



NEBRASKA RECREATION AND PARK ASSOCIATION CONFERENCE SITE SELECTION GUIDE AND BID FORM

Name of Hotel/Motel Making Bid _____

Address _____

Phone _____

Office Representative _____

Title _____

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, _____, your hotel/motel is available for the NeRPA conference: (2 day conference, start and end dates flexible).

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

2. How many total guest rooms are there in your hotel/motel? _____
3. Will the hotel/motel reserve _____ guest rooms for the NeRPA delegates until two to four weeks prior to the NeRPA conference? _____

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

_____	single	_____	double	_____	triple
_____	quad	_____	suite		

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

_____ yes _____ no How many _____

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

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

8. Will you provide complimentary meeting rooms for conference planning board meeting prior to the conference? _____yes _____no
9. Hotel/motel_____will (_____will not) supply_____ room reservation cards to NeRPA at least 5 months prior to the conference at no charge to NeRPA.
10. Hotel/motel_____ does (_____does not) carry insurance protecting NeRPA, exhibitors and delegates.
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 house in the conference exhibit hall? _____
13. Floor capacity of the exhibit hall will hold a _____lb. piece of equipment.
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?

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

17. Is there drive-in access to the exhibit hall? _____
18. Can the exhibit hall be completely locked and secured when not in use? _____
19. Can the hotel/motel furnish NeRPA with 20 tables (3'x 8') free of charge for educational exhibits?
_____ if not, please comment below

20. Is exhibit space located close to the meeting room area? _____
21. Does a security firm have a contract with the exhibit hall? _____
Charges: _____
22. Does a drayage firm have a contract with the exhibit hall? _____
Charges: _____
23. Please discuss below (or attach) information regarding any union regulations, restrictions, or requirements that may impact upon our NeRPA conference

24. In addition to the exhibit hall space quoted above, hotel/motel has the capacity to provide banquet seating for _____ people in a _____ arrangement.
25. In addition to the exhibit hall and the banquet facilities listed above, the hotel/motel has _____ rooms capable of comfortable seating a minimum of _____ delegates theater style for concurrent educational sessions.
26. Conference delegates operate their own audio-visual equipment at no charge? _____
27. Is the NeRPA conference allowed to decorate function rooms using their own source of supply at no charge _____ and what help can the hotel/motel provide? _____
28. If additional A.V. equipment is needed, can hotel/motel supply needed equipment?
 _____ If so please list all available equipment.

29. Is conference registration space and furniture provided at no charge? _____
30. NeRPA must provide hotel/motel with a meal guarantee _____ in advance of meal functions.
31. Public dining facilities capable of serving _____ people are located within the hotel/motel. List the names and seating capacity of each individual restaurant/cafeteria.

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 your hotel/motel presently exhibits along with your willingness to modify your 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?

33. Is at least one primary entrance usable for individuals in wheelchairs? _____
34. Are ADA ramps or elevators provided where there are stairs? _____
35. Are all the elevators accessible and usable by physically disabled persons at all building levels used by the general public? _____
36. Is there at least one restroom accessible and usable by physically disabled persons at all building levels used by the general public? _____
37. Are the lower hand-operated water fountains provided for people in wheelchairs?
38. Are any of the bedrooms especially designed for wheelchair users? _____
39. Can furniture be move to accommodate wheelchairs? _____

40. Are available restaurant areas accessible to persons in wheelchairs? _____
41. Is the meeting space accessible to and usable by handicapped persons? _____
42. Are available lounge areas accessible to persons in wheelchairs? _____
43. Is there help available for those who need assistance in entering the building (doorman, porter)?

44. If not, is help available for those in need of assistance if arranged in advance?

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

Please complete the form and return it along with the following information.

1. A floor plan showing location, dimensions and capacities and facilities referred to in this form.
2. Sample menus and costs.
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 visitor's bureau.
7. A list of any conference-related equipment and services that would be provided to NeRPA free of charge by your hotel/motel.

Please return your bid no later than 4/30/2024.

All information can be sent to Michaela Stuhr – mstuhr@cityofyork.net