

Request for Proposal – Area 4 Seminar

Area 4 Handbell Musicians of America, Inc.
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AREA 4 is looking for a site for this annual event in 2015. It is designed for ringers and directors of handbell organizations in churches, community and professional handbell organizations, and educational institutions.

History: August 8-11, 2008 – Rosen Shingle Creek in Orlando, FL
July 18-21, 2007 – Intercontinental Hotel in Dallas, TX
July 19-22, 2006 – Hilton Milwaukee City Center in Milwaukee, WI
July 20-23, 2005 – Intercontinental Hotel in Dallas, TX
July 24-27, 2004 – Marriott Waterside in Norfolk, VA
July 17-22, 2003 – Hilton Hartford in Hartford, CT
July 18-23, 2002 – Marriott in Des Moines, IA
July 25-28, 2001 – Wyndham Hotel in Palm Springs, CA
July 20-25, 2000 – Crown Plaza in Dayton, OH
July 28-August 2, 1999 – Town & Country Hotel in San Diego, CA

Dates: The dates for the event are July 15-18 or 22-25, 2015. We would like to schedule the event a total of four days: 1½ days for set-up (one full day prior to the event, the 14th or 21st, would be set-up); 3½ days in session; and four nights lodging. The registration and program would begin on day one (the 15th or 22nd), and the closing program on the evening of the last day (the 18th or 25th).

Room Block: An estimated 125-150 sleeping rooms for a projected attendance of 200-250. The majority of rooms must be non-smoking and double/doubles.

Breakouts: Because of the equipment used, breakouts must be on a 24-hour hold. Sound transfer is of concern; air walls may not be acceptable.

2 rooms – circa 2,500 square feet

4 rooms – circa 750 square feet

Concert Site: If possible, seating for 300 plus a large stage. An auditorium or theater is preferred but a banquet hall may work if staging is available, lighting is adequate, acoustical conditions are favorable, etc.

Office: A centrally located room of 300+ square feet for storage and workspace for event staff.

Registration Area: A centrally located area for participant registration for the run of the event.

Exhibits: Circa 2,500-3,000 square feet (set-up and exhibit hours are arranged by the *Handbell Industry Council*, an affiliated organization of AREA 4).

Food and Beverage: Negotiable – to be determined by in-house food operations and availability of eating establishments within a five to ten-minute walk. Traditionally we have scheduled three meals for all participants and three smaller group meals during the event.

Decision Date: Within 90-120 days.

Determining Factors:

- The cost of sleeping rooms and facilities.
- The availability of eating facilities in close proximity.
- Transportation to the hosting city as well as transportation to the Seminar site.