



*Representing*



## **REQUEST FOR PROPOSAL**

**RESPOND BY OCTOBER 21, 2016**

DATE: **9/20/2016**  
 TO: All FSAE Associate Member Hotels & CVB's  
 FROM: Richard Miseyko, CMP, CMM  
 RE: FLORIDA SOCIETY OF ASSOCIATION EXECUTIVES – 2017 Events  
 # OF PAGES: 8

Site Search, Inc. has been asked by the Florida Society of Association Executives (FSAE) to secure locations for its 2017 events. Site Search, Inc. receives no compensation from FSAE or from the host hotels whatsoever for the placement of these events.

A description and the specifications for each of FSAE's events can be found on the following pages. At the end of this RFP you will find a Response Form for you to select the event(s) you are interested in hosting, along with space to list your available date(s). **We ask that you please avoid Holidays and offer as many dates as you can.** This will improve the likelihood your property will be selected for at least one meeting.

I would encourage you to partner with your local CVB and local vendors to enhance your bids and to help offset a portion of the hosting costs.

### **Please Note:**

By agreeing to host an event, it is understood that all guest rooms, except where otherwise indicated, meeting space, A/V, Internet (guestrooms and inside assigned meeting space), parking, resort fees, and Food and Beverage as outlined in the specifications will be provided on a **complimentary** basis.

In order for your property to be considered for selection **the host hotel must have an active FSAE member on staff or be willing to have a staff member join FSAE if their site is chosen.**

Send your RFP responses via Fax or Email using the attached RFP Response Form by **October 21, 2016.**

**For questions regarding this RFP please contact Richard Miseyko, CMP, CMM, at 727-822-4414 or [richard@sitesearchinc.com](mailto:richard@sitesearchinc.com). Please do NOT contact FSAE with questions.**

**PROFILE:** FSAE is the gateway to doing business with the association market in Florida. With more than 1,050 executive and associate members in the State of Florida, including those who manage trade and professional associations, individual membership societies, charitable organizations and other not-for-profit organizations, FSAE is the recognized public spokesperson and leading resource for information on associations. FSAE represents more than 500 associations whose combined membership exceeds 1.5 million Floridians. These associations also employ 60,000+ Floridians, and spend more than \$1.7 billion dollars each year in the state of Florida. Their members host between 5 and 75 meetings each year for their own membership.

## 2017 FSAE Calendar

2017 Events			
Time Frame	Location	Event	Notes
February-April	Central Florida	Power Lunch	
April-Mid June	South Florida	Power Lunch/ Associate Advisory Council Meeting	
August-December	Central Florida	Power Lunch	*cannot be in October
August –December	South Florida	Power Lunch	*cannot be in October
August-September	Any Florida location	CEO Retreat	
September – October	Any Florida Location	Think Tank	
November- early December	Central Florida	Power Lunch/ FSAE Board and Foundation Meetings/ Education Committee Meeting	

### MAP



### **(3) Power Luncheons**

1 Day Events

Tuesday, Wednesday or Thursday

**(2) Central Florida:** February-April & August-December (excluding Oct.),

**(1) South Florida:** August-December (excluding Oct.)

The purpose of the Power Lunch is to provide a forum for an educational and networking opportunity. Attendance, which usually ranges from 50-75 people, consists of both Executive and Associate members.

#### **Special Notes**

By agreeing to host an event, it is understood that all guest rooms, except where otherwise indicated, resort fees, parking, meeting space, A/V, Wi-Fi (guestrooms and inside assigned meeting space), and Food and Beverage as outlined in the specifications will be provided on a **complimentary** basis.

The host hotel will have an opportunity to welcome the group and will be given recognition on the FSAE Website, in *Source* magazine, in all FSAE social media and marketing materials related to the sponsored event.

It is highly recommend that an optional tour of the property be conducted after the Power Lunch for those interested in seeing the facility. Participation by the host hotel at the Luncheon (not included in counts below) is welcomed and encouraged.

We ask that properties provide a special pre and post meeting rate for those attendees who would like to arrive before or stay after the scheduled meeting dates.

If a property has a specialty, such as spa or golf, it can be offered at your option for early arrivals or before checkout.

#### **Room Block**

	<b>Evening Prior to Luncheon</b>	<b>Day of Luncheon</b>	<b>Total Room Nights</b>
FSAE Staff/Speaker	4	Checkout	4 Comp
<b>Optional</b> – provide special industry rate for participants of the Power Luncheon for evening prior to luncheon – historically about 10 rooms.			

#### **Tuesday, Wednesday, or Thursday**

<b>Function</b>	<b>Time Frame</b>	<b># of Participants</b>	<b>Setup</b>
Power Luncheon	11:30 am – 1:00 pm	50-75pp	RDS
Optional Property Tour	1:00 pm – 2:00 pm		

## Power Lunch/ AAC Meeting

April – Mid June  
Tuesday, Wednesday, or Thursday  
(1 day event)  
**South Florida Location**

### Power Lunch

The purpose of the Power Lunch portion of the program is to provide a forum for an educational and networking opportunity. Attendance, which usually ranges from 50-75 people, consists of both Executive and Associate members.

### AAC Meeting

The Associate Advisory Committee is comprised of active, engaged associate members that help FSAE meet the needs of our associate members. Attendance is typically around 25-30 members.

### Special Notes

By agreeing to host an event, it is understood that all guest rooms, except where otherwise indicated, resort fee, parking, meeting space, A/V, Wi-Fi (guestrooms and inside assigned meeting space), and Food and Beverage as outlined in the specifications will be provided on a **complimentary** basis.

The host hotel will have an opportunity to welcome the group and will be given recognition on the FSAE Website, in *Source* magazine, in all FSAE social media and marketing materials.

It is highly recommend that an optional tour of the property be conducted after the Power Lunch for those interested in seeing the facility. Participation by the host hotel at the Luncheon (not included in counts below) is welcomed and encouraged.

We ask that properties provide a special pre- and post-meeting rate for those attendees who would like to arrive before or stay after the scheduled meeting dates.

If a property has a specialty, such as spa and golf, it can be offered at your option for early arrivals or before checkout.

### Room Block

	Evening Prior to Luncheon	Day of Luncheon	Total Room Nights
FSAE Staff	4	Checkout	4 Comp
AAC Committee	10	Checkout	10 nights at a reduced rate (approx. \$99/night)
<b>Optional</b> – provide special industry rate for other participants of the Power Luncheon for evening prior to luncheon – historically about 10 rooms.			

### Day of Event

Function	Time Frame	# of Participants	Setup
AAC Meeting	8:30 – 11:00 AM OR 1:30 PM – 3:00 PM	30 pp	HS
Power Lunch	11:30 AM -1:00 PM	50-75 pp	Rounds
Optional Property Tour	1:00 PM – 1:30 PM		

**CEO Retreat**  
 August-September  
 (3 day event)  
 Friday - Sunday  
**All Florida Locations Will Be Considered**

The CEO Retreat provides attendees with an informal and confidential setting to discuss association issues and trends. Attendees are the Association's key decision makers, the Chief Executive Officer, President or Executive Director. Other than the possibility of one or two speakers, only individuals from an association are invited and allowed to participate. FSAE and Site Search, Inc. screen all applicants for eligibility.

Invited attendees are limited to 25 Executives. Each attendee is allowed to bring one adult spouse/guest (no children allowed). Approximately half the attendees bring a guest. Guests are invited to a reception and dinner on Friday evening and the Saturday morning breakfast, but do not attend the meeting or partake in breaks or lunch Saturday.

**Special Notes**

By agreeing to host an event, it is understood that all guest rooms, resort fees, parking, meeting space, A/V, Wi-Fi (guestrooms and inside assigned meeting space), and Food and Beverage as outlined in the specifications will be provided on a **complimentary** basis.

The host hotel will have an opportunity to welcome the group and will be given recognition on the FSAE Website, in *Source* magazine, in all FSAE social media and marketing materials.

It is highly recommend that a tour of the property be conducted on Friday or Saturday evening. Participation by the host hotel at certain meal functions (not included in counts below) is welcomed and encouraged. Dinners can be done in your hotel restaurants instead of private banquet rooms to avoid additional labor costs allowing the group the opportunity to experience the ambiance of your outlets.

We ask that properties provide a special pre- and post-meeting rate for those attendees who would like to arrive before or stay after the scheduled meeting dates.

If a property has a specialty, such as spa or golf, it can be offered at your option for early arrivals or before checkout.

**Room Block**

	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>Total Room Nights</b>
FSAE Staff/Speaker	3	3	Checkout	6 Comp
CEO Retreat Attendees	25	25	Checkout	50 comp

**Friday**

<b>Function</b>	<b>Time Frame</b>	<b># of Participants</b>	<b>Setup</b>
Welcome Reception (optional)	6:30 pm – 7:30 pm	30-40pp	
Dinner (optional)	8:00 pm – 9:00 pm	30-40pp	RDS

**Saturday**

<b>Function</b>	<b>Time Frame</b>	<b># of Participants</b>	<b>Setup</b>
Breakfast Buffet	8:00 am – 9:00 am	30-40pp	RDS
Meeting	9:00 am – 5:00 pm	27pp	U Shape
Refreshment Break	10:15 am	27pp	
Lunch	12:00 pm – 1:00 pm	27pp	RDS
Refreshment Break	2:15 pm	27pp	
Reception	6:30 pm – 7:30 pm	30-40pp	
Property Tour (suggested/optional)	7:30 pm – 8:00 pm	30-40pp	
Dinner	7:30/8:00 pm – 9:00 pm	30-40pp	RDS

## **FSAE FOUNDATION THINK TANK**

September or October  
(3-day event)

Wednesday - Friday

**All Florida Locations Will Be Considered**

The purpose of the FSAE Foundation Think Tank is to gather senior executives who are association decision makers to contemplate an issue, concern, topic, or idea concerning the operation of associations and/or the association management profession. The group, with the assistance of a facilitator(s), draws conclusions and drafts a report; thereby contributing to the body of knowledge about association management. Other than the speaker(s), only individuals from an association or AMC are invited and allowed to participate. FSAE screens all applicants for eligibility.

Invited attendees are limited to 40 Executives. Each attendee is allowed to bring one adult spouse/guest (no children allowed). Approximately half the attendees bring a guest. Guests are invited to the reception and dinner on Wednesday and Thursday evening and the Breakfast on Thursday and Friday morning. Guests do not attend the Think Tank meeting itself or partake in breaks or lunch on Thursday and Friday.

### **Special Notes**

By agreeing to host the Think Tank, it is understood that all guest rooms, parking, meeting space, Audio Visual, Wi-Fi (in guest rooms & meeting space), and Food & Beverage as outlined in the specifications will be provided on a **complimentary** basis.

Host hotel will have an opportunity to welcome the group and will be given recognition on the FSAE Website, in Source magazine, and in all FSAE social media and marketing materials.

It is highly recommended that a tour of the property be conducted on Wednesday or Thursday evening. Participation by the host hotel at certain meal functions (not included in counts below) is welcomed and encouraged. Dinners can be done in your hotel restaurants instead of private banquet rooms to avoid additional labor costs allowing the group the opportunity to experience the ambiance of your outlets.

We ask that properties provide a special 3-Day pre- and post-rate for those attendees who would like to arrive before or stay after the scheduled meeting dates.

If a property has a specialty, such as spa and golf, it can be offered at your option during scheduled meeting dates and pre-post.

### **Room Block**

	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Total Room Nights</b>
FSAE Staff/Speakers	4	4	Checkout	8 Comp
Think Tank Attendees	40	40	Checkout	80 Comp

### **Wednesday**

<b>Function</b>	<b>Time Frame</b>	<b># of Participants</b>	<b>Setup</b>
Welcome Reception (Optional)	6:30 pm – 7:30 pm	60-70pp	
Dinner (Optional)	8:00 pm – 9:00 pm	60-70pp	RDS

### **Thursday**

<b>Function</b>	<b>Time Frame</b>	<b># of Participants</b>	<b>Setup</b>
Breakfast	8:00 am – 9:00 am	60-70pp	RDS
General Session	9:00 am – 5:00 pm	40pp	HS
Breakouts (2) - <b>Note:</b> Breakouts can be unique, informal location - outside, lobby area, etc.	9:00 am – 5:00 pm	13-14pp each	Informal
Break	10:15 am	40pp	
Luncheon	12:00 pm – 1:00 pm	40pp	RDS
Break	2:15 pm	40pp	

Reception	6:30 pm – 7:30 pm	60-70pp	
Property Tour	7:30 pm – 8:00 pm	60-70pp	
Dinner	7:30/8:00 pm – 9:00 pm	60-70pp	RDS

***Friday***

<b>Function</b>	<b>Time Frame</b>	<b># of Participants</b>	<b>Setup</b>
Breakfast	8:00 am – 9:00 am	60-70pp	RDS
General Session	9:00 am – 4:00 pm	40pp	HS
Breakouts (2) - <b>Note:</b> Breakouts can be unique, informal location - outside, lobby area, etc.	9:00 am – 4:00 pm	13-14pp each	Informal
Break	10:15 am	40pp	
Luncheon	12:00 pm – 1:00 pm	40pp	RDS

## Power Lunch/FSAE & Foundation Board Meetings/ Education Committee Meeting

November – early December  
(3 day event)  
Wednesday-Friday  
**Central Florida Location**

### Power Lunch

The purpose of the Power Lunch portion of the program is to provide a forum for an educational and networking opportunity. Attendance, which usually ranges from 50-75 people, consists of both Executive and Associate members.

### FSAE & Foundation Board Meetings

The FSAE Board of Directors and FSAE Foundation Board of Trustees are charged with building highly effective organizations. They are led by skilled leaders who maintain fiscal stability and viability. Their combined focus is the success for our members and our profession through professional development, research, education, publications, and public relations efforts for the association management profession.

The Boards are comprised of 25 individuals. Each FSAE/Foundation Board Member is allowed to bring one spouse/guest (approximately half the board attendees bring a guest, and no children are allowed). Guests are invited to attend the Wednesday Reception and Dinner.

### Education Committee Meeting

The FSAE Education Committee will have a face-to-face meeting on the final day of this meeting. They will determine at this point which speakers will be presenting at the FSAE Annual Conference, the Education Expo, and future Power Luncheons. There are approximately 15 committee members.

### Special Notes

By agreeing to host an event, it is understood that all guest rooms, except where otherwise indicated, resort fee, parking, meeting space, A/V, Wi-Fi (guestrooms & inside meeting rooms), and Food and Beverage as outlined in the specifications will be provided on a **complimentary** basis.

The host hotel will have an opportunity to welcome the group and will be given recognition on the FSAE Website, in *Source* magazine, in all FSAE social media and marketing materials.

It is highly recommend that a tour of the property be conducted on Thursday evening. Participation by the host hotel at certain meal functions (not included in counts below) is welcomed and encouraged. Dinners can be done in your hotel restaurants instead of private banquet rooms to avoid additional labor costs allowing the group the opportunity to experience the ambiance of your outlets.

We ask that properties provide a special pre- and post-meeting rate for those attendees who would like to arrive before or stay after the scheduled meeting dates, and for Education Committee members who are attending the Friday morning meeting.

If a property has a specialty, such as spa and golf, it can be offered at your option for early arrivals or before checkout.

### Room Block

	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Total Room Nights</b>
FSAE Staff	4	4	Checkout	8 Comp
FSAE & FDN Board Members	25	12	Checkout	37Comp
<b>Optional</b> – provide special industry rate for participants of the Power Luncheon for evening prior to luncheon – historically about 10 rooms.				



**Wednesday**

<b>Function</b>	<b>Time Frame</b>	<b># of Participants</b>	<b>Setup</b>
Welcome Reception	6:30 pm – 7:30 pm	55 pp	Reception
Hotel Site Tour	7:30 pm – 8:00 pm	55 pp	Tour
Dinner	8:00 pm – 10:00 pm	55 pp	RDS

**Thursday**

<b>Function</b>	<b>Time Frame</b>	<b># of Participants</b>	<b>Setup</b>
Board Meeting	8:30 am – 11:30 am	36 pp	HS
Power Luncheon	11:30 am – 1:30 pm	55-75pp	RDS
Board Meeting	2:00 pm – 5:00 pm	36pp	HS
Refreshment Break	2:30 pm	36pp	

**Friday**

<b>Function</b>	<b>Time Frame</b>	<b># of Participants</b>	<b>Setup</b>
Buffet Breakfast (optional)	8:00 am – 9:00 am	20 pp	RDS
Education Committee Meeting	9:00 am – 12:00 pm	20 pp	HS
Refreshment Break (optional)	10:30 am	20 pp	
Lunch (optional)	12:00 pm – 1:00 pm	20 pp	RDS

## PREVIOUS FSAE/FSAE FOUNDATION MEETING HOSTS

Previous host of FSAE and FSAE Foundation events can attest to the value of the investment of bringing these groups to their properties. For your reference you will find below a brief list of some of the properties that have hosted one of the FSAE or FSAE Foundation events.

Boca Raton Resort & Club  
Caribe Royale Orlando  
Casa Marina  
Disney's Boardwalk  
Doubletree Orlando Resort  
El Conquistador (Puerto Rico)  
Embassy Suites by Hilton Lake Buena Vista South  
Hammock Beach Resort  
Hilton Orlando  
Hilton SanDestin Beach Golf Resort & Spa  
Hyatt Regency Bonaventure  
Hyatt Regency Coconut Point  
Hyatt Regency Sarasota  
Innisbrook Resort  
Lowe's Don CeSar  
Lowe's South Beach  
Marco Island Marriott  
Marriott Bay Point  
Mission Inn  
Naples Beach Hotel & Golf Club  
Omni Champions Gate  
Pelican Grand Beach Resort  
PGA National Resort & Spa  
Plantation Inn  
Plaza Resort Daytona  
Registry Resort  
Renaissance Orlando at Sea World  
Renaissance Plantation  
Renaissance Vinoy Resort  
Rosen Centre Hotel  
Royal Caribbean Cruise Lines  
SanDestin Resort  
Safety Harbor Resort & Spa  
Seminole Hard Rock Tampa  
Sirata Beach Resort  
South Seas Island Resort  
The Breakers, Palm Beach  
The Peabody Orlando  
The Villas of Grand Cypress  
Trade Winds Island Grand  
Watercolor Resort  
Westin Fort Lauderdale Beach Resort  
Westin Imagine Hotel  
Wyndham Grand Jupiter at Harbourside Place  
Wyndham Orlando Resort International Drive



**FAX TO:** Richard Miseyko, Site Search, Inc. 727-822-8702 or

**EMAIL:** [richard@sitesearchinc.com](mailto:richard@sitesearchinc.com) **RE:** Florida Society of Association Executives – 2017 Events

### RFP RESPONSE FORM

<b>Hotel Name:</b>			
<b>Sales Contact:</b>		<b>Title:</b>	
<b>Email:</b>		<b>Phone:</b>	

By placing available dates in the right hand column you are confirming availability for that date and agree to provide all the guest rooms, except where otherwise indicated in the RFP, resort fee, parking, meeting space, A/V, Wi-fi (guestrooms and inside assigned meeting space) and Food and Beverage as outlined in the specifications for that particular meeting on a **complimentary** basis. **Bidding on more than one event increases the likelihood your property will be selected.**

<b>2017 Events</b>			
<b>Time Frame</b>	<b>Location</b>	<b>Event</b>	<b>Dates</b>
Feb-April	Central Florida	Power Lunch	
April- mid June	South Florida	Power Lunch/ Associate Advisory Council Meeting	
August-December <b>*cannot be in October</b>	Central Florida	Power Lunch	
August –December <b>*cannot be in October</b>	South Florida	Power Lunch	
August - September	Any Florida location	CEO Retreat	
September-October	Any Florida location	Think Tank	
November- early December	Central Florida	Power Lunch/ FSAE Board and Foundation Meetings/ Education Committee Meeting	

**Extras:**

Would you like to offer any additional services on a comp basis (spa, golf, spouse/guest tours)?	
Tell us about your recent renovations awards, and reasons to consider your property.	
If you're bidding on an event that requests an industry rate for those not covered by the comp roomnights, or a rate for pre/post stays, please indicate the rate.	