TEXAS

CHAMBER*of*

COMMERCE

EXECUTIVES TCCE ANNUAL CONVENTION 2024 BID

PACKET

# DEADLINE FOR SUBMISSION | FEBRUARY 1, 2023

**The Texas Chamber of Commerce Executives Invites your Chamber to Bid to Host the**

**2024 TCCE Annual Conference.**

Bids may be submitted in conjunction with the local Convention and Visitors Bureau (CVB), however, the chamber must be a current TCCE member and lead the effort. We also encourage hotel or CVB packets (digital version only) to be included when you return this application form.

Please complete the attached application and return it (and any promotional materials) to the TCCE office electronically by emailing [dscheberle@txbiz.org](mailto:dscheberle@txbiz.org).

**Timeline:**

Bid Released NOV 18, 2022

Bid Due FEB 1, 2023

Site Visit February 2023

Site Selection MAR 31, 2023

Announcement Date April 2023

Presentation at TCCE 2023 Conference: June 29, 2023, in Odessa, Texas

The 2024 TCCE Annual Conference bidding site winner will be expected to present (15 mins) to the 2023 TCCE Annual conference in Odessa on June 28, 2023, and sponsor/exhibit (minimum of $1,000 investment) to promote at the 2024 conference.

## Bid Requirements

Any chamber whose available hotels/properties do not meet **ALL** of the requirements listed below will not be considered for evaluation.

## Host Hotel Requirements

* Provide 3 complimentary rooms for a site visit.
* Provide complimentary WIFI for the conference.
* Guarantee a minimum 150-175 rooms, on the busiest nights of the conference, provide a guaranteed room rate, and have supporting additional rooms within walking distance or provide shuttle service (if necessary).
* Submit proposal based on 3-day pattern during the 4th week of June with the preference being either **(1) Wednesday, Thursday, Friday or (2) Tuesday, Wednesday, Thursday**.
* Provide a complimentary suite for the Board Chair for the conference.
* Banquet and meeting facilities to accommodate at least 300 people.
* Provide space to accommodate 25 people (board meeting).
* Locked room with table set up for storage/work room.
* A minimum of 3 additional meeting rooms to accommodate breakout education sessions.
* Have exhibit space for a minimum of 40 exhibitors with 10’ x 10’ booths in the direct vicinity of the meeting rooms.
* Please provide cost estimates for the following:
  + Hotel room rate
  + Average meal cost (based on current menus)
  + A/V for the main assembly room (Projections, screen, basic lighting, podium and microphones), three break out rooms (screen, projection and microphone.

## Host Chamber Requirements

* Be within sixty (60) miles of major airline service.
* Work closely with TCCE staff/annual conference committee on schedules and facility arrangements.
* Provide significant assistance in recommending options for and selecting conference activities.
* Provide at least 4 staff and/or volunteers to assist throughout the conference.
* Serve as the liaison between TCCE staff and local facilities when necessary.

## If chosen as 2024 host:

* Provide or secure a $1,000 sponsorship for the 2023 Annual Conference which includes booth space to promote your location for 2024.
* Provide marketing materials for the conference including creating conference logo, email banners, and printed programs for both the conference and the Awards program.
* Donate in cash or in kind $5,000 (minimum) towards the 2023 Annual Conference budget. (In-kind donations may include buses for events, venue access fees, or other services).
* Secure at least 2 local sponsors (minimum $1,500) whose products/services are applicable to chambers. Request TCCE Sponsorship Packet.
* Provide gift bags or welcome packet item for attendees.

**Deadline for Submitting Application: February 1, 2023**

# BID APPLICATION FOR 2024 TCCE ANNUAL CONFERENCE

APPLICATION DEADLINE FEBRUARY 1, 2023

The conference will be held at single central location/property. The TCCE Executive Committee reserves the right to change the host community of the conference in the event the hotel facilities or host chamber does not meet the requirements of the convention. **Questions**? Contact TCCE Executive Director Drew Scheberle [dscheberle@txbiz.org](mailto:dscheberle@txbiz.org) .

Candidate Host Chamber: Main Contact Name & Preferred source of communication ( ) Phone: ( ) e-mail: Suggested Hotel/Resort Property(ies):

We the undersigned, pledge to the Texas Chamber of Commerce Executives the accommodations as described below: Room rate: Singles $ Doubles $ Suite $

**Reminder of General Requirements**

Please provide a brief description of the hotel and attach sheets or marketing material with descriptions of requirements

* Ballroom/Meeting Room for approximately **300.**
* A **Ballroom for meals** (rounds of 8 or 10, seating approximately 300).
* A **separate area for minimum 40 exhibitors** (10’ x 10’ booths).
* **Silent Auction area, either separate or in conjunction with exhibit area** with adequate table space to display items. (Minimum ten) with the ability to be locked at night. (If necessary)
* Conference must be **within a 60-mile radius of a major airport** location.
* 2 Complimentary Rooms for site visit in advance of conference.
* **Complimentary room (or suite)** will be provided to the TCCE Board Chair.

## 3-4 rooms for “breakout” sessions.

* **Evening event venue for early arriver dinner and conference outing, including round-trip transportation (if necessary).**

Will other small meeting rooms and an area for exhibits be provided to TCCE without charge?

( ) Yes ( ) No, explain

Check all available at your property: ( ) Swimming pool

( ) Free parking (not free? Provide parking rate: $ ) ( ) Restaurant/bar (how many? )

Proximity to airport: Shuttle service to airport? ( )Yes ( )No

Name airline services available:

What would make your community a unique and enjoyable location?

Please list pre-conference or other optional activities for attendees:

Early Arriver Dinner or Outing/Activity (list options)

Please list options that would enhance the conference experience:

Option 1

Option 2

Option 3

Any additional information or comments

## E-Mail application and hotel information for qualification review to: Drew Scheberle at [dscheberle@txbiz.org](mailto:dscheberle@txbiz.org) Attn: TCCE BID 2024

Date submitted:

Application Deadline**: February 1, 2023**