



DATE: July 3, 2024

TO: Conference Facilities / Sales Manager

FROM: WIRMC Planning Committee/Hosts: Associated Recyclers of Wisconsin (AROW), Wisconsin Counties Solid Waste Management Association (WCSWMA), Solid Waste Association of North America - Badger Chapter (SWANA)

The Wisconsin Integrated Resource Management Conference (WIRMC) planning committee is requesting proposals for our 2027 annual conference. For over 20 years, our non-profit organizations have held a (3) day conference for professionals in the fields of recycling and solid waste management for educational and networking purposes. Our conference includes track sessions, exhibition area and social events for approximately 300 people.

Request for Proposals: Annual Conference Venue Services

Deadline: **July 26, 2024** Send completed proposal to: **Susan Schuller, wirmc@wirmc.org**

~ We plan to make a decision by September 2024

Venue: _____
 Venue Address: _____
 Contact Name & Title: _____
 Phone: _____
 Email: _____
 Website: _____

Please respond to ALL questions for consideration of your proposal.

MEETING / MEAL SPACES: Can your facility accommodate the following **simultaneous** events:

	YES	NO
<u>Required</u> [Day 1 - Day 3]: One (1) general session / banquet room (min. 4,500 sq. ft.) able to seat up to 325 people at round tables of 8 to 10 each?		
<u>Required</u> [Day 2 - Day 3]: Three (3) breakout rooms (1,900 square feet each) to accommodate 50-100 people each, classroom-style seating?		
<u>Required</u> [Day 1 - Day 2]: An Exhibition Hall space that is lockable for overnight security (min. 10,600 sq. ft.), that can handle up to fifty (50) 8' x 10' booths?		
Will you waive any meeting room rental fees if meals are purchased through your facility?		
If 'No', describe your policy on conference / meeting room rental rates: _____ _____		
Is there a lockable "event registration room/counter area" available for staff?	Yes	No

***NOTE:** We prefer to have all meeting and hotel guest rooms to be located as close to each other as possible, providing the smallest physical footprint of the facility's available space.*

HOTEL GUEST ROOMS:

- **Required:** We need a minimum of 130 hotel guest rooms available per night for at least 2 consecutive nights of our 3-day conference. Preference: All guest rooms are attached to or located within the same building as the conference spaces.
- **Required:** If all necessary rooms are not attached to the conference facility, the one other location must provide rooms at the same rate as the hotel attached to the conference facility. A convenient shuttle service must then be provided between the additional hotel and the conference facility.

Based on these requirements and preferences, please answer the following questions:

How many guest rooms are onsite at your facility?	
How many could be 'blocked off' in advance for our conference?	
How many of these are accessible via an indoor connection to the conference /meeting rooms?	
If applicable, how many guest rooms are located in other buildings on the premises, but with outdoor access only to the conference / meeting rooms?	
For any guest rooms not directly accessible to the conference room, do you agree to provide a convenient and complimentary shuttle service?	YES / NO / N.A.
Hotel Room Rates	
Can <u>ALL</u> attendees have the current government room rates, regardless of their govt. status? (This is our preference and typical situation)?	YES / NO
What is your government rate for: Single Room?	Double Room?
What is your non-government rate for: Single Room?	Double Room?
If No, what is the rate for non-government: Single Room?	Double Room?
Will these rates be offered to attendees who may want to come early and/or stay up to 2 days surrounding the conference dates?	YES / NO
If yes, please explain:	
What is your hotel guest room cancellation policy?	
What is your cut-off policy for our conference's block of guest rooms? (We give highest priority to facilities that hold the block up to two weeks prior to the conference)	

Will these rates be offered to attendees who may want to come early and/or stay up to 2 days surrounding the conference dates?	YES / NO
Are there any penalties for unfilled rooms in the reserved block?	YES / NO
If so, what are they?	
Will you offer any complimentary rooms?	YES / NO
If so, please describe	

SERVICES / AMMENITIES: Please provide the following items and/or information:

- Current Menu and Price List. Email with proposal to wirmc@wirmc.org.
- Audio-visual, meeting or exhibitor equipment Price List. Email with proposal to wirmc@wirmc.org.

Do you work with an onsite AV/Tech Support team, or use an outside contractor?

How does this work with your events?

What Wi-Fi services and AV items (if any) would you provide complimentary as part of your proposal?

Conference Facility / Hotel layout, including meeting room capacities.

Identify the location and type of restaurants and/or bars on-site, with proximity to the conference center and guest rooms.

List social activities and/or amenities available at your facility, or in the area, of possible interest to our attendees.

Would there be any discounted rates or special options for our conference attendees?	YES / NO
If yes, please explain.	

FACILITY RECYCLING PROGRAM: As per Wisconsin's Act 335: The Recycling Law and the Department of Natural Resources (WDNR) NR 544, recycling is required in Wisconsin for everyone, everywhere. Thus, it is **required** that your facility have an effective recycling program (in accordance with the law) in place for our conference to be held there. (If a program is not in place and/or needs improvement, we can provide suggestions.)

It is **preferred** that additional recycling, waste reduction and/or organics management programs are also in place.

Please check all areas where recycling and, if applicable, waste reduction efforts are provided on-site.	X
Conference / meeting rooms:	
Common areas / hallways:	
Kitchen / food service area:	

Business offices:	
Hotel guest rooms:	
Grounds / outdoor areas:	
Other areas as needed - please explain.	

If you have additional comments on sustainable waste management practices or other notable sustainability efforts, please describe here.

CONTRACTING / AVAILABILITY: 3-day time period. Year 2027: Highest priority = Wed-Friday
 (CHECK ANSWERS)

2027	Dates	Yes	No
Wed-Fri:	Feb 17-19, 2027		
	Feb 24-26, 2027		
	Mar 3-5, 2027		
	Mar 10-12, 2027		
Mon-Wed:	Feb 15-17, 2027		
	Feb 22 - 24, 2027		
	Mar 1-3, 2027		
	Mar 8-10, 2027		
Tue-Thurs:	Feb 16-18, 2027		
	Feb 23 - 25, 2027		
	Mar 2-4, 2027		
	Mar 9-11, 2027		

Potential Contract Extension:

How would your proposal differ if we signed a two-year contract at your facility?

If applicable, please share anything else you would like us to consider:
