

Request for Proposal (RFP)
For 2025 Hospitality Minnesota Annual Conference Venue

***Issued by:** Hospitality Minnesota*

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1. Introduction

We are inviting proposals from venues and Convention and Visitors Bureaus (CVBs) for the 2025 Hospitality Minnesota Conference, set for October 6-8, 2025. The selected venue should provide a flexible, cost-effective space for conference sessions and create an engaging atmosphere for networking events. Additionally, we are looking for nearby activities that will enhance the attendee experience, including outdoor recreation, local dining, and entertainment options.

2. Event Details

- **Date:** October 6-8, 2025
- **Location:** Greater Minnesota – The venue should be conveniently accessible for both local and out-of-town attendees.
- **Expected Attendance:** **100-300** professionals from the hospitality industry
- **Conference Goals:**
 - Educational sessions and workshops
 - Networking opportunities
 - Evening events for entertainment and mingling

3. Scope of Work

We are looking for a venue that offers:

- **Event Space:**
 - Main Conference Room for Keynote Speakers:
 - A large space to accommodate the full group for keynote presentations.
 - AV equipment required (microphone, projector, screen, etc.).
 - Ideal layout: Flexible seating to fit the number of attendees, with rounds and crescent moon seating for a more interactive setup if needed.
 - Breakout Sessions (Possible):
 - Smaller rooms may be required for breakout sessions, depending on the number of attendees and session formats.
 - Each room should be equipped with AV tools and space for group discussions or workshops.

- Room sizes and number should be flexible to accommodate different needs.
 - Evening Party Space:
 - Ideally held in a different space from the main conference room, accommodating food, beverages, and entertainment.
 - Space can also be a creative or unique location, such as a fun bar or restaurant, to offer a distinct atmosphere for the event.
 - Space should allow for round tables and facilitate mingling.
- **Catering:**
 - Breakfast, lunch, and dinner options for the conference days (with dietary accommodations).
 - Coffee breaks and snack options throughout the event.
- **AV & Technology:**
 - Basic audio-visual equipment, including microphones (handhelds, lavs, goosenecks), projectors, and screens.
 - On-site tech support during the event.
 - Wi-Fi and other technology needs for the event.
- **Parking and Transportation:**
 - Availability of on-site parking or nearby parking options for attendees.
- **Accessibility:**
 - ADA-compliant spaces and services for all attendees.

4. Room Requirements for Attendees

We are seeking hotel room accommodations for attendees of the conference. The requirements are as follows:

- **Number of Rooms:** We anticipate approximately 40 rooms will be needed for attendees.
- **Room Rate:** We require that the room rate per person does not exceed \$200 per night, inclusive of all taxes and fees.
- **Room Types:** Please provide options for both single and double occupancy rooms, with a mix of room configurations available (e.g., king, queen, or two double beds).
- **Reservation Block:** We would like to have a room block reserved for our guests, with the ability to adjust the number of rooms as needed closer to the event.
- **Additional Services:** Please outline any added value services that are available for guests, such as breakfast, shuttle service, or parking.

5. Activities & Experiences for Attendees

We want to highlight opportunities for attendees to explore the area and enjoy local attractions. Please include:

- **Recreational Activities:** Are there options for kayaking, hiking, or other outdoor adventures nearby?
- **Local Hotspots:** Suggestions for cool bars, breweries, or restaurants attendees can visit in the vicinity.
- **Outdoor Networking Ideas:** Does the venue or nearby facilities offer bike or boat rentals for group activities or team-building events?
- **Unique Local Experiences:** Are there any must-see attractions, guided tours, or events happening during our conference dates?

This section should focus on creating memorable experiences for our attendees beyond the main conference, encouraging connection and exploration of the surrounding area.

6. Proposal Requirements

Please include the following in your proposal:

- **Venue Information:**
 - Overview of the venue (location, available spaces, capacity).
 - Information about the on-site support team.
- **Detailed Cost Breakdown:**
 - Venue rental fees (for both daytime and evening events).
 - Catering costs (breakfast, lunch, dinner, snacks).
 - AV and technology charges.
 - Room Requirements for Attendees
 - Any additional service fees (e.g., staff support).
 - Activities & Experiences for Attendees

7. Selection Criteria

Proposals will be evaluated based on:

- The conference venue must be a member of Hospitality Minnesota.
 - If the venue is not currently a member, please complete the membership registration here: [Membership Application Form](#).

- If you are submitting on behalf of a Convention and Visitors Bureau (CVB), please ensure that the venue you propose is a member of Hospitality Minnesota. View member List here: [Hospitality Minnesota Member Map](#)
- Venue suitability for conference needs (size, layout, accessibility).
- Cost-effectiveness and budget alignment.

8. Timeline

- Proposal Submission Deadline: March 14, 2025
- Venue Selection Date: April 25, 2025
- Event Dates: October 6-8, 2025

9. Questions and Contact Information

For any questions or clarifications, please contact:

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