



Date: September 12, 2025

To: ASAE Partners

From: Leigh Anderson and ASAE

Seeking Bids for 2027 and 2028 ASAE Annual Convention RFP

The ASAE board is accepting bids for 2027 and 2028 ASAE Annual Conventions.

Bids will be accepted from ASAE Partners. If you are not a current ASAE partner but interested in bidding, please see our 2026 packages and reach out with questions on signing up.

We encourage you to work with other ASAE associate members in your area, your local chambers and CVBs in being creative with your bids as well as possibly securing sponsorships for the events. One of the most anticipated portions of the convention is for members to see your city and see how your city and venues put on events. This is your chance to “showcase” your city to show state association meeting planners what a convention looks like in your city/property.

In your bid, please describe any optional activities to take place on Tuesday afternoon, special convention services you offer and any additional ways you’d like to make the convention special in your city/venue.

We consider our conventions a partnership and ask for a lot of support in the planning and hosting so that you have the best opportunity to shine. Please review the list of needs and concessions carefully and reach out with any questions.

It’s very important that when you submit your bid, you include the convention bid and summary sheet along with it. Most likely the venue and CVB will work together on the sheet and bid and this should help us both during the process!

Thank you!

Response Date: Friday, November 7, 2025

Meeting Dates

2027: July 12 – July 13 or July 19 – July 20

2028: July 10 – 11 or July 17 – July 18

Room Block

Sunday: 15 rooms

Monday: 45 rooms

Tuesday: 45 rooms

75-85 attendees

Proposed Schedule of Events; Times are approximate.

Sunday

All Day: Small Storage Room (Can Double for Board Room Meeting)

Monday

All Day: Small Storage Room (Can Double for Board Room Meeting)

11:30 a.m. - 2:00 p.m. - Board Meeting (10-12 people)

2:00 p.m. - Registration opens (outside meeting room)

3:00 p.m. - 5:00 p.m. - (60-70 people, classroom) Education

6:00 p.m. - 8:00 p.m. Welcome Reception Hosted by Host City/Property (80 people)

8:00 - Hospitality Suite (sleeping room attached)

Tuesday

All Day: Small Storage Room (Can Double for Board Room Meeting)

8:00 a.m.- Breakfast (Plated or Buffet) Separate from Education 80 ppl

9:00 a.m. - 12:00 p.m. - Education (75 people, classroom)

12:00 p.m. - 1:00 p.m. - Networking Lunch (Plated or Buffet) 80 ppl

1:15 p.m. – 2:30 p.m. - Education (75 people, classroom)

3:00 p.m. -5:00 p.m. OPTIONAL: TIME TO EXPLORE CITY (times are flexible and meeting schedule can be arranged to accommodate)

6:00 p.m. - 6:30 p.m. - Reception with host bar (80 people)

6:30 p.m. - 8:00 p.m. - Banquet (80 people, rounds of 8 or 10)

8:00 - Hospitality Suite (sleeping room attached)

Concessions

- Winner of the convention bid agrees to sponsor the prior year's installation banquet with a donation of \$2,000, which includes a spot on the Tuesday evening banquet program to invite attendees to the convention the following year at their hotel. (Sometimes a hotel, CVB or A&P will split the \$2,000 sponsorship.)
- Three Complimentary Suites for Three Nights for ASAE Executive Director, President and Incoming President
- Comp or Group Rate on Hospitality Suite for Three Nights
- Waiver for ASAE to bring in own AV at no cost
- Best Sleeping Room Rate
- Complimentary Meeting Space
- Complimentary Wi-Fi in Meeting Space and Sleeping Rooms
- Plan/provide off site excursions to highlight city

• Promotional Menu Pricing. This is your city's chance to shine and we ask for the hotel/venues support in determining a menu that showcases your offerings at a promotional price to ASAE which includes:

- \$20 inclusive of tax for breakfast
- \$26 inclusive of tax for lunch
- \$34 inclusive of tax for dinner
- Best pricing for breaks and reception including alcohol tax

Please feel free to call the ASAE office at (501) 223-9188 or email office@arksae.net if you have any questions concerning the bidding process. Thank you for your continued support of ASAE.

Arkansas Society of Association Executives 2027 and 2028 Annual Convention Bid and Summary Sheet

IMPORTANT! PLEASE INCLUDE THE FOLLOWING WITH YOUR BID. DUE DATE IS NOVEMBER 7TH

Property: _____

CVB (if involved in bid): _____

Main Contact Name & Email: _____

Please check all dates that apply for the bid. You may bid for 2027 and/or 2028.

2027:

- ☐ July 12 – July 13
- ☐ July 19 – July 20

2028:

- ☐ July 10 – 11
- ☐ July 17 – July 18

Room Rates:

2027 Rate: _____

2028 Rate: _____

Three Complimentary rooms for Three Nights (Check the box)

☐ President's Suite for 3 nights ☐ Incoming President for 3 nights ☐ Executive Director for 3 nights

Internet: Is Internet access included in sleeping rooms? _____

Internet: Is Internet access included in meeting rooms? _____

AV: Can ASAE bring in own AV or Outside Vendor at no cost? _____

Deposit: If your proposal is chosen, is there a deposit due at signing? _____

Attrition. Please provide a summary of the property's attrition clause:

Cut Off: Please provide a summary of your policy for cutoff of group block (dates, adding rooms to block, adding back to inventory, etc)

Promotional Menu Pricing. This is your city's chance to shine and we will the hotel/venue's support and input in determining a menu that showcases your offerings at a promotional price to ASAE which includes.

- \$20 breakfast
- \$30 lunch
- \$38 dinner
- Best pricing for breaks and reception including alcohol tax

For All Bids:

_____ **Initial Here.** We agree to the ASAE Promotional pricing and understand that hotel and chef maintains the right to select menu that showcases the property while working within ASAE budget.

For 2027 Bids:

_____ **Initial Here:** I understand that the host for the 2026 convention will sponsor the banquet at the 2026 convention (via a \$2,000 contribution). Includes opportunity to extend an invitation to convention. ASAE will submit invoice in June 2026.

_____ **Initial Here:** I understand that the 2025 **Welcome to [Your town or hotel] Reception** on Monday evening is financially sponsored by the host hotel, CVB, A&P Commission, etc.)

_____ **Initial Here:** I understand that the host city will plan for and provide complimentary off-site excursions for attendees on Tuesday afternoon to see more of the city.

For 2028 Bids:

_____ **Initial Here:** I understand that the host for the 2028 convention will sponsor the banquet at the 2027 convention (via a \$2,000 contribution). Includes opportunity to extend an invitation to convention. ASAE will submit invoice in June 2027.

_____ **Initial Here:** I understand that the 2027 **Welcome to [Your town or hotel] Reception** on Monday evening is financially sponsored by the host hotel, CVB, A&P Commission, etc.)

_____ **Initial Here:** I understand that the host city will plan for and provide complimentary off-site excursions for attendees on Tuesday afternoon to see more of the city.