deadline to submit a bid is **January 31, 2012.**
It must be postmarked or received by the NEGOP by this firm deadline.

No proposal will be considered unless it is made on the prescribed convention bid form and includes ALL required data as delineated in the bid form itself.

The criteria used in evaluating the bids will be (in order of priority):

- A. Adequacy and workability of the proposed convention hall and hotel(s)
- B. Cost to delegates
- C. Cost to NEGOP
- D. Capability of the local GOP to assist with convention arrangements.

Once all bids have been submitted to the state party offices, site selection visits maybe scheduled. The purpose of any potential site visit is to:

- A. See the proposed facilities first-hand with special attention to adequacy and workability with an emphasis on event flow and staff assistance
- B. Compare the facilities to the bid
- C. Negotiate rates and costs with the hall and/or hotel.

If you have any questions, please call Charlie Heimerdinger at the state party headquarters 402.475.2122 or email Charlie@negop.org.

Those submitting bids are expected to present the "most favorable terms and conditions" obtainable and are responsible for addressing all issues and facilities that they wish to have considered in their original bid.

MAIL YOUR COMPLETED BID TO:

***Ms. Charlie Heimerdinger
CONVENTION 2012
1610 N Street
Lincoln, NE 68508***

**BID FORM FOR 2012 STATE CONVENTION
NEBRASKA REPUBLICAN PARTY**

Location (County/City):

Person preparing bid:

Office phone:

Email address:

Home phone:

Dates facilities are available in May 2012:

Proposed convention hall:

Contact Person:

Title:

Phone:

Email address:

Convention Facility

Please submit a floor plan of entire convention facility showing all rooms. Floor plan must show dimensions (including ceiling height) of the floor of the convention hall, and dimensions of other rooms, halls and foyers.

Seating capacity:

Will any of these seats be in bleachers or balconies?

Yes ____ (if yes, how many? ____) No ____

Do these seats have backs?

Yes ____ No ____

Are they padded?

Yes ____ No ____

How many chairs on site? _____

Is floor covering required in the hall?

Yes ____ (If yes, is floor covering provided? ____)
No ____

If floor covering is required, but not provided, explain how this requirement can be met. [Be sure to specify who will be responsible for making the arrangements, who will bear the costs (if any), what those costs will be, etc

Is the hall air conditioned?

Yes ____ No ____

Capacity of parking lot:

Is there a parking charge?

Yes ____ No ____

Distance from parking lot to convention facility: _____

Is there on-site food and beverage service?

Yes ____ No ____

Are food/beverages allowed in the convention hall?

Yes ____ No ____

(Please specify any restrictions on food/beverage consumption at the convention facility)

Number of restrooms: Men ____ Women ____

Is the hall available for set-up all day Friday?

Yes ____ No ____

How late will the hall be available for set-up? _____

Can balloons/confetti be used in the hall?

Yes ____ No ____

Does the hall have on-site multimedia capability (i.e. rear screen projectors, spotlights, etc.)?

Yes ____ No ____

Please specify:

Is this included in the hall rental?

Yes _____ No _____

If no, specify costs: _____

Total rental cost of the hall for Friday, Saturday and Sunday:

Total set-up cost of hall:

Number of restaurants in three-block radius: _____

Proposed headquarters hotel:

Contact person:

Title:

Phone:

Email Address:

ATTACH a floor plan of hotel's public areas showing dimensions and capacities of ALL function rooms, lobbies and foyers.

How many restaurants? _____

Total capacity? _____

How many bars? _____

Total capacity? _____

Number of guest rooms: _____

Number of suites: _____

Room rates: Single \$ _____ Double: \$ _____ Suites \$ _____

Are there guaranteed rates?

Yes _____ No _____

If YES, ATTACH a letter of guarantee.

Number of complimentary Rooms: _____

Number of complimentary Suites: _____

ATTACH confirming letter from the hotel confirming complimentary rooms and suites.

Specify any additional rooms that may be used for hospitality functions (i.e. skywalk, pool deck, terrace, balcony, etc.)

Parking lot capacity:

Parking costs:

Amenities:

Location of Convention Luncheon?

Contact Person:

Title:

Phone:

Email address:

Capacity of hall using round tables: _____

Is this based on () 8 or () 10 per table?

Are the chairs padded?

Yes _____ No _____

If no, explain:

Specify staging available for the banquet platform (please include dimensions)

Is there any cost other than meal cost?

Yes _____ No _____

If yes, explain:

ATTACH menus and prices.

Are these guaranteed prices?

Yes _____ No _____

If no, at what date will guarantees be given? _____

Is this location somewhere other than convention hall or headquarters hotel?

Yes _____ No _____

If yes, answer the following:

Distance to headquarters hotel:

Distance to convention hall:

Capacity of parking lot:

Parking cost:

List here other hotels to be used: (Use additional sheets, if necessary. This list must be completed with all columns filled in.)

| Hotel | Total Rooms Available to Rep. Party | Room Rates Sgl./Dbl | Guaranteed Rates Yes /No | Distance to Hall/HQ Hotel |
|--------------|--|----------------------------|---------------------------------|----------------------------------|
| | | | | |
| | | | | |
| | | | | |

TOTAL ROOMS: _____

ATTACH a community map showing the location of each hotel, as well as the location of the convention hall.

Identify transportation availability between overflow hotels and the headquarters hotel & convention hall:

Total cost to Nebraska Republican Party: \$ _____

Identify all free services to be provided by the convention bureau to the Nebraska Republican Party:

Identify any and all other costs to Nebraska Republican Party not itemized above:

_____ @ \$ _____
_____ @ \$ _____
_____ @ \$ _____
_____ @ \$ _____

TOTAL: \$ _____

Will any facilities, streets, bridges or highways in your area be under construction or remodeling at time of convention?

Yes _____ No _____

If yes, explain:

Will there be any prepayment requirements of the Nebraska Republican Party at any facility:

Yes _____ No _____

If yes, explain and list.

_____ @ \$

_____ @ \$

_____ @ \$

PLEASE CHECK TO MAKE SURE THAT THE ENTIRE BID FORM IS COMPLETE
ALL REQUIRED ATTACHMENTS MUST BE ATTACHED IN ORDER. CHECK TO VERIFY
THAT THEY ARE ATTACHED. (NOTE: Each of the six copies of the bid must include all
appropriate attachments.)

- 1) FLOOR PLAN OF CONVENTION HALL
- 2) LETTER(S) FROM SUBSIDIZING ORGANIZATIONS
- 3) FLOOR PLAN OF HEADQUARTERS HOTEL
- 4) HOTEL ROOM RATE GUARANTEE LETTER
- 5) HOTEL LETTER ON COMPLIMENTARY ROOMS
- 6) FLOOR PLAN OF CONVENTION BANQUET ROOM
- 7) MENUS AND BANQUET PRICE LIST
- 8) COMMUNITY MAP SHOWING HALL AND HOTEL LOCATIONS

INCLUDE ANY OTHER MATERIAL ON THE FACILITIES OR LOCAL COMMUNITY THAT
ARE OF INTEREST.

:
This proposal submitted by (print please):

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

ADDRESS: _____

PHONE: (H) _____

PHONE: (W) _____