

Nebraska Recreation and Park Association

Conference Site Selection

Guide and Bid Form



Interested towns or hotels should complete this packet and return to the Site Selection chairperson for the Site Selection Committee of the Nebraska Recreation and Park Association.

Name of Hotel/ Motel Making Bid: _____

Address: _____

Phone: _____

Office Representative: _____

Title: _____

Nebraska Recreation and Park Association (NeRPA) will not, under any circumstances, guarantee payment for a minimum number of guest rooms occupied by NeRPA delegates. NeRPA also requires that all meeting rooms furnished by the host facility for educational programs, meetings, and meal functions be furnished at no charge to the Nebraska Recreation and Park Association.

1. List the dates in September and October, 20_____, hotel/motel is available for the NeRPA conference (3 day conference, start and end dates are flexible).

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Month	Days	Year	Month	Days	Year

2. How many total guest rooms are there in hotel/ motel? _____

3. How many guest rooms will hotel/ motel reserve for NeRPA conference delegates?

How many weeks prior to the conference date will NeRPA conference delegates be able to reserve rooms in hotel/ motel under the guaranteed rate? (Please note that NeRPA requests that hotel/ motel allows conference delegates to make reservations up to two to four weeks before the conference).

4. Please quote sleeping room rates for NeRPA conference delegates below:

Single: _____ Double: _____ Triple: _____

Quad: _____ Suite: _____

5. Will hotel/ motel will furnish complimentary rooms/ suites for NeRPA staff or V.I.P.s each night of the conference?

Yes No If you marked "yes", how many rooms? _____

6. Please list below the current rate of each tax and gratuity applied to sleeping rooms, charges, and meal functions in hotel/ motel.

7. Will hotel/ motel provide rooms for staff to attend conference planning meetings?

Yes No

Rooms: _____ Nights: _____

Comments: _____

8. Will hotel/ motel provide complimentary meeting rooms for conference planning board meetings prior to the conference?

Yes No

Comments: _____

9. Will hotel/ motel provide room reservation cards to NeRPA at least 5 months prior to the conference at no charge to NeRPA?

Yes No Other form of reservation (please describe below)

How will reservations be made? _____

10. Does hotel/ motel carry insurance protecting NeRPA, exhibitors, and delegates?
 Yes No

11. In the space provided below, describe the availability of parking for delegates attending the NeRPA conference. Include cost (if any), location, capacity, and availability of conference parking facilities.

12. How many 8' x 10' exhibits can be housed in the conference exhibit hall? _____

13. Floor capacity of the exhibit hall will hold a _____ lb. piece of equipment.

Comments: _____

14. In the space provided below, state the terms for usage of the exhibit hall. Include all costs (if any) and state specifically what is included with the costs.

15. Will NeRPA need to enlist the assistance of a decorator service to assist with the conference exhibits?

Yes No

Comments: _____

16. Are exhibitors allowed to dispense food samples, soft drinks, etc. without charge or restriction?

Yes No

Comments: _____

17. Is there drive-in access to the exhibit hall?

Yes No

Comments: _____

18. Can the exhibit hall be completely locked and secured when not in use?

Yes No

Comments: _____

19. Can the hotel/ motel furnish NeRPA with 20 tables (3' x 8') free of charge for educational exhibits?

Yes No

Comments: _____

20. Is the exhibit space located close to the meeting room area?

Yes No

Comments: _____

21. Does a security firm have a contract with the exhibit hall?

Yes No

Comments: _____

22. Does a drayage firm have a contract with the exhibit hall?

Yes No

Comments: _____

23. Please discuss below (or attach) information regarding any union regulations, restrictions, or requirements that may impact our NeRPA conference:

24. In addition to the exhibit hall space quoted above, hotel/ motel has the capacity to provide banquet seating for:

People: _____ Arrangement: _____

25. In addition to the exhibit hall and the banquet facilities listed above, the hotel/ motel has capacity to provide rooms for educational sessions with theater style seatings:

Meeting Rooms: _____ Minimum number of delegates (theater style seating): _____

26. Conference delegates operate their own audio-visual equipment at no charge?

Yes No

Comments: _____

27. Is the NeRPA conference allowed to decorate function rooms using their own sources of supply at no charge and what can the hotel/ motel provide?

Yes No

Comments: _____

28. If additional audio-visual equipment is needed, can hotel/ motel supply needed equipment?

Yes No

Comments: _____

29. Is conference registration space and furniture provided at no charge?

Yes No

Comments: _____

30. How many days in advance will NeRPA need to provide a meal guarantee for meal functions?

31. How many people are the public dining facilities in the hotel/ motel capable of serving?

List the names and seating capacity of each individual restaurant/ cafeteria in the hotel/ motel:

Restaurant Name - Capacity

Restaurant Name - Capacity

ACCESSIBILITY: The Nebraska Recreation and Park Association is interested in ensuring that the site selected for its annual conference have a high degree of accessibility for the handicapped members of our association. The degree of accessibility the hotel/ motel presently exhibits along with the willingness to modify the facility for the future will have a significant effect upon our conference site selection.

32. Are parking spaces reserved for use by individuals with physical disabilities?

Is conference registration space and furniture provided at no charge?

Yes No

Comments: -----

33. Is at least one primary entrance usable for individuals in wheelchairs?

Yes No

Comments: -----

34. Are ADA ramps or elevators provided where there are stairs?

Yes No

Comments: -----

35. Are all the elevators accessible and usable by people with physical disabilities at all building levels used by the general public?

Yes No

Comments: -----

36. Is there at least one restroom accessible and usable by people with physical disabilities at all building levels used by the general public?

Yes No

Comments: -----

37. Are the lower hand-operated water fountains provided for people in wheelchairs?

Yes No

Comments: _____

38. Are any of the bedrooms especially designed for individuals who use a wheelchair?

Yes No

Comments: _____

39. Can furniture be moved to accommodate wheelchairs?

Yes No

Comments: _____

40. Are available restaurant areas accessible to people who use wheelchairs?

Yes No

Comments: _____

41. Is the meeting space accessible to and usable by individuals with a disability or who use a wheelchair?

Yes No

Comments: _____

42. Are available lounge areas accessible to people who use wheelchairs?

Yes No

Comments: _____

43. Is there help available for those who need assistance in entering the building (doorman, porter, etc.)?

Yes No

44. If “no” to the above question, is help available for those in need of assistance if arranged in advance?

Yes No Not Applicable

Comments: _____

45. Who can be called in advance for assistance? _____

Please complete the form and return it along with the following information. Information can be provided in the form of cyber links for some of these items.

1. A floor plan showing location, dimensions, and capacities of the facilities referred to in this form.
2. Sample menus and costs for conference meals.
3. A list of all available recreation facilities contained within your property and costs.
4. Sample floor plans for exhibit hall.
5. The names, addresses, phone numbers, and contact person of several (2-3) groups similar in size to NeRPA that have held a conference in your hotel/ motel within the past year.

6. A list of services provided free of charge by the local visitors bureau.

7. A list of any conference-related equipment and services that would be provided to NeRPA free of charge by the hotel/ motel.

Please return your bid packet no later than: **April 23, 2025**

All information can be sent to:

Michaela Stuhr
Site-Selection Chairperson
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402.363.2630