



Cariboo Chilcotin Coast Tourism Association Expression of Interest/Request for Proposal

The Cariboo Chilcotin Coast Tourism Association (CCCTA) is looking to receive proposals from communities interested in hosting the **Annual Regional Tourism Conference** in 2012 & 2013.

The Regional Tourism Conference typically attracts between 40-60 attendees, however due to fluctuations in attendance figures we require accommodation capacity for up to 80 guests. If the proposal is based on using more than one property please indicate distances between properties and the conference venue.

This event typically takes place over 2 days with two-evening functions, one a dinner/awards function and one 'fun' evening to showcase your community. We are very interested in proposals that provide community partnership or joint hosting opportunities.

Submissions should include projected costs for the following: each evening function, conference facilities, audio visual costs, all meals and refreshment breaks. As well, please provide any negotiated special conference accommodation rates for both single and double occupancy stays by venue. Any specials should be clearly outlined in your proposal, including events and venues.

Preparing Your Proposal

Within the proposal communities should take into consideration and outline the following:

- An appropriate conference venue that all Conference workshops will take place at – this should include a space with one large meeting room and one or two break-out areas. Please provide a list of audio/visual equipment, age of equipment, high speed internet availability and a layout of the conference venue. (photographs appreciated)
- Host Community Reception. This evening event is the host community's showcase night and they have the opportunity to plan and organize their own event (with approval from the CCCTA). It will be the host community's responsibility to provide a venue, entertainment, food and refreshments. Cocktails and appetizers may be served and entertainment is welcome, although not necessary. This may include an afternoon activity or tour at the discretion of the community and with approval of CCCTA. Please note that all costs incurred for the Host Community Reception will be the responsibility of the Host Community unless otherwise negotiated.
- Gala Evening Dinner. This can be served either buffet style or as a sit down dinner (specify which in your proposal). Please provide a sample menu; venue should be able to accommodate special dietary requests. This function does not have to be held at the conference venue.
- Extra consideration will be given to those bids that outline any sponsorship commitments and opportunities from the local community that will help offset the costs to the CCCTA.
- Dates. If possible please indicate potential dates for your community between October 1st and November 30th.

Host Community

The host community will be responsible for ensuring that all the above is organized in coordination with CCCTA.

The host community is responsible for providing a list of accommodations and conference rates that are available for the AGM. It is preferred if accommodations are close to the meeting venue.

The host community will have the opportunity to have input into workshops/seminars at the conference.

Please note that changes to your proposal may take place, but must be handled in consultation with and be approved by CCCTA.

DEADLINE:

Please fax your proposals to (250) 392-2838 or email to amy@landwithoutlimits.com no later than **4:30 pm, January 6, 2012** indicating which year you prefer to host.

If you have any questions or require further information please do not hesitate to contact me.

I look forward to receiving your submission.

Kindest regards,



Amy Thacker, CEO
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