



# **HOSTING AGREEMENT PLANNING GUIDELINES**

**2020 Winter/Spring  
Conference & Annual Meeting**  
(Formerly ICCE's One-Day Conference)

**RESPONSE DEADLINE:  
AUGUST 8, 2019**

ICCE  
400 East Court Ave, Suite 126  
Des Moines, IA 50309

# IOWA CHAMBER OF COMMERCE EXECUTIVES (ICCE)

ICCE is comprised of nearly 100 local chambers of commerce and over 100 local chamber executives from across Iowa. The organization historically holds a One Day Conference. In 2019 the board agreed to hold a day and half with meeting with legislators on the half day followed by a full day of professional development.

In 2020, we will again offer the longer day and a half Winter/Spring Conference & Annual Meeting (formerly ICCE's One Day Conference). The ICCE Conference Committee prefers to host this conference in a central location in Iowa.

## CONFERENCE NEEDS

- The winter/spring conference will be held in conjunction with our annual meeting, during the months of February or March. The host community and the ICCE staff will work together to schedule around other Iowa association conferences as well as neighboring states (because it becomes difficult for traditional sponsors).
- A meeting room large enough to accommodate 70-90 people must be available to host the conference and should be equipped with presentation A/V and audio. Space for vendors/sponsors in or near the meeting room is also required.
- Registration fees in the past have been \$100 to \$225 per participant. This includes a breakfast, sponsored by the host (host breakfast preferred). Many hosts get a sponsor for or the host pays for the breakfast. This is something worked out with ICCE Staff and the host. The fee has included basic costs such as lunch, overhead such as printing, postage, name badges, room fees, and speaker fees/travel expenses. Final registration fees will be determined once location is selected.



## **IMPORTANT:**

As the 2020 host you are required to attend all 2019 conferences.

### **CONFERENCE NEEDS** (...Continued)

- The ICCE conference committee and host should solicit businesses and organizations for sponsorship. This may include in kind contributions to make the event a success. To meet budget we must have at least five sponsors. Most sponsors will require an electric outlet and internet for their booth space.
- For each conference a committee is appointed, which typically consists of ICCE staff, the board treasurer and at least one host community staff member that will serve as the point of contact. All budgets need to be approved by ICCE staff.
- All cost and logistics must be approved by ICCE staff.
- Attendance at the conference usually ranges between 60-90 individuals. Please mail all bids to ICCE, 400 East Court Ave, Suite 126, Des Moines, IA 50309 or scan and email the signed bid to [director@iachamberexecs.com](mailto:director@iachamberexecs.com) Bids for the 2020 Winter/Spring Conference are due by August 8, 2019 or before. A decision will be made August 26, 2019 or before and local communities will be notified that week.

# HOSTING AGREEMENT/BID

## IOWA CHAMBER OF COMMERCE EXECUTIVES - 1 ½ Day Conference/Annual Meeting 2020 Summary of Conference Host Requirements/Guidelines/Agreement

Host Chamber \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

Conference Facility \_\_\_\_\_ Contact \_\_\_\_\_

**Meal Cost Per Person:** *(including all tax and service fees)* \$ \_\_\_\_\_

**General Meeting Room Rental Cost:** \$ \_\_\_\_\_

**Break Food/Drink Cost Per Person:** \$ \_\_\_\_\_

**Audio-Visual Cost:** *(if any for microphone, internet, and projector)* \$ \_\_\_\_\_

Please list what this cost covers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Incidental Costs:** *(parking, etc.)* \$ \_\_\_\_\_

**Amenities::** Will the facility provide a complimentary room for Board Meeting (15 people)? Yes \_\_\_\_\_ No \_\_\_\_\_

What extra amenities or services can your facility and/or chamber provide?

\_\_\_\_\_

\_\_\_\_\_

The local chamber along with ICCE Staff must be the lead organizers of the event. Please list who besides the chamber director/president is the contact: \_\_\_\_\_

**Signed:**

\_\_\_\_\_  
ICCE Executive Director

\_\_\_\_\_  
Host – Chamber Executive Director