



ANNUAL BUSINESS CONFERENCE RFP

This form can be completed electronically, or printed and completed manually.

As you consider submitting a bid for a POMA business conference, please keep in mind the **critical nature of the bid being a cooperative effort between the local convention and visitors bureau, the lodging facility, and the state's office of tourism.** There are two portions to this Request for Proposal, one for the facility to complete and one for the CVB or tourism office to complete.

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 showcases a local park or facility with a complete shooting range and a park with ample grounds for 100 vendor displays and direct access to water, boat launch and dock.
- 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 each 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.

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, and boating, outdoor education and natural resource management.

To learn more about POMA, visit: www.professionalooutdoormedia.org.

Why is POMA an important resource for your area?

During a conference, POMA members generate more than **\$1.5 million in ad equivalent content**. 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 and 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 **tens of 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, Internet 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.

If you're interested in hosting the POMA Business Conference, I invite you to complete the enclosed bid form. The form ensures POMA's board of directors that all of the association's needs will be met by the local convention and visitor's bureau (CVB) and host facility before the board votes on the host cities for upcoming conferences.

Completion of the bid form requires interaction between the CVB and the host facility and the full support of the CVB and host facility to make the conference a success and to ensure that the host area receives the greatest benefit possible from the conference.

The deadline for returning signed bids to compete for the next available conference is Feb. 15.

Feel free to either e-mail or mail the bid form back, and/don't hesitate to contact me if you have any questions.

Best personal regards,



Laurie Lee Dovey
POMA Executive Director

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ABOUT POMA

POMA Mission: The Professional Outdoor Media Association (POMA) is a nonprofit organization of individual communicators and Corporate Partners who believe in, defend, support and promote the heritage of hunting, fishing, shooting and traditional outdoor sports through writing, photography and other means. By doing so, members hope to educate the general public about these sports and encourage more participation in them. The organization serves the membership by helping members grow professionally, improve their skills, better their working environments and enhance their businesses.

Membership: Professional Outdoor Media Association members must meet strict criteria as established by the POMA Board of Directors. An applicant’s signature signifies agreement to and support of the Mission Statement, Irrevocable Charter, Bylaws and other principles and goals of POMA. Applicants may then qualify for Voting or Associate Media, Public Agency or Corporate Partner classification.

Previous & Future Conference Sites

- 2006 – Springfield, Mo. Holiday Inn North
- 2007 – Visit Minneapolis North, Mn. Grand Rios Hotel
- 2008 – Sioux Falls, S.D. Sioux Falls Holiday Inn and Convention Center
- 2009 – St. Louis, Mo. Marriott St. Louis West
- 2010 – LaPorte County, In.
- 2011 – Ogden, Utah

Conference Attendance: Ranges from 180 to 220 and is growing annually by about 5 percent a year. Room block guarantees are generally in the 350 room night range. POMA has over sold its room block every year. Average rooms per night are about 75, with the peak night reaching 130. **POMA guarantees a block of rooms, not nightly guarantees.**

Room nights — on average. This is not a room block guarantee.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
35		20	75	120	95	55

Conference Schedule

The conference officially begins on Wednesday and ends Saturday night. The majority of attendees travel to the conference location on Wednesday and leave Sunday. Staff arrives the Saturday or Sunday before conference and departs the Monday after.

The fundamentals of each conference are standard and seldom vary from year to year. It is essential that bidders meet the basic requirements.

Bid Requirements

POMA conferences require very specific services. Host areas (CVB’s) are encouraged to submit bids from more than one lodging facility. Bids with only one lodging facility are acceptable if the facility can meet all requirements as described within this form. Once the bid forms (for a specific year) have been received, up to four qualified bidders will be selected as finalists for each year being considered.

Finalists or the site selected **are required** to provide round-trip transportation and lodging for two nights for a POMA representative to travel to the bid city to inspect facilities, determine 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.



POMA ANNUAL BUSINESS CONFERENCE BID FORM

Lodging and Meeting Facility

General Dates for a POMA Conference – the POMA conference is generally held either the first or second week of August. The first day (Wednesday) is preferred to be between the 7th and 14th of August.

Do you have Wednesday – Saturday available for both the first and second week of the year(s) you’re bidding on:

Yes No

If no, please explain:

General Requirements for a POMA Conference – this bid must be accompanied by a sample room contract, catering menu with prices, AV price list and diagrams of all meeting and common areas.

I. Catering Package – 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. If these are acceptable, please initial in the adjacent space. If not, please state proposed price ranges.

Meal/Price Range	If Prices Differ, Please List
Breakfast: \$8-\$14	
Luncheons \$10-\$16	
Dinners \$17-\$25	
Social Gatherings with Full Bar and Hors d'oeuvres	
Refreshment/snack breaks \$3-\$6	

II. Rooms – Approximately 65 to 130 rooms per night are required for a POMA conference. Room rates are to be the same for single or double occupancy, and in most cases seven to 10 suites for VIPs are also offered at the block rate. An acceptable range is \$75-\$95 per night. POMA guarantees a whole block vs. a nightly block structure. The room block guarantee is approximately 350 total room nights, with the peak night (Thursday and/or Friday) at about 130 rooms.

Room Rates / Types	2014	2015
Proposed room rate / tax	/	/
Total rooms by type of bedding		

- Does the facility have any pre-existing contracts that prevent it from offering at least 80 rooms? _____
- Will the facility ensure that room rates posted on the Internet (either direct or through a broker) that are less than the proposed room rate will not be published for the dates of this conference? _____
- If this guarantee isn't possible, POMA requires that the facility give POMA room block credit for any/all POMA members that may book rooms at lesser rates through the Internet or a third party. Agreed by facility

Yes No

III. Room 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. 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: _____

IV. Complimentary Suite and Rooms

Suites – Facility must provide one complimentary suite for the POMA executive director/staff. The suite must have a minimum of two adjoining rooms (office/living room and sleeping room) and must be available for at least the Sunday prior to the opening of conference through the Monday after conference.

Does the facility agree to provide one complimentary suite, as described above? Yes No

Rooms – Bid must state number of comp room nights per number of rooms rented. A suggested number is one per 30 rooms rented. (This does not include the complimentary suite.)

Comp room ratio is (1/30) ___ / ___.

V. Additional Suites – Total number of rentable suites available above and beyond those listed in section IV.

Number of suites: _____ Number of adjoining rooms: _____

May adjoining rooms be used as suites? Yes No

Can bedding be removed for this purpose? Yes No

Are POMA rates extended to suites (for POMA VIP use)? _____

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

Yes No

VII. Hospitality Events – Is a common area available where casual, large-group (120 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 a space available? Yes No

List the potential areas with capacity: _____

POMA has several beverage partners (Budweiser and others). Are these Corporate Partners permitted to provide complimentary beverages for events? Yes No

VIII. Audio Visual/Miscellaneous – Audiovisual aids as outlined herein, storage, event space, meeting/event space set up with stage/risers and pipe-and-drape, as needed, and parking are complimentary.

Does the facility agree to these terms? Yes No If no, please explain:

Please list all AV equipment available for complimentary use: _____

Provide an attachment to this bid of AV equipment available on site with a price list, if applicable.

May POMA set up and use it's AV equipment? Yes No

Is an onsite AV technician available? Yes No Is there a charge for his/her services?

Yes No \$ _____

If AV equipment is not available through hotel, please attach a list of alternatives for garnering AV equipment.

IX. Facility Facts – Please answer the following questions about the proposed lodging facility:

Is the facility a motel or hotel? _____ Number of floors: _____
On which floor is storage space available? _____
On which floor is meeting space available? _____
On which floor is dining space available? _____
Does the facility have elevators? Yes No If so, how many? _____
Does the facility have rooms for the disabled? Yes No On which floor? _____
Are handicap-accessible restrooms located near meeting and dining rooms? Yes No
Is a business center with computer/printer/Internet access available to registered hotel guests? Yes No
Is use of the business center free to guests? Yes No
Ample on-site parking is critical. How many parking spaces are in the immediate vicinity of the facility? _____
Do you offer valet parking? Yes No
Will you reserve 5 spaces at front doors for POMA? Yes No
Is there parking at the facility for RV's and/or vehicles pulling trailers, boats or displays?
 Yes No # of spaces _____
If no, please list alternatives for parking large rigs and distance from the host facility: _____

Do UPS and FedEx pick up daily/regularly at your property? Yes No

In-room amenities:

Room service: Yes No
Coffee service: Yes No
Mini Bar: Yes No
High-speed Internet access: Complimentary Yes No Fee-based Yes No
Fee _____
Explain long distance phone charges: _____
Hair dryers: Yes No
Refrigerator: Yes No
Microwave: Yes No

Facility amenities: Restaurant(s) _____ Lounge(s) _____ Pool/Spa _____ Spa/Salon _____
Health Room/Club _____ Game Room _____ Free In-Room Internet Service _____ Free Wi-Fi Access in Lobby _____
Free Wi-Fi Access in Meeting Rooms _____
Other, list: _____

X. Billing – Corporate members sponsor meals, coffee breaks, hospitality bars and other events. Billing arrangements are between the host facility and the event sponsor. POMA is not responsible for billings other than its own.

Does the facility agree to operate according to these terms? Yes No
Does the facility agree to offer direct-billing to POMA and event sponsors? Yes No

Specific Requirements for Host Facility/Facilities

I. Conference Headquarters – 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:

II. POMA Office/Registration Area – A large, lockable room, near the session/meeting rooms, is required from Sunday morning (before conference) through late Sunday night (after conference). Conference registration is set up outside the room for the week.

Is such a room with open hallway/lobby area for registration available? Yes No

Can the room be keyed so only POMA staff members may enter? Yes No

List charge, if any, for private keying? _____

III. Storage – About 7 days before the conference starts shipments from POMA and vendors 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 their intended function. These items must be segregated as to marked function and stored in a secure area.

Is such a storage area available on the host facility premises? Yes No

If not, does the facility agree to provide a room in which items may be stored/secured? Yes No

What kind of room? _____

Is transport of stored items within the facility provided by the facility? Yes No

Is transport of stored items from the facility to offsite locations (from storage to field day, from storage to offsite welcome dinner) provided by the facility/CVB/field day location? Yes No

If not what are the options/charges: _____

If necessary to store items off site, will transportation and workers be provided to move items to the host facility?

Yes No Free of charge? Yes No

IV. Hotel Office – 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

V. Day-by-Day Requirements of Lodging Facility

The structure of POMA's conference is generally the same year to year. The scheduled events that might change in terms of days scheduled are the Welcome Event (on or off site), Product Showcase (on or off site) and Field Day/Shooting Event (off site). So, explanations below are general in nature.

Dining Space: Dining space must be separate from the session function space. **There is no downtime between sessions and meals to tear down a dining area and reset for sessions.**

General Function Space Requirements: The chart below provides the facility with a general overview of meeting and dining space required. In general, the space POMA utilizes from Thursday through Saturday does not change. Session and dining space generally are set by Thursday a.m. and remain set through Saturday night. Function start/end times may vary by 30 to 90 minutes.

Daily session meeting space: Five meeting rooms and/or partitioned meeting space, that may be used individually (for 25 – 30 people) or that can be combined into two larger meeting spaces for 80 and 130.

Day	Function	Set Up	Time	People
Sunday	Office	Tables Line Walls	6 a.m. – 11 p.m.	POMA Staff
Monday	Office	Tables Line Walls	6 a.m. – 11 p.m.	POMA Staff
	Meeting Room CP Bible	Tables Line Walls	6 a.m. – 11 p.m.	POMA Staff
	Pre- Con Meeting	At Facility's Discretion	9 a.m. – Noon	Hotel/POMA Staff
Tuesday	Office	Tables Line Walls	6 a.m. – 11 p.m.	POMA Staff
	Meeting Room CP Bible	Tables Line Walls	6 a.m. – 11 p.m.	POMA Staff
Wednesday	Office	Tables Line Wall – Registration Desk Outside	6 a.m. – 11 p.m.	POMA Staff
	Restaurant	Breakfast, Lunch	Members on Own	65
	Board Meeting	Square, extra chairs	7 a.m. 5 p.m.	20
	Welcome Event	Generally Offsite	5 – 9 p.m.	
	Lounge Area	Intimate Lounge/ Outdoor Seating	8 – 11 p.m.	120
Thursday	Office	Same	6 a.m. – 11 p.m.	POMA Staff
	Dining	Breakfast, Lunch	7:30 a.m., Noon	150
	Session Room	Classroom	8 a.m. – 6 p.m.	30
	Session Room	Classroom	8 a.m. – 6 p.m.	30
	Session Room	Classroom	8 a.m. – 6 p.m.	30
	Session Room	Classroom	8 a.m. – 6 p.m.	30
	Session Room	Classroom	8 a.m. – 6 p.m.	30
	Product Showcase	Generally Offsite	3 – 8 p.m.	185
	Lounge Area	Intimate Lounge/ Outdoor Seating	8 – 11 p.m.	120
Friday	Office	Same	6 a.m. – 11 p.m.	POMA Staff
	Dining	Breakfast, Lunch	7:30 a.m., Noon	150
	Session Room	Classroom	8 a.m. – 6 p.m.	30
	Session Room	Classroom	8 a.m. – 6 p.m.	30
	Session Room	Classroom	8 a.m. – 6 p.m.	30
	Session Room	Classroom	8 a.m. – 6 p.m.	30
	Session Room	Classroom	8 a.m. – 6 p.m.	30
	Dining Cocktail	Reception, Dinner, Live & Silent Auctions	6:30 – 9:30 p.m.	185
	Lounge Area	Intimate Lounge/ Outdoor Seating	8 – 11 p.m.	120
Saturday	Office	Same	6 a.m. – 11 p.m.	POMA Staff
	Dining	Breakfast, Dinner	7:30 a.m., 6:30	150
	Shooting/Field Day	Offsite	7:30 a.m. – 1 p.m.	150
	Online Tech Sessions	Rounds	1:30 p.m. – 4:30 p.m.	2 sets for 16 (divider)
	Online Tech Sessions	Rounds	1:30 p.m. – 4:30 p.m.	2 sets for 16
	Online Tech Sessions	Rounds	1:30 p.m. – 4:30 p.m.	2 sets for 16
	Online Tech Sessions	Rounds	1:30 p.m. – 4:30 p.m.	2 sets for 16
	Online Tech Sessions	Rounds	1:30 p.m. – 4:30 p.m.	2 sets for 16
	Dining Cocktail	Reception, Adios Dinner	6:30 – 9:30 p.m.	115

Pre-Con Meeting: Will all key hotel staff be available for the Pre-Conference meeting on Monday?

Yes No

Board Meeting: Is a sound mixer available that can be used with other equipment to record meetings?

Yes No

Registration: Facility agrees to provide, at least, eight, six-foot draped tables are required outside the POMA office. At least four electrical outlets are needed at the registration location, as well as some pipe-and-drape.

What meeting room/area is best suited for POMA's combined office and registration?

Meals: Dining room must be set with stage (risers) with head table for 8, podium and microphone and necessary pipe-and-drape behind the head table. Room lighting should be controllable to enhance slide or video presentations. Audio visual aids must be available upon request. Minimal time exists between meals and subsequent meetings. It is essential that participants move quickly from the dining area to a prearranged meeting area.

Can the facility meet this requirement? Yes No

Product Showcase: (on or off-site depending on the facility): If onsite — set up requires 75 long tables and chairs to be set up (preferably outside — under tent). POMA Corporate Partners display their new outdoor-related products to the media. This is a casual four-hour event that also includes an outdoor bar-b-que.

Is POMA permitted to set up BBQ's outside and cook burgers and hot dogs for attendees?

Yes No

Is there security available for this event?

Yes No

Is there a charge?

Yes No \$ _____

Will hotel arrange for security representative?

Yes No

Off-site Functions: POMA reserves the right to obtain catering services for off site events from agencies/companies outside the host facility. This does not mean the host facility cannot cater this luncheon. The agency offering the best price and service arrangements will likely be used.

Does the facility cater off site? Yes No

AV Equipment: Audiovisual aids/equipment must be available for set up upon request.

Cocktail Receptions Before Meals: Hospitality bars before dinner usually lasts 30 - 45 minutes to an hour. The bar setup should be in the main ballroom/dining room which should accommodate up to 220 people comfortably — for open bar cocktails and then dinner.

Is such a dining/social area available? Yes No

Auctions: At one or two dinner functions auctions (live and/or silent and raffles) are held. The front, perimeter and/or back of the dining room must be equipped with covered, draped tables to accommodate the placement of auction items.

Can this requirement be met? Yes No

Are raffles legal in your state/county/city? _____ If no, please explain _____

Are permits required? _____

Evening Social Gatherings: Generally held two evenings (Wed. & Fri.). A large lounge closed off for the group or outside bar facility works best. Alternately an outdoor lawn or pool area or other large area where adequate, comfortable seating and bar service can be supplied works well. Is this available? _____

Off Site Events: Depending on how the CVB is able to accommodate the Welcome Event, Product Showcase and Field Day (off site events), the listed schedule may change.

Can the facility be flexible in regard to meeting space/meals/dynamics of the event?

Yes

No

STATEMENT

I understand that this bid is subject to inspection by a POMA representative. I also agree, if this area/facility are selected as a conference finalist, CVB/facility representatives will attend the conference during which the final decision will be made, and will make a presentation to POMA's Board of Directors, if necessary.

I acknowledge that POMA has no obligation to this area or its facility bidders until such time that POMA's Board of Director 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 supersede all other contracts.

Bidding Facility (*please print*): _____

Address: _____

City, State, Zip: _____

Name and Title (*Please print*)

Signature

Date

Phone



Host Area Requirements

General Requirements – Full Week Schedule

Monday (prior) — Attend pre-con meeting at hotel facility

Tuesday (prior) — Assist with set up of the Field Day location(s)

Wednesday — Assist with evening registration and greet media/industry professionals to welcome them to your city — host the Welcome Event (either Wed. or Thurs. evening). Host the evening welcome dinner.

Thursday — Assist with Product Showcase set up and implementation.

Friday — Assist with Field Day set up. Attend dinner/awards presentation.

Saturday — Assist with set up and full implementation of the Field Day event(s),

- I) **Registration Assistance** – Two or three individuals may be needed to assist during registration on Wednesday afternoon/evening and Thursday during the day to distribute badges, local information and conference programs. They will not handle money.

Does the host area agree to provide such assistance at no charge, if needed? Yes No

- II) **Off-site Events and Transportation** – Off-site events should be planned at a location no farther than a 20-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, Product Showcase and Tackle Testing and Shooting & Field Day.

Acknowledge (initial) _____

Wednesday Evening Welcome Event: 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, 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 is appropriate for a governor, mayor, or other officials 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. POMA requires Welcome Event plans to be approved by POMA.

Will the host area sponsor the above on a complimentary basis? Yes No

If so, please describe initial thoughts on event: _____

Interactive Field Day Sites: Two, half-day events are held away from the hotel and are wholly focused on allowing Corporate Partners to display products and have media members test the products.

Two locations are used, one for shooting and field activities and one for product display and tackle/boat testing. Sessions are held on separate days.

Product Showcase (Park/Access to Water): This is an informal interactive gathering (usually Thursday afternoon/evening) where corporate representatives display their products and services to POMA's outdoor journalists. The outdoor area must offer access to water (dock, boat launch, shoreline) with shelter or space for large tent placement. Shelter and tent are product displays (drive-on hardstand), table and chairs for each vendor. Onsite rest rooms, electricity, picnic tables and chairs for dining are important. The site should be a relatively short distance from lodging facilities.

As a prospective POMA conference host, host area should plan to provide space to accommodate up to 75 Corporate Partners, each of whom will use an average of two 6-foot display tables and two folding chairs. On-site electricity is also necessary because some corporate members will have access to video displays and other items that require electricity. As host, you will be asked to have the area prepared – including having the tables and tenting shelter set up – by 1 p.m.

- 1) Is a park/lakeside location available for Product Showcase? Yes No
- 2) Is there a large field area adjacent to the water or along the lake shoreline available for displays?
 Yes No
- 3) Can host area provide adequate tables and chairs at no charge for vendors and meal?
 Yes No (approximately 80 tables and 160 chairs)
- 4) Are rest rooms available at the site? Yes No
- 5) Is electricity available at the site? Yes No
- 6) Is a building/covered pavilion available for a meal (150 people)? Yes No

Shooting & Field Day Facility (State/City Run or Private): Should accommodate exclusive use by POMA with

- 10 or more stations for rifles, shotguns, black-powder firearms (100 – 200 yards)
- 10 or more stations for handguns up to and including .44 Magnums (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

And adjacent field areas that can be used for

- Archery
- ATV demonstrations
- Field dog demonstrations
- Optics viewing area

Please answer the following questions about Shooting Day:

- 1) Is range available for Shooting Day? Yes No
(for assistance in finding ranges, go to <http://www.wheretoshoot.org/>)
- 2) Is there a large field area away from the range available for other activities? Yes No
- 3) Can host area provide adequate tables and chairs at no charge for vendors and meal?
 Yes No (approximately 80 tables and 160 chairs)
- 4) Are rest rooms available at the site? Yes No
- 5) Is electricity available at the site? Yes No
- 6) Is a building/covered pavilion available for a meal (150 people)? Yes No
- 7) Does the park/lakeside area have a Boat launch
 Dock Yes No
 Open bank area for fishing Yes No

As host, park/host area is asked to have the area prepared – including having the tables and tenting shelter set up – by 7 a.m.

Off-Site Events Miscellaneous:

How many miles (round-trip) are the areas from the lodging facility?

Welcome Event _____

Product Showcase _____

Shooting _____

Do the facilities have some means to control public access to the events? _____ If so, please explain

Diagrams and images showing the proposed Shooting and Product Showcase areas (with dimensions), dining facilities, drive-in access and parking must accompany the bid.

Will the CVB provide the diagrams and/or images? Yes No

Does the host area agree to supply these items/services on a complimentary basis? _____

POMA reserves the right to bring basic tent/chairs/tables and other equipment for use at Field Day as well as hire an independent caterer; if/when such equipment/service is available.

Inclement Weather – Ideally, should weather preclude the Shooting or Product Showcase Events from taking place outdoors, an indoor facility is necessary. Convention centers have been a viable alternative in the past. Arrangements must be made for use of such a facility 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 Product Showcase site? _____

Does it offer drive-in access? _____

Free parking space? _____

Dining facilities? _____

How many miles is this proposed facility from the lodging facility? _____

Is a suitable indoor range available at no charge for an alternative Shooting Day site? _____

Usually 25 vendors/shooting stations (rifles, shotguns, handguns and archery) and 70 shooters.

III) Airport Transportation/Car Rentals – Please answer the following questions regarding the location of the nearest airport:

What is the nearest location that services your area with major air carriers? _____

List the air carriers? _____

Number of flights into and out of the city daily: _____

Are there other airports close by? Yes No

List airport/distance _____

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

Is a free shuttle available to and from the airport to the host facility?

Yes No If a charge applies, list \$ _____

If no shuttle is available, does the CVB/State/Facility agree to provide transportation on the busiest arrival day and primary departure day (Wednesday and Sunday)? Yes No

IV) **Press Room** – Small room with a computer equipped with word-processing capabilities and high-speed Internet access and a letter-quality printer should be provided for use in the press room at the lodging facility.

Will the host area and/or facility provide the equipment as described above? Yes No

If not, can the business center at the hotel facility be used as a press room? Yes No

••• **Miscellaneous** •••

Preceding Conference Responsibilities: The bid host area will be invited to join POMA as a Corporate Partner, but is not required to join 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 the year before the area/facility hosts the conference. The host area/facility is also required to host a hospitality hour (date and time to be agreed upon), during the preceding year's conference. 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? Host _____ Facility _____

II. **Time Frame:** This bid is being considered for the next available open POMA conference date as described in earlier correspondence. However, should another site be better suited for that conference, POMA may wish to secure your site for a subsequent conference – one of the two years following the year in question. With this in mind, please complete the following statement:

The commitments and pricing within this bid are valid through:

August of 20____. Host City/State (Initial) _____

August of 20____. Facility (Initial) _____

STATEMENT

I understand that statements in this bid are subject to inspection by a POMA representative. I agree, if this area is selected as a conference finalist, representatives will make a presentation to POMA's Board of Directors at the upcoming annual conference. 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 supersede all other contracts.

Bidding Area/CVB/Tourism (*please print*): _____

Address: _____

City, State, Zip: _____

Name and Title (*Please print*)

Signature Date Phone



Bid Package Checklist

As initially mentioned, support and cooperation from local, regional and state agencies is crucial to hosting a successful POMA conference. Letters of support from such groups should be included in your bid package. Here is a list of other items to consider when completing your packet:

_____ *Brochures about the host area (including special attractions)*

_____ *Proposed room contract from the host facility (required)*

_____ *Diagram of host facility including dimension of storage, dining, hospitality, registration and break/snack areas. (required) Also include dimensions of meeting space, board room and two complimentary suites, if available.*

_____ *Detailed diagram (and brochures if available) of the Shooting and Product Showcase site(s) – include diagrams of all areas discussed in the bid. (required)*

_____ *Host facility catering menu and pricing (required)*

_____ *Menus and pricing from local caterers for off-site functions*

_____ *List of contacts for host facility and host area bureau (required)*

_____ *Completed and signed bid form (required)*

Please don't hesitate to contact POMA if you have questions.

POMA Contacts:

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