

Request for Proposal for 2018, 2019, & 2020 Annual Conference



**Mississippi Library Association
PO Box 13687
Jackson, MS 39236-3687**

**Proposals will be accepted until 5:00 p.m.
July 25, 2017**

Event Name:	MLA Annual Conference
Event Organizer:	Mississippi Library Association
Key Contact:	MLA Administrator
Phone:	601.981.4586
Email:	info@misslib.org
Website:	www.misslib.org

REQUEST FOR PROPOSAL – MLA Annual Conference 2018, 2019, 2020

The Mississippi Library Association (MLA) is accepting proposals for its annual conferences in **October of 2018, 2019, and 2020**. The annual conference is attended by more than 400 librarians representing libraries of all types throughout the state, vendors from throughout the southeast, and those individuals who have special interest in Mississippi librarianship.

Please note that MLA does comply with all ADA requirements, and any selected venue must do the same.

Preferred Event Dates: October 16-19, 2018 / October 15-18, 2019 / October 13-16, 2020

Alternative Event Dates: October 23-26, 2018 / October 22-25, 2019 / October 20-23, 2020

Please inform us of any other events using your facility at the same time.

All event space must be in the same vicinity. Responses to this proposal may address event space only, or event space and lodging. Detailed prices should be included in the proposal for meeting rooms and hotel rooms. **Please do not just send brochures of your facility.**

Responses may address one, two, or three event years within the same quote, and should indicate discounts based on multi-year contracts.

Proposals offering discounts on facility costs corresponding to tiered food and beverage expenditures are strongly encouraged. Please include a **DETAILED** listing of prices. Proposals should include a menu with meals for breakfast, lunch, dinner, snacks plus special events.

The conference program starts Tuesday with pre-conferences and ends on Friday with concurrent morning sessions and a closing lunch. Conference attendance averages 300 attendees per day with approximately 150 sleeping rooms on peak, Wednesday and Thursday, and a total pickup at 400-450. Most attendees will be traveling on the State of Mississippi Government Rate. Responses including lodging should consider this rate in the quote, and provide options for double occupancy.

MLA will move-in on Tuesday 8:00 a.m. and move-out on Friday 1:00 p.m.

The conference program typically consists of the following:

- Tuesday Pre-conference (1 or 2 sessions, each with approximate attendance of 50)
- Two (2) all conference general sessions (Wednesday & Thursday) theatre style for 350 attendees; each general session will require projectors, screens, microphones and sound, **with free Wi-Fi**.

- Between four (4) and seven (7) breakfast or lunch programs (30 - 90 attendees each). Each will require microphone, projector and screen set up with **free Wi-Fi**.
- Thursday evening meal function, banquet style for 150 attendees, cash bar; requires projectors, screens, microphones, sound, and **free Wi-Fi**.
- Up to six (6) concurrent sessions throughout Wednesday, Thursday, and Friday morning. Minimum A/V required will be projectors, screens and **free Wi-Fi** accessibility for each session with the ability for MLA to provide our own laptops and projectors at no additional cost.
- Exhibit hall accommodating 30-50 vendors; **free Wi-Fi** accessibility required;
- Registration area with ample space for storage of registration materials and access to electricity.
- Poster session area with at least a dozen tables available.

For more program information, refer to the MLA website for previous years' conference programs at <http://www.misslib.org/page-1860408>. Note that programs vary from year to year.

Please include in your proposal:

- A full list of all meeting room charges in your proposal;
- Any food/beverage minimums;
- Any information regarding any parking fees, and a schedule of A/V fees;
- Policy on using outside vendor for exhibit hall setup; if outside vendors are prohibited, cost for setup for 30-50 vendors;
- **Any cancellation fees or policies;**
- Room comp policy (if lodging is included in proposal).
- Availability of box lunches or concessions within the facility.

Direct all questions regarding this RFP to the MLA Administrator, info@misslib.org. Telephonic requests for information will not be honored.