

# IOWA CHAMBER OF COMMERCE EXECUTIVES



## HOSTING AGREEMENT PLANNING GUIDELINES

# Fall Conference 2020

ICCE  
9817 Green View Lane  
Johnston, Iowa 50131  
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**IOWA CHAMBER OF COMMERCE EXECUTIVES**  
***Summary of Conference Host Requirements/Guidelines/Agreement -  
Fall Conference 2020***

Iowa Chamber of Commerce Executives is comprised of nearly 100 local chambers of commerce and over 100 local chamber executives from throughout Iowa. The organization historically holds a conference each fall. This conference has been hosted by communities from every area of Iowa.

The fall 2020 Conference is to be held in September or October of 2020. 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). The conference is a two night event that has typically been Wednesday afternoon to Friday at noon but the Board will look at a Monday afternoon to Wednesday noon event as well.

Breakout rooms should be available, but may or may not be utilized depending on the conference agenda. The Board meeting requires a room for up to 15 people and we can use the local chamber office if the hotel will charge for the space. General Sessions require space for 60-70 people and AV/microphone should be available. We also need space for vendors/sponsors near the general session room. Having the sponsors in the room as meetings works very well.

A hospitality suite stocked by the conference committee is funded from the President's fund. Often as part of the hotel contract a rental fee for this room is waived. We need to ensure we can bring in our own alcohol, soft drinks and food to the hospitality suite without charge. It is helpful if this room is a suite of some type where people can lounge on couches in a comfortable setting.

Registration fees in the past have been between \$200 and \$225 per participant. This includes the local chamber hosting the event. The fee has included basic costs such as meal functions (some but not all), overhead such as printing, postage, name badges, room fees, speaker fees/travel expenses. Registration fees should not include special events such as evenings on the town etc.

The ICCE conference committee and the host organization should solicit businesses and organizations for sponsorship. This may include in kind contributions to make the event a success. There have been between five and ten sponsors per event. Most 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.

**Host Chamber responsibilities include:**

- \* Assist committee in securing local sponsors
- \* Sponsor a reception one evening of the conference
- \* Attend conference committee meetings and serve as organizer of the event with ICCE staff
- \* Attend the conference and be present at events

Attendance at the conference usually ranges between 60-90 individuals. Please mail all bids to ICCE, 9817 Green View Lane, Johnston, Iowa 50131 or scan and email the signed bid to [lowachamberexecs@gmail.com](mailto:lowachamberexecs@gmail.com) Bids for fall 2020 are due by September 1, 2019 or before. A decision will be made by October 1st, 2019 or before and local communities will be notified that week.

**IMPORTANT: As 2020 host you are required to attend all 2019 conferences.**

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**HOST AGREEMENT/BID**

Host Chamber \_\_\_\_\_ Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

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

**Room Cost: (per person/per night including all tax)**

(a block of rooms is needed Thursday night with some available Wednesday evening also\_

Single rate \_\_\_\_\_ Double rate \_\_\_\_\_

Is breakfast included? \_\_\_\_\_

Can delegates arrive early or extend their stay at this rate? \_\_\_\_\_

**Meal Cost per person: (including all tax and service fees)**

Thursday breakfast \_\_\_\_\_ Example of what is included for cost \_\_\_\_\_

Thursday lunch \_\_\_\_\_ Example of what is included for cost \_\_\_\_\_

Thursday dinner \_\_\_\_\_ Example of what is included for cost \_\_\_\_\_

Friday breakfast \_\_\_\_\_ Example of what is included for cost \_\_\_\_\_

**General Meeting Room Rental Cost:** No charge \_\_\_\_\_ Cost per day \_\_\_\_\_

**Break Food/Drink Cost:** (three breaks) per person \$ \_\_\_\_\_

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

No charge \_\_\_\_\_ Please list costs \_\_\_\_\_

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

Amenities:

Will the facility provide a complimentary room for the ICCE staff or Chair? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the facility provide a complimentary room for the hospitality room? Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

The local chamber must be the lead organizer of the event. Please list who besides the chamber director/president is the contact: \_\_\_\_\_

Signed: \_\_\_\_\_  
ICCE Executive Director

\_\_\_\_\_  
Host Facility Representative