



Request For Proposal (RFP) for Hosting the 2010 or 2011 TAMACC Annual State Convention

The Texas Association of Mexican American Chambers of Commerce (TAMACC) has established a guideline for member chambers to submit a Request for Proposal (RFP) for the TAMACC Annual State Convention. The requirements of a justified chamber and city are defined in the attached Convention agreement. All RFP's for consideration must be submitted by 5:00 pm on Friday, October 24, 2008. All RFPs submitted after the deadline will not be considered.

TAMACC reserves the right to accept or reject any RFP and or any part thereof, in the best interest of the association.

Criteria For Hosting A TAMACC Convention

In order to be considered to host a TAMACC Convention you must meet the following criteria:

CITY

- Must be in a city where a TAMACC Member Chamber resides.
- Must have a convention center approximately 1/4 mile or less from the host hotel.

POPULATION

- Must have minimum population of over 500,000 or within an area of 10 miles radius if the city itself does not have over 500,000 people.

CONVENTION DAYS

- 4th week in July, Wednesday, Thursday, Friday and Saturday and that sufficient convention space and auxiliary facilities are available.

HOTEL

- Must have a hotel that has 300 + rooms available or more as well as appropriate banquet facilities.
- That 4 or 5 star hotel is close (.25 miles) to a Convention Center
- Space (minimum block of 300 rooms) with lowest local competitive rates.
- Room blocks vary from city to city. Room blocks are in following order
Wednesday 50 rooms, Thursday 100 rooms, Friday 100 rooms and Saturday 50 rooms,
with 300 total room nights
- Complimentary rooms / 1 per 25 (sometimes negotiable)
- TAMACC staff room at special rate(10 rooms) with 4 Complimentary Suites
- Special Government rates (25 rooms part of block)
- 1 Staff Operations room available Monday to Sunday
- 8 meeting rooms
- Ballroom to hold 450 to 500 people
- Complimentary Airport Shuttle or a reduced rate
- Reduced Overnight Parking rate for all convention attendees
(15 Complimentary parking passes for TAMACC staff during convention)
- Alternate Economical Hotel

CONVENTION CENTER

- Close to hotel (.25 miles) or part of the hotel
- Minimum of 50,000 square feet to hold 150 to 200, 10' x 10' exhibit booth
- Registration Area
- Ballroom space to hold minimum 500 people rounds of ten
- Staff Operations Room, One Media Room, One Storage Room
- 8 Meeting Rooms
- Reduced Overnight Parking rate for all convention attendees
(12 Complimentary parking passes for TAMACC staff during convention)

HOST CHAMBER

- Host an event as their fund raiser
- Commitment of sales (booths, ads, and registrations) (**See Attachment A**)
- Assist with securing transportation at cost (when ever possible)
- Sign Host Chamber Agreement (**See Attachment A**)

AIRPORT

- Airport that supports all major airlines and close to the host hotel and convention center
- Good Airport Shuttle service to and from hotel

DATE AND SITE SELECTION

TAMACC Convention sites are selected two to four years in advance. The preferred dates for the convention are in late July, usually the last weekend of the month. The convention schedule is as follows.

Monday	Staff Arrival
Wednesday morning	EDF Education Symposium
Wednesday afternoon	Reception
Thursday morning and afternoon	Exhibitor Move-In
Thursday morning and afternoon	Procurement/Best Practice Sessions
Thursday Luncheon	Procurement Luncheon
Thursday evening	Welcome & Grand Opening Reception
Thursday night	Host Chamber Event / Open Hospitality Events
Friday morning	Brunch and Latina Sessions & Business Sessions
Friday noon	Latina Entrepreneur Luncheon
Friday afternoon	Ribbon-Cutting Ceremony / Exhibit Hall opens
Friday evening	Legislative Reception
Friday night	TAMACC Celebration Event
Saturday morning	Brunch and Business Workshops
Saturday late morning and afternoon	Exhibit Hall Open
Saturday afternoon	Annual Board & Delegate Meeting
Saturday evening	Gala Reception
Saturday night	Awards & Recognition Gala
Sunday	Staff Departure

All candidate materials are to be submitted by 5:00 pm October 24, 2008 to:

TAMACC

3000 South IH 35, Suite 305 in Austin, Texas 78704



TAMACC and Host Hispanic Chamber Convention Agreement (Attachment A)

TAMACC's Annual Convention Business & Consumer Expo will provide Host Hispanic Chamber members and non-members (small and large business owners) an opportunity to meet with purchasing agents from National Corporations and Public Sector Agencies to learn more about how to do business with these corporations and government agencies. Business opportunities include Corporate and Federal Procurement Roundtables, Economic Development sessions and Networking Opportunities. The TAMACC Expo will feature over 150 exhibitors and approximately 1000 Expo attendees. TAMACC convention generates over a million dollars of economic impact to the host city by using some of the Host Hispanic Chamber members and local businesses for services needed to execute the convention.

TAMACC IS RESPONSIBLE FOR:

- All the convention logistics with some assistance from the Host Hispanic Chamber.
- Securing the contracts with the host hotel, convention center.
- Securing the offsite event such as the Golf tournament locations.
- Securing all convention speakers for sit-down events and sessions.
- Securing convention sponsors, exhibitors, advertisers, and individual registrations.
- Setting up all media coverage with assistance from Host Hispanic Chamber.
- Setting up the entire convention schedule, including the Host Hispanic Chamber offsite event.
- Promoting and selling Host Hispanic Chamber event via all TAMACC's marketing materials.
- Placing all exhibitors in their locations.
- Printing all convention promotional material.
- Paying all TAMACC convention expenses.

TAMACC appreciates the Host Hispanic Chamber's assistance with the logistical services during TAMACC's Annual Convention & Business Expo. This event serves as TAMACC's major fundraiser for the year. We are thankful that our Host Hispanic Chamber has demonstrated not only an interest, but also a devotion to helping us both succeed.

THE HOST HISPANIC CHAMBER WILL BE ACCOUNTABLE FOR:

- Planning, managing, and executing its own Thursday night fundraising activity and will keep all profits from this event. **(Event details are to be submitted to TAMACC)**
- Making arrangements to provide transportation to their own fundraising event.
- Coordinating a team of volunteers (50-100 people with 5 captains) to perform various tasks in conjunction with the conference, volunteers will be assigned responsibilities by TAMACC and will be supervised by TAMACC staff.
- Promoting the convention through their mail outs, website, all chamber newsletters, CVB, city sites and any other events that the chamber may be sponsoring or is apart of.
- Assisting in making appointments with local elected officials.
- Providing TAMACC staff with a point of contact from your chamber to serve on planning committee.
- Providing TAMACC with current mailing list of all members, community allies, chambers, local media, and other business associations.
- Required 25 paid individual registrations at the full convention rate.
- Purchasing one booth to showcase the Host chamber at the regular exhibit booth value.

TAMACC AGREES TO PROVIDE THE FOLLOWING:

- The Host Hispanic Chamber has the option of forming its own committee in charge of selling exhibit booths and advertisements **where the Host Hispanic Chamber will receive a 20% commission from the sales. The Host Hispanic Chamber is required to sell a minimum of 5 booths (their 1 booth will not be included in the total of 5 booths) at the full price rate in order to qualify for the 20% commission.**
- **The Host Hispanic Chamber is also required to sell a minimum of 3 half page advertisements in order to qualify for the 20% commission.** The committee will report to TAMACC’s staff or convention coordinator. They can only pursue new vendors and not previous year’s convention vendors or sponsors. The commission will be paid at the end of convention. The commission will only be paid when the sale of booth and/or advertisement is paid in full. All disagreements will be settled by TAMACC’s president.
- All **new** corporate sponsorships, that haven’t been targeted by TAMACC and /or already made pledges to TAMACC or that negotiations are not already in the works, recruited by the **Host Hispanic Chamber** are **subject to a 15% commission.** Commission will only be paid when all monies are received at the TAMACC office.
- If all the above obligations are met in a satisfactory fashion TAMACC will pay the chamber for their convention support, 10% from their **net profits** of any amount over \$125,000. **Note: Obligations must be met to the satisfactory of the TAMACC’s President and/or the TAMACC Convention Committee.**

Frank Cortez
TAMACC President & CEO

President or Chairman
TAMACC Member Chamber

Date: -----

Date: -----

Texas Association of Mexican American Chambers of Commerce
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