



Texas Recreation and Park Society
2025 Annual Institute & Expo
Request for Proposal

All bids must be received by Thursday, June 15, 2023

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TEXAS RECREATION AND PARK SOCIETY
2025 ANNUAL INSTITUTE and EXPO
Request for Proposal

The Texas Recreation and Park Society (TRAPS) annual Institute and Expo, first held in 1998, is the premier education and networking event for the park and recreation community in Texas.

The event draws over 1,000 participants, including park and recreation department directors, travel and tourism professionals, athletic and tournament coordinators, park maintenance employees, senior recreation planners, aquatic managers, elected officials, board and commission members, and more.

The Institute combines education sessions and an Expo attracting 125+ vendors showcasing the latest in industry trends, continued best practices, information, programs and services to help our members and the communities they serve. The annual event also includes a maintenance rodeo, golf tournament and social events.

In addition to an economic boost, TRAPS Institute and Expo provides an opportunity for the host city to display local parks and recreational facilities, tourist attractions, and other distinctive areas of interest. This event gives attendees a great chance to discover everything the host city has to offer.

The host city, TRAPS staff, and Board of Directors will work closely together to coordinate a successful conference for the host city and attendees that advances TRAP's mission and goals.

Submitting Bids

A final electronic proposal for the 2025 Institute must be emailed to Erin Franz at **institute@traps.org** by **5:00 pm on Thursday, June 15, 2023**. If the file size is large, you may send your proposal and attachments to Erin via a Dropbox link.

The resolution dedicating resources to the planning and implementation of the Institute should accompany the bid submission; but must be received no later than July 14, 2023.

For more information or to submit a bid contact: Erin Franz, Executive Director
institute@traps.org
512.267.5550

No mailed, couriered, overnighted, or hand delivered proposals will be accepted.

Those submitting a bid proposal will be notified of TRAPS' final decision by the end of September.

Conference Dates and Format

This bid addresses the 2025 Annual Institute & Expo.

Preferred conference dates are - **February 24 - February 28**

If this date doesn't work, the dates proposed must be between February 10 and March 7.

The Institute begins with pre-conference meetings and the decorator move in on Tuesday and concludes on Friday afternoon.

Institute Hosting Requirements

Certain basic requirements must be met to bid on the Texas Recreation and Park Society's Institute and EXPO as outlined below. TRAPS will accept bids from the parks and recreation agency, chamber of commerce, convention and visitors' bureau, a convention center/hotel complex or a combination of these. An important required element of the bid process is a resolution pledging resources necessary to support the Institute from the governing entity; involvement by the local community parks and recreation agency is non-negotiable.

The host city must have amenities to accommodate projected conference attendance.

The host city should have a variety of cultural attractions, entertainment, restaurants, and shopping easily accessible from the meeting facility and hotels.

Your proposal should include information on:

- Distance from airport to convention center and exhibition facility and hotels
- Local attractions
- Shuttle service from airport
- Parking options/discounts for conference attendees at convention facility.

Facilities

- Preference 1: A complex with sleeping, meeting, exhibit and banquet facilities under one roof.
- Preference 2: Convention center/hotel combination. Convention center with all the necessary meeting, exhibit, and banquet facilities combined with a hotel within 1-2 walking blocks of Convention Center.
- Preference 3: Convention center/hotel combination with complimentary shuttle transportation to/from hotel/convention center if the hotel is more than 2 blocks away. The hotel should be no more than 5-10 minutes by auto from the convention center.

Unacceptable Facilities

- Under no circumstances can exhibit space and meeting rooms be split between facilities.

Convention and Exhibition Facility Requirements

| Meeting Room Needs | | | | |
|---------------------------|-------------------|--|---------------------------------|---|
| | # of Rooms | Set-Up | # People after Equipment | Notes |
| General Session | 1 | Theater | 800 on the floor (after stage) | |
| Exhibit Space | 1 | 125 – 150 10x10 booth plus aisle space, lounge/seating area and f&b set up | 1,000 | Minimum of 12,000 gross square feet; 18,000 square feet preferred |
| Lunch | | Rounds | 600 | This can be in the exhibit space or general session room |
| Concurrent Sessions | 8 - 10 | Theater | 125 – 150 with podium | 8 rooms minimum |
| Conference Staff Office | 1 | | | includes complimentary internet and/or Wi Fi access; and can be secured |
| TRAPS Board meeting | 1 | Hollow Square | 30 | For August 2024 and prior to Institute (Complimentary) |
| Meeting Rooms | 3 – 4 | Small tables and chairs | 10 – 20 | Podcast recording, nursing mother’s room, volunteer staging |

Your proposal should address that the Convention and Exhibition center:

- Meeting room and exhibit space will be complimentary due to sleeping room pick-up, and other sources of revenue for the hotel
- Can accommodate the above conference meeting room needs
- Will offer complimentary Wi-Fi in TRAPS meeting rooms, ballroom, the exhibit hall, and public areas
- A registration area at the conference site must be available throughout the Institute
- The hotel/convention center will provide as standard set-up: *Media projection screen, podiums, skirted tables, chairs, and water service in all meeting/breakout rooms.*
- Complimentary room re-sets, staging/risers, table skirting, or patch fees
- Has adequate daily parking for conference attendees and exhibitors within walking distance
- Meeting Rooms must be ADA compliant
- Exhibit hall space must be near meeting rooms
- Exhibitors must have access to all docks for loading and unloading
- TRAPS reserves the right to contract with its own tradeshow decorator
- TRAPS reserves the right to contract with an outside audio-visual company or to bring in their own audio-visual equipment
- Will offer competitive benefits or pricing (rigging, electric, etc.)
- **Convention and Exhibition Facility contract should be attached to your bid.**

Should the Convention and Exhibition facility undergo renovations or remodeling during the conference dates, TRAPS reserves the right to terminate the conference contract or be compensated for the inconvenience for TRAPS, conference attendees and exhibitors.

In cases of natural disaster, terrorism or pandemic like situations, TRAPS reserves the right to cancel the event without penalties.

Hotel Requirements

The City's proposal should reflect a written hotel room commitment for:

- A room block with a peak room-night of approximately 250 over a period of three (3) days (e.g. Tuesday, Wednesday and Thursday) must be arranged, with possible reduced room-nights requested leading up to peak nights (e.g. Sunday, Monday).
- A competitive Institute rate must be offered to delegates. At least one bidding hotel should be on State approved room list.
- Room rates should be affordable for local government officials whose travel expenses are restricted by city budgets. Your hotel commitment should include a range of rates reflective of the available accommodations and prevailing economic conditions, with room blocks under \$225 a night.
- Room rates should be inclusive of "extra fees," such as resort fees, rebates, and other charges. Any additional charges must be disclosed.
- Hotel should provide TRAPS with complimentary room nights based on a room pickup of 1 per 40.
- Complimentary Presidential Suite or like for the TRAPS President for the duration of the Institute; and minimum four staff rooms.
- TRAPS may audit the hotel rooming list to determine rooms booked outside the block in order to meet room block guarantees. Final room blocks will be adjusted by TRAPS staff according to history and location.
- Discounted Institute rate (or lower) must be available to Board of Directors and Institute Planning Committee (approximately 20 rooms) during the August TRAPS Board meeting of the year prior to the Institute.
- The TRAPS Executive Director will be informed of any group room blocks made for other organizations or associations, which will in anyway overlap with the check-in or departure of Institute delegates.
- Complimentary space for Presidential Reception and Past President Reception for about 100 people.

Special Events and Other Facilities

- Arrangements for meeting and social event times and all specific institute program issues are the responsibility of the local park and recreation department and the TRAPS Institute Planning Committee in conjunction with the TRAPS' Executive Director. Transportation to all offsite locations must be provided by the local parks and recreation department.
- Maintenance Rodeo: Large event space to accommodate three (3) events at one time—preparation, actual event, post event clean-up/tear-down; and a Contestant registration/Officials' area. Depending on events, need hard surface (equipment obstacle course), access to water, and turf (lawn equipment contest).

Within easy walking distance or near by the hotel/convention center. Need public address system. Restrooms and First Aid Station should be near. Ample spectator space (Bleachers would be a bonus).

The Maintenance Rodeo needs are the responsibility of the local parks and recreation department.

- Other: Facilities or areas that would lend themselves to unique programming sessions or demonstrations e.g., indoor pool/aquatic facility, sports complex, challenge courses or environmental education areas.

City Commitments

Your city's proposal should include information on the following city commitments (requested and optional).

Requested city commitments:

- Appoint a contact person for the parks and recreation staff's involvement and community's resources.
- The event requires a minimum of 8 dedicated staff/volunteers from the park and recreation department. Staff will assist with on-site registration, directions, exhibit hall, education session assistance, etc.
- Provide for staff and promotional table at the TRAPS Institute & Expo one year prior to the year your city hosts the conference.
- Provide promotional materials including but not limited to: video/presentation at closing ceremonies at the prior year institute; letter from Mayor inviting and welcoming attendees, and photographs for publications.
- Host a City Information Table during the event.
- Coordinate:
 - ✓ Entertainment
 - ✓ Color guard
 - ✓ National anthem
 - ✓ Welcome Social activity
 - ✓ Maintenance Rodeo
 - ✓ Prepares delegate institute packets
 - ✓ Decorations for general session and awards stage
 - ✓ Liaison for Golf Tournament

Optional City Commitments:

The following activities are optional, and offer additional opportunities to welcome conference attendees and showcase your city. Your city may also have other creative ideas to enhance the conference and make your city stand out.

Sponsor or co-host break/social or Institute event (approximately \$3,500) during the Institute one year *prior* to the year your city hosts the conference.

Propose a city hosted concurrent conference session on a topic that appeals to a large number of conference attendees.

Provide mementos at the host city table for conference attendees, spouses, and exhibitors.

Other complimentary branding to welcome attendees (street pole banners, welcome signage, CVB conference webpage, etc.).

Additional Information

Please submit with the RFP:

- Detailed diagram of the entire hotel(s) and/or convention center showing the location and size (measured by length and width of meeting rooms and facilities)
- Detailed plan of proposed site with typical 10x10 exhibit booth arrangement
- Proposed hotel(s) brochures, community brochures, points of interest brochures, shuttle information, and city map
- Any other additional information you feel is necessary
- Current options and pricing of catering menus and audio-visual fees

Tentative Program Schedule

Meeting schedule/hours subject to change

| Day | Time | Function |
|------------------|--------------------|---|
| Monday | 8:00 am – 5:00 pm | Pre-Conference Session for 80 attendees |
| Tuesday | 8:00 am – 5:00 pm | 2 Pre-Conference Sessions for 180 attendees |
| | 8:00 am – 5:00 pm | Access to Exhibit Hall for Decorator Set Up |
| | 11:00 am – 6:00 pm | Registration Packet Pick Up |
| | 12:00 pm – 6:00 pm | Golf Tournament |
| | 7:00 pm– 8:00 pm | President’s Reception |
| Wednesday | 7:30 am – 5:00 pm | Registration |
| | 8:00 am – 3:00 pm | Decorator Company/Exhibitor Set up |
| | 8:00 am – 2:00 pm | Maintenance Rodeo |
| | 8:00 am – 9:30 am | General Session |
| | 9:00 am – 5:00 pm | Concurrent Breakout Sessions |
| | 5:45 pm – 6:45 pm | Exhibit Hall Open |
| | 5:00 pm – 8:30 pm | Welcome Social |
| Thursday | 7:30 am – 5:00 pm | Registration |
| | 8:00 am – 9:15 am | General Session |
| | 9:30 am – 3:00 pm | Exhibit Hall Hours |
| | 8:30 am – 10:00 am | Past President’s Breakfast |
| | 9:30 am – 11:45 am | Concurrent Breakout Session |
| | 11:45 am – 1:30 pm | Lunch with the Exhibitors |
| | 2:30 pm – 6:00 pm | Exhibit Hall breakdown and move out |
| | 3:15 pm – 4:15 pm | Concurrent Breakout Session |
| | 4:30 pm – 6:00 pm | Awards Ceremony |
| | 6:16 pm – 7:30 pm | Foundation Auction |
| | 7:30 pm – 9:30 pm | Director’s Social (off-site) |
| Friday | 8:30 am – 9:30 am | Meeting Wrap Up |
| | 8:00 am – 12:00 pm | Access to Exhibit Hall for Decorator Move Out |

Sample Resolution of Commitment

Resolution Number:

**A RESOLUTION DEDICATING RESOURCES TO SUPPORT THE BID FOR 2025 TEXAS RECREATION AND PARK SOCIETY INSTITUTE AND EXPO SUBMITTED BY _____;
AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, (the CVB and/or PARD) is authorized to submit a bid to host the 2025 Texas Recreation and Park Society (TRAPS) Annual Institute and EXPO, and

WHEREAS, (City and PARD) acknowledge the criteria and requirements specified in the site selection criteria for bid to host the Annual TRAPS Institute, and

NOW, THEREFORE, BE IT RESOLVED BY THE (CITY COUNCIL) OF THE (CITY OF _____):

Section 1

That the (City Council) endorses the bid submission and is committed to providing the necessary resources to perform all functions consistent with the bid to host the 2025 Texas Recreation and Park Society Annual Institute and EXPO.

Section 2

This Resolution shall be and become effective immediately upon and after its adoption and approval.

PASSED AND APPROVED this the _____ day of _____ 20__.

(CITY OF _____, TEXAS)

_____. (Mayor)

ATTEST:

_____. (City Secretary)