

## **International Association of Venue Managers 2025 Region 4 Conference Request for Proposal (RFP)**

This document is provided as a resource to prospective hosts for the International Association of Venue Managers (IAVM) 2025 Region 4 Conference.

If interested in bidding for the 2025 Region 4 Conference, the entire document should be read in its entirety to thoroughly ensure understanding of the provisions as required.

Please prepare the necessary materials as noted within and forward your bid proposal no later than **Friday, May 24, 2024** to:

ATTN:

Sara Waltemire, Region 4 Director  
[swaltemire@meydenbauer.com](mailto:swaltemire@meydenbauer.com)

&

Cody Lund, Region 4 Assistant Director  
[clund@boisecentre.com](mailto:clund@boisecentre.com)

**Proposals must be submitted via email.**

### **IAVM Profile & History**

#### *IAVM Profile*

The International Association of Venue Managers (IAVM) is the world's premier organization devoted to the issues and trends of public assembly facility management. The IAVM provides vital resources and professional development to the managers of arenas, amphitheaters, auditoriums, convention centers, performing arts theaters, and stadiums throughout the world. Member facilities represent significant investment and enterprise of public and private funds. They attract millions of patrons to an astonishing variety of events from football to basketball, from baseball to hockey, from rock concerts to conventions, conferences, ballets...the list is almost endless. In addition to the IAVM Annual Conference & Trade Show, *VenueConnect*, a variety of specialized conferences are held throughout the year focusing on the special needs of certain segments of our organization.

#### *IAVM History*

The International Association of Venue Managers was founded in 1924 by six enthusiastic building managers with a vision of the future of public assembly facility management. These six managers met in Cleveland, Ohio, on December 27, 1924, to discuss the important issues facing the auditorium management industry. From that meeting came the formation of the Auditorium Managers Association. What grew from a dedication to the industry is now known as the International Association of Venue Managers, a world-wide organization that maintains their commitment to their business and profession.

#### *Region/Chapter History*

The membership of Region 4 is varied and diverse as one of the largest geographic regions in IAVM. It is made up of the Canadian provinces of Alberta, British Columbia, Manitoba & Saskatchewan, the Yukon Territory and the Northwest Territories, as well as the states Alaska, Idaho, Montana, Oregon, Washington & Wyoming. Members represent every sector of venue management and hold positions as varied as the sectors represented.

### **Region 4 Event History**

IAVM Region 4 has been hosting a conference annually for years. A summary of our most recent conferences is outlined below. Please note that the 2020 conference was canceled due to COVID-19.

Dates	Location	Attendees
April 29-May 1, 2024	Tacoma, WA	Estimated 145 attendees
April 10-12, 2023	Portland, OR	115 attendees
May 2-4, 2022	Anchorage, AK	50 attendees
May 4 – 6, 2021	Virtual	
April 29 – May 1, 2019	Boise, ID	115 attendees
May 7 – 9, 2018	Spokane, WA	125 attendees
May 1 – 3, 2017	Bellevue, WA	125 attendees

### Meeting Specifications

#### Dates:

- **Open to dates in April or May 2025. If unable to meet preferred dates, please propose alternative.**
- **Preferred dates:**
  - **May 5-7** (preferred)
  - **April 21 - 23** (second option)
  - **May 6-8** (third option)

#### Pattern:

- **Monday – Wednesday** (preferred)
- **Tuesday – Thursday** (alternate)

#### Location/Host Criteria

- Host location will provide at least 3 local planning committee members
- Location to be located within 1-hour ride of airport
- Host venues agree to provide discounted or free room rental
- Host venues agree to bring in at least \$15,000 in local sponsorship

#### Sleeping Room Block Requirements

Sunday, Day 0 (early arrival day)	Monday, Day 1	Tuesday, Day 2	Wednesday, Day 3 (departure day)
15	50	50	40

#### Preferred Group Sleeping Room Rate

Individuals will be responsible for contracting own rooms. Historical rates have ranged from \$149 - \$199/night.

#### Anticipated Program & Meeting Room Requirements

The following information is provided as a general overview of the meeting. Program requirements (i.e., meeting rooms needed, program timing, and food functions) are subject to change. Meeting rooms, regardless of location, are required to be provided without charge. It is expected that the same meeting rooms will be used throughout the conference.

Start Day & Time	End Day & Time	Function	Room Set	Attendance
Day 1 6pm	Day 1 9pm	Opening Reception	Scattered cocktails Hors d'oeuvres Bar	125
Day 2 8am	Day 3 5pm	Meal Room for buffet breakfast and lunch	Rounds of 8 Buffet setup ** Can use general session space	150
Day 2 8am	Day 3 5pm	Exhibitor Space	Room for 10 – 15 tabletop exhibits AM/PM Break Stations	150
Day 2 8am	Day 3 5pm	General Session	Crescent rounds of 6 people Power to tables Screen/Projector setup + sound system	150

Day 2 8am	Day 3 5pm	(2) Breakout Spaces	Crescent rounds of 6 people or Classroom Tables (2 per 6' table) Power to tables Screen/Projector setup + sound system	80
Day 3 5:30pm	Day 3 8:30pm	Closing Reception	Scattered cocktails Hors d'oeuvres Bar	100

**Hotel Concessions** (suggestions below)

IAVM Region 4 requests the following concessions:

- 14-day reservation cut-off
- 70% cumulative attrition
- Complimentary Wi-Fi in guest rooms

**Billing and Payment**

Region 4 pays for group functions, and designated master account charges upon being billed. Credit and bank references provided upon request. Master account charges may be approved by Sara Waltemire, Cody Lund or Tammy Sweeney.

**Proposal Components** (suggestions included below)

Your proposal should include the following additional components beyond the basic elements:

- Transportation options from nearest major airport
- Description of venues involved in submitting proposal, including room diagrams and capacity charts
- Current F&B menus with pricing proposed for our projected events, including healthy, vegan and gluten free options and bar pricing for hosted and cash bars
- Proposed local planning committee members
- Suggestions for day 1 daytime networking activity in the area, opening & closing reception locations
- Suggestions for potential local companies to reach out to regarding sponsorship opportunities

**Timeline**

May 24, 2024	Proposals due to IAVM 4
May 27 – June 14, 2024	Site Selection Committee reviews proposals
July 1, 2024	Site selected
July 31, 2024	Contract executed

Please submit all bids by **May 24, 2024** via email to Sara Waltemire, [swaltemire@meydenbauer.com](mailto:swaltemire@meydenbauer.com), and Cody Lund, [clund@boisecentre.com](mailto:clund@boisecentre.com)

Subject: IAVM – 2025 Region 4 Conference Proposal