

Northern California Council of Alcoholics Anonymous

CONFERENCE BID FORM

SUBMITTED BY: _____

NAME _____

ADDRESS _____

CITY _____ ZIP: _____

PHONE _____ NCCAA ZONE _____

SUBMITTED FOR: *CIRCLE ONE*

SPRING SUMMER FALL Year _____ Dates _____

I. PROPOSED CONFERENCE SITE INFORMATION:

1. A. NAME OF CONVENTION CENTER _____
B. ADDRESS _____
CITY _____ ZIP _____
C. CONTACT PERSON IN CHARGE: NAME _____
PHONE _____
2. A. MAIN HALL CAPACITY _____
B. COST FOR WEEKEND _____
3. A. HOSPITALITY ROOM CAPACITY _____
B. COST FOR WEEKEND _____
4. A. ENGLISH MARATHON MEETING ROOM CAPACITY (MINIMAL 50 SEATING) _____
B. COST FOR WEEKEND _____
5. A. SPANISH MARATHON MEETING ROOM CAPACITY (MINIMAL 50 SEATING) _____
B. COST FOR WEEKEND _____
6. A. AI-ANON MEETING ROOM CAPACITY (MINIMAL 50 SEATING) _____
B. COST FOR WEEKEND _____
7. A. IS THEIR OFFICE SPACE AVAILABLE FOR TREASURY? _____
8. IS THERE A HOTEL DIRECTLY CONNECTED TO THE CONVENTION CENTER? _____
IF SO, GIVE NAME AND ADDRESS _____
9. WHAT ARE THE INSURANCE REQUIREMENTS? _____
DEPOSIT? _____ WHEN DOES DEPOSIT NEED TO BE PAID? _____
10. WHAT ARRANGEMENTS ARE THERE FOR SECURITY? _____

11. CAN WE HANDLE OUR OWN COFFEE, CONCESSIONS, ETC.? _____

12. A. WITH WHO WILL OUR CONTRACT BE SIGNED? _____

B. APPROXIMATE TOTAL COST TO NCCAA _____

II. PROPOSED HOST HOTEL INFORMATION

1. NAME OF HOTEL _____

2. COMPLETE ADDRESS _____

3. NAME & PHONE NUMBER OF CONTACT PERSON _____

4. CURRENT ROOM RATES _____

PROPOSED CONFERENCE ROOM RATES _____

5. TOTAL ROOMS IN HOTEL _____

(NCCAA CHAIRPERSON WILL NEGOTIATE)

6. BLOCK OF ROOMS COMMITTED FOR FRIDAY NIGHT _____

TOTAL ROOMS COMMITTED FOR SATURDAY NIGHT _____

LENGTH OF TIME BLOCK OF ROOMS WILL BE HELD _____

7. INFORMATION REGARDING AVAILABLE RESTAURANTS _____

8. INFORMATION REGARDING PARKING SPACE _____

ARRANGEMENTS FOR RV PARKING _____

9. CREDIT APPLICATION AVAILABLE? (SO THAT NCCAA EXPENSES CAN BE BILLED TO THE TREASURER) _____

10. ADDITIONAL LODGING INFORMATION TO INCLUDE RATES AND INFORMATION REGARDING HOTELS, MOTELS LOCATED NEAR BY: (PLEASE LIST AT LEAST THREE, GIVING ALL PERTINENT INFORMATION)

A. NAME _____

ADDRESS _____

PHONE _____

ROOM RATES: SINGLE _____ DOUBLE _____ SUITE _____

B. NAME _____

ADDRESS _____

PHONE _____

ROOM RATES: SINGLE _____ DOUBLE _____ SUITE _____

C. NAME _____

ADDRESS _____

PHONE _____

ROOM RATES: SINGLE _____ DOUBLE _____ SUITE _____

PLEASE ATTACH ANY ADDITIONAL INFORMATION THAT WOULD BE HELPFUL.
MAIL TO NCCAA CHAIRPERSON.
THANK YOU.

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CONFERENCE BID FORM ADDENDUM

(Updated September 2015)

- I. Will there be any additional charges for technicians, electricians, stagehands? _____
2. Will there be extra charges for tables, chairs, microphones, stages, risers, podiums, etc.? _____
Per hour? _____ Per day? _____ For weekend? _____
3. How late can we occupy the convention Center each day without incurring overtime rates? _____
4. Does the total cost for the Convention Center include the use of three to four smaller rooms? _____
5. Is there a percent of sales cost included in the contract? _____
6. **SOME BASIC THINGS TO ASK AND THINK ABOUT (Especially when at a Fairground)**
 - a. We utilize approximately **10,000 sq.** feet of space (Main Hall, 3 rooms for meetings, treasurer room, and foyer space.
 - b. Will there be other events going on in the area that will effect (parking, room space, etc....)
 - c. Think about your area, what month you're having conference. (June there are graduations, is there available hotel space? Have the room rates gone up? Is there enough hotel space available to reserve up to 75 people a night?
 - d. Please have a few hotel contacts so chairperson can make calls. Room rates should be reasonable for all to attend. **There must be a hotel site with the bid package.**
 - e. You know the area better than the officers and members, is the NCCAA conference going to be able to have a conference in that area?