

This contract shall be binding upon and inure to the benefit of Central States District and its successors and assigns.

This contract shall be binding upon and inure to the benefit of Hotel and its successors and assigns.

This contract may be altered or amended at any time by the mutual written agreement of both parties.

FOR THE \_\_\_\_\_ HOTEL

FOR Central States District, Inc.

\_\_\_\_\_  
(Name- please type or print)

\_\_\_\_\_  
(Name-please type or print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Events Vice-President

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Revised 8/24/05 jkf

This cancellation policy supersedes any and all other cancellation clauses in any agreement between the parties.

**SETTLEMENT OF CLAIMS.** Settlement of any claim arising out of, or relating to, the cancellation of this contract, by either party, should be acceptably achieved by both parties within forty five (45) days from the date either party notifies the other party, in writing, of the existence of a claim. If the claim is not resolved to the mutual satisfaction of the parties within the specified 45 day period, the hotel shall have fifteen (15) days from the expiration of the 45 day period to elect, in writing, either arbitration or litigation as the method of resolving the claim. If no such election is made by the hotel within the specified time limit, Central States District shall have the option of selecting the method of resolution.

Any monetary award resulting from such settlement shall be paid to the party receiving such monetary award within thirty (30) days of the announcement date of such award.

In the event either or both parties claim to have been damaged because of the acts and conduct of the other party, both parties shall have the obligation to mitigate all their damages to the maximum extent possible and such obligation to mitigate shall be taken into consideration in any settlement proceedings.

**INDEMNIFICATION.** Hotel shall indemnify and hold Central States District harmless against all loss, expense or damage on account of any injury to the person and/or property of any registrant, guest, employee of or member of Central States District arising out of the negligence or willful misconduct of Hotel, its agents, servants, or employees.

Central States District shall indemnify and hold HOTEL harmless against all lost, expense or damage on account of any injury to the person and/or property of any employee of Hotel arising out of the negligence or willful misconduct of Central States District, its agents or employees.

**INSURANCE.** Hotel shall, upon request, provide proof of liability, fire, burglary, general liability and other insurance in such dollar amount as necessary to protect itself against any claims arising from any activities conducted on the hotel premises during the convention period and to indemnify Central States District as provided for in this contract.

**SAFETY.** Hotel represents and warrants that it complies with, and will comply with during the designated week of the convention, all local, state and federal laws then in effect. Hotel further warrants and represents that it maintains procedures and policies dealing with fire safety and other safety issues. Hotel shall make all such procedures and policies available to Central States District for inspection upon request.

Hotel represents and warrants that it is in compliance with the Americans with Disabilities Act and will remain in compliance with said Act at all times during the convention week.

**BINDING AGREEMENT.** This contract contains all the terms agreed upon by the parties with respect to the subject matter contained herein and supersedes all prior contracts, agreements, arrangements and conversations between the parties concerning the subject matter, whether written or oral.

**FOOD/BEVERAGE FUNCTIONS.** Caterer/Hotel will provide firm food and beverage prices at the time final room rates are established. Caterer/Hotel will set and be prepared to serve all F&B functions to 5% over the final guarantee. Central States District will provide a final guarantee at least 48 hours prior to each F&B function.

**PARKING SPACE.** Hotel will provide complimentary parking spaces for hotel guests during the convention.

**HOTEL STAFFING.** Hotel represents and warrants that it shall assign an adequate number of trained staff, both hotel and food services, to handle its obligations under this contract.

**CONSTRUCTION AND REMODELING.** Hotel shall immediately notify the Central States District Convention Chairman, in writing, of any construction or remodeling to be performed in the hotel prior to or during the convention dates and further represents and warrants that any such construction or remodeling shall not interfere in any way with the scheduled convention activities and/or the convention attendees use of the hotel.

In the event of such interference, hotel shall provide, without charge, comparable meeting and sleeping rooms at a comparable hotel/facility. In addition, hotel shall provide free transportation for the affected convention attendees to and from the substitute hotel/facility to the headquarters hotel and/or the contest site.

**TERMINATION.** This agreement may be terminated by either party without penalty or damages only for acts of God, war, government regulations, disaster, fire, strikes, civil disorder, curtailing of transportation facilities preventing or unreasonable delaying attendees from attending, or similar cause beyond the control of either party making it advisable, impractical or impossible to hold the convention or provide the facility. Such termination shall be made in writing by the terminating party to the other party specifying the reason for such termination.

This contract may also be terminated by either party upon a material breach of any of the terms and conditions hereof, provided written notice of such termination is given by the terminating party to the other party.

**CANCELLATION.** Both parties recognize that the necessity for this contract arises because of the awarding of this major convention to the city in which, or near which, the hotel is located. In the event the convention cannot be held in the city for reasons beyond the control of Central States District, Inc., (i.e., Acts of God, condemnation of or damage to the convention (contest) facility which renders that facility unacceptable for the intended purpose, Acts of War, etc.) Central States District shall have the right to cancel this contract at any time without liability to the hotel.

If the hotel cannot fulfill its commitments, as specified in this contract, because of Acts of God and/or Acts of War causing damage to the hotel such that the hotel cannot safely house convention attendees, hotel may cancel this contract at any time without liability to Central States District.

This contract may be canceled by Central States District without penalty if there is any change in the Hotel franchise affiliation, hotel management company or hotel ownership provided Central States District notifies Hotel of such cancellation in writing.

**ROOM RATES.** A flat rate (single/double occupancy) for the convention dates will be established based on the lowest possible convention or group rate as of the date of this proposal. This rate shall be agreed upon by both Central States District and the hotel. Further, the hotel and Central States District will agree on a not-to-exceed per annum increase factor or discount off lowest rack rate, whichever is less, to be applied to the rates quoted herein in determining the final sleeping room rates over the convention dates.

Final rates for the convention will be negotiated no later than 12 months prior to the convention. These rates shall be on a flat rate basis for single or double occupancy, extra person charge and discount applicable to suites. Failure on the part of the hotel to negotiate rates in good faith as specified herein will invalidate any potential penalties attributable to Central States District for not fulfilling its obligations hereunder.

Hotel, as an extension of its hospitality, will offer the convention sleeping room rate from the Wednesday prior to the beginning of the convention weekend through, and including, the Monday following the specified convention dates. The extended rates will be permitted only for attendees and guests utilizing the pre- and post- dates continuous with and contiguous to the convention dates.

Hotel agrees that any special or promotional rates offered during the convention week that are less than the rates contained in the Hotel Agreement will be applied to all Central States District members and guests over the applicable dates of the promotion.

**FUNCTION SPACE CONTROL.** Hotel agrees to hold all function space during the specified dates of the convention. The assignment of function space for convention related activities and/or the release of the same for non-convention use must be approved, in writing, by the Central States District Convention Chairman. Hotel will make function space available on a no charge basis when used for convention related activities.

Central States District will provide the hotel with a tentative program 12 months prior to the convention dates. Thereafter, updates will be furnished as they occur. A final program will be provided 90 days prior to the start of the convention.

Central States District reserves the right to assist in the assignment of the function space used for convention related activities.

Hotel shall not change function room assignments without the written approval of the Central States District Convention Chairman. In the event function room assignments are changed without the prior written approval of the Central States District Convention Chairman, hotel agrees to pay for reprinting convention programs and/or any signage as may be required to affect the change.

**COMPLIMENTARY ROOMS.** The hotel shall provide complimentary rooms on a 1 per \_\_\_ ratio, based on the peak day occupancy pick up. These rooms shall be available for a Friday arrival and a Sunday departure and shall be assigned in writing only by the Central States District Convention Chairman.

**HOTEL CONTRACT  
FOR  
CENTRAL STATES DISTRICT CONVENTION  
(Non-Headquarters Hotel)**

This contract is entered into by and between the Central States District of the SPEBSQSA, Inc and \_\_\_\_\_, doing business as the \_\_\_\_\_ Hotel. This contract covers the specified dates in 200(?). Any additions, deletions or changes to the terms and conditions of this contract must be in writing, signed by authorized representatives of both parties.

**ROOM BLOCK.** The rate agreement, attached hereto and made a part hereof for all purposes, shall specify the agreed upon room block on a day to day basis.

Hotel will provide a list of the type of rooms (single bedded, double bedded, conference, suites, etc.) and quantity of each that will be available during the designated convention dates.

Hotel will provide room pickup reports as may be requested by the Central States District Convention Chairman.

**RESERVATION CUT-OFF.** Reservation cut-off will be twenty-one (21) days prior to the first day of the convention. Thereafter, the hotel will provide rooms to convention attendees on a space available basis at the established convention rates.

**OVER BOOKING.** When a room is not available to a guest holding a guaranteed reservation, the hotel shall provide the following at no cost to the guest:

- a. One night complimentary room at a comparable nearby hotel.
- b. Free transportation to and from the substitute hotel.
- c. Free long distance telephone call to advise family.

**RESERVATIONS.** Guests will make their reservations through the Central States District Housing Chairman. Credit cards acceptable to the hotel may be used to reserve and guarantee a room(s). Hotel will not require advance deposits for the first and/or last nights occupancy. No charges will be assessed to the individual members provided their reservations are canceled 24 hours prior to their scheduled arrival date.

Guests are responsible for their own room charges, room taxes and incidental charges. Under no circumstances shall guest charges be billed to Central States District unless specified in writing by the Central States District Convention Chairman.

Hotel agrees to send guest room confirmations within two (2) weeks of receipt of the housing request form from the Central States District Housing Chairman.

Guest check-in shall be no earlier than 2:00 p.m. of the designated arrival date. If the hotel is not prepared to honor this check-in time, a comfortable waiting area and refreshments will be available to the arriving guests. Guest check-out shall be no later than 12:00 noon on the designated departure date unless prior arrangements have been made for a late check-out.

This contract may be altered or amended at any time by the mutual written agreement of both parties.

FOR THE \_\_\_\_\_ HOTEL

FOR Central States District, Inc.

\_\_\_\_\_  
(Name- please type or print)

\_\_\_\_\_  
(Name-please type or print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Events Vice-President  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Revised 8/24/05 jkf

**SETTLEMENT OF CLAIMS.** Settlement of any claim arising out of, or relating to, the cancellation of this contract, by either party, should be acceptably achieved by both parties within forty five (45) days from the date either party notifies the other party, in writing, of the existence of a claim. If the claim is not resolved to the mutual satisfaction of the parties within the specified 45 day period, the hotel shall have fifteen (15) days from the expiration of the 45 day period to elect, in writing, either arbitration or litigation as the method of resolving the claim. If no such election is made by the hotel within the specified time limit, Central States District shall have the option of selecting the method of resolution.

Any monetary award resulting from such settlement shall be paid to the party receiving such monetary award within thirty (30) days of the announcement date of such award.

In the event either or both parties claim to have been damaged because of the acts and conduct of the other party, both parties shall have the obligation to mitigate all their damages to the maximum extent possible and such obligation to mitigate shall be taken into consideration in any settlement proceedings.

**INDEMNIFICATION.** Hotel shall indemnify and hold Central States District harmless against all loss, expense or damage on account of any injury to the person and/or property of any registrant, guest, employee of or member of Central States District arising out of the negligence or willful misconduct of Hotel, its agents, servants, or employees.

Central States District shall indemnify and hold HOTEL harmless against all lost, expense or damage on account of any injury to the person and/or property of any employee of Hotel arising out of the negligence or willful misconduct of Central States District, its agents or employees.

**INSURANCE.** Hotel shall, upon request, provide proof of liability, fire, burglary, general liability and other insurance in such dollar amount as necessary to protect itself against any claims arising from any activities conducted on the hotel premises during the convention period and to indemnify Central States District as provided for in this contract.

**SAFETY.** Hotel represents and warrants that it complies with, and will comply with during the designated week of the convention, all local, state and federal laws then in effect. Hotel further warrants and represents that it maintains procedures and policies dealing with fire safety and other safety issues. Hotel shall make all such procedures and policies available to Central States District for inspection upon request.

Hotel represents and warrants that it is in compliance with the Americans with Disabilities Act and will remain in compliance with said Act at all times during the convention week.

**BINDING AGREEMENT.** This contract contains all the terms agreed upon by the parties with respect to the subject matter contained herein and supersedes all prior contracts, agreements, arrangements and conversations between the parties concerning the subject matter, whether written or oral.

This contract shall be binding upon and inure to the benefit of Central States District and its successors and assigns.

This contract shall be binding upon and inure to the benefit of Hotel and its successors and assigns.

**PARKING SPACE.** Hotel will provide complimentary parking spaces for hotel guests during the convention.

**HOTEL STAFFING.** Hotel represents and warrants that it shall assign an adequate number of trained staff, both hotel and food services, to handle its obligations under this contract.

**CONSTRUCTION AND REMODELING.** Hotel shall immediately notify the Central States District Convention Chairman, in writing, of any construction or remodeling to be performed in the hotel prior to or during the convention dates and further represents and warrants that any such construction or remodeling shall not interfere in any way with the scheduled convention activities and/or the convention attendees use of the hotel.

In the event of such interference, hotel shall provide, without charge, comparable meeting and sleeping rooms at a comparable hotel/facility. In addition, hotel shall provide free transportation for the affected convention attendees to and from the substitute hotel/facility to the headquarters hotel and/or the contest site.

**TERMINATION.** This agreement may be terminated by either party without penalty or damages only for acts of God, war, government regulations, disaster, fire, strikes, civil disorder, curtailing of transportation facilities preventing or unreasonable delaying attendees from attending, or similar cause beyond the control of either party making it advisable, impractical or impossible to hold the convention or provide the facility. Such termination shall be made in writing by the terminating party to the other party specifying the reason for such termination.

This contract may also be terminated by either party upon a material breach of any of the terms and conditions hereof, provided written notice of such termination is given by the terminating party to the other party.

**CANCELLATION.** Both parties recognize that the necessity for this contract arises because of the awarding of this major convention to the city in which, or near which, the hotel is located. In the event the convention cannot be held in the city for reasons beyond the control of Central States District, Inc., (i.e., Acts of God, condemnation of or damage to the convention(contest) facility which renders that facility unacceptable for the intended purpose, Acts of War, etc.) Central States District shall have the right to cancel this contract at any time without liability to the hotel.

If the hotel cannot fulfill its commitments, as specified in this contract, because of Acts of God and/or Acts of War causing damage to the hotel such that the hotel cannot safely house convention attendees, hotel may cancel this contract at any time without liability to Central States District

This contract may be canceled by Central States District without penalty if there is any change in the Hotel franchise affiliation, hotel management company or hotel ownership provided Central States District notifies Hotel of such cancellation in writing.

This cancellation policy supersedes any and all other cancellation clauses in any agreement between the parties.



2. One (1) parlor suite with one (1) adjoining sleeping room. Arrival/departure will be Thursday/Sunday.
3. In addition, the hotel shall provide complimentary rooms on a 1 per 35 ratio, based on the peak day occupancy pick up. These rooms shall be available for a Thursday arrival and a Sunday ending departure and shall be assigned in writing only by the Central States District Convention Chairman

Additionally, the Headquarters Hotel agrees to provide the Central States District Convention Committee with complimentary meeting rooms (& sleeping rooms, if required) when they come to the convention city for convention committee meetings and site inspections.

**FOOD/BEVERAGE FUNCTIONS.** Caterer/Hotel will provide firm food and beverage prices at the time final room rates are established. Caterer/Hotel will set and be prepared to serve all F&B functions to 5% over the final guarantee. Central States District will provide a final guarantee at least 48 hours prior to each F&B function.

**SERVICE AND EQUIPMENT.** There shall be no charge for materials (tables, chairs, podium, etc.) or labor to set up meeting, conference, performance, hospitality rooms or registration/display areas as directed by the Central States District Convention Chairman. Specific set up instructions, including diagrams, will be provided by the Central States District Convention Chairman 30 days prior to the convention dates.

Hotel agrees to provide the following at no charge, if available from hotel inventory:

- a. Easels/writing pads/markers/flipcharts
- b. Chairs and tables
- c. Riser platforms
- d. Lighted lecterns
- e. Chalkboards/bulletin boards/cork boards
- f. One microphone per meeting room, including installation
- g. Hotel owned or controlled lighting
- h. Hotel owned or controlled A/V equipment
- i. Table covers or skirts

**MASTER ACCOUNTS.** Central States District will establish one master account with the headquarters hotel in accordance with established procedures. Only those charges authorized in writing by the Central States District Convention Chairman shall be charged to the master account. The Central States District Convention Chairman shall provide the Hotel with a list of those authorized to sign for the approved charges. Central States District will not accept charges except those previously approved in writing by the Convention Chairman or those signed by a person on the approved list of signers.

The Central States District is tax exempt, 501 C-3 non-profit corporation. A certificate of this exemption will be provided to the hotel at the time the master account is established.

Undisputed master account charges will be paid within 30 days after receipt of the hotel invoice. Disputed charges shall be payable within 15 days following a resolution of the dispute.

**ROOM RATES.** A flat rate (single/double occupancy) for the convention dates will be established based on the lowest possible convention or group rate as of the date of this proposal. This rate shall be agreed upon by both Central States District and the hotel. Further, the hotel and Central States District will agree on a not-to-exceed per annum increase factor or discount off lowest rack rate, whichever is less, to be applied to the rates quoted herein in determining the final sleeping room rates over the convention dates.

Final rates for the convention will be negotiated no later than 12 months prior to the convention. These rates shall be on a flat rate basis for single or double occupancy, extra person charge and discount applicable to suites. Failure on the part of the hotel to negotiate rates in good faith as specified herein will invalidate any potential penalties attributable to Central States District for not fulfilling its obligations hereunder.

Hotel, as an extension of its hospitality, will offer the convention sleeping room rate from the Wednesday prior to the beginning of the convention weekend through, and including, the Monday following the specified convention dates. The extended rates will be permitted only for attendees and guests utilizing the pre- and post- dates continuous with and contiguous to the convention dates.

Hotel agrees that any special or promotional rates offered during the convention week that are less than the rates contained in the Hotel Agreement will be applied to all Central States District members and guests over the applicable dates of the promotion.

**FUNCTION SPACE CONTROL.** Hotel agrees to hold all function space during the specified dates of the convention. The assignment of function space for convention related activities and/or the release of the same for non-convention use must be approved, in writing, by the Central States District Convention Chairman. Hotel will make function space available on a no charge basis when used for convention related activities.

Central States District will provide the hotel with a tentative program 12 months prior to the convention dates. Thereafter, updates will be furnished as they occur. A final program will be provided 90 days prior to the start of the convention.

Central States District reserves the right to assist in the assignment of the function space used for convention related activities.

Hotel shall not change function room assignments without the written approval of the Central States District Convention Chairman. In the event function room assignments are changed without the prior written approval of the Central States District Convention Chairman, hotel agrees to pay for reprinting convention programs and/or any signage as may be required to affect the change.

**COMPLIMENTARY ROOMS.** In consideration of being designated as the Headquarters Hotel, Hotel will provide as a minimum:

1. Its best parlor suite with two (2) adjoining sleeping rooms. Occupancy will begin on the Thursday prior to the start of the convention with departure on the Sunday ending the convention week.

**HOTEL CONTRACT  
FOR  
CENTRAL STATES DISTRICT CONVENTION  
(Headquarters Hotel)**

This contract is entered into by and between the Central States District of the SPEBSQSA, Inc and \_\_\_\_\_, doing business as the \_\_\_\_\_ Hotel. This contract covers the specified dates in 200(?). Any additions, deletions or changes to the terms and conditions of this contract must be in writing, signed by authorized representatives of both parties.

**ROOM BLOCK.** The rate agreement, attached hereto and made a part hereof for all purposes, shall specify the agreed upon room block on a day to day basis.

Hotel will provide a list of the type of rooms (single-bedded, double-bedded, conference, suites, etc.) and quantity of each that will be available during the designated convention dates.

Hotel will provide room pickup reports as may be requested by the Central States District Convention Chairman.

**RESERVATION CUT-OFF.** Reservation cut-off will be twenty-one (21) days prior to the first day of the convention. Thereafter, the hotel will provide rooms to convention attendees on a space available basis at the established convention rates.

**OVER BOOKING.** When a room is not available to a guest holding a guaranteed reservation, the hotel shall provide the following at no cost to the guest:

- a. One night complimentary room at a comparable nearby hotel.
- b. Free transportation to and from the substitute hotel.
- c. Free long distance telephone call to advise family.

**RESERVATIONS.** Guests will make their reservations through the Central States District Housing Chairman. Credit cards acceptable to the hotel may be used to reserve and guarantee a room(s). Hotel will not require advance deposits for the first and/or last nights occupancy. No charges will be assessed to the individual members provided their reservations are canceled 24 hours prior to their scheduled arrival date.

Guests are responsible for their own room charges, room taxes and incidental charges. Under no circumstances shall guest charges be billed to Central States District unless specified in writing by the Central States District Convention Chairman.

Hotel agrees to send guest room confirmations within two (2) weeks of receipt of the housing request form from the Central States District Housing Chairman.

Guest check-in shall be no earlier than 2:00 p.m. of the designated arrival date. If the hotel is not prepared to honor this check-in time, a comfortable waiting area and refreshments will be available to the arriving guests. Guest check-out shall be no later than 12:00 noon on the designated departure date unless prior arrangements have been made for a late check-out.

Additional terms as outlined in the Central States District Hotel Contract shall be binding unless otherwise agreed to, in writing, and attached hereto and made a part of this agreement.

For the (Hotel)\_\_\_\_\_

For Central States District

\_\_\_\_\_  
(Name-please print or type)

\_\_\_\_\_  
(Name-please print or type)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**ADVANCE HOTEL RATE AGREEMENT  
CENTRAL STATES DISTRICT CONVENTION**

The City of \_\_\_\_\_ is bidding to host the Spring (Fall), 200(?) Convention for the Central States District, Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. (SPEBSQSA). The scheduled dates for the convention are \_\_\_\_\_.

This Agreement contains terms agreed to by the Hotel listed below and Central States District. These terms may be altered or amended at any time by the mutual written agreement of a duly authorized representative of both organizations.

**ROOM BLOCK**

In support of this bid, the \_\_\_\_\_ hotel agrees to hold \_\_\_\_\_ rooms (Friday and Saturday nights) in the name of Central States District during the specified dates of the convention.

**ROOM RATE PROPOSAL**

In support of this bid, the \_\_\_\_\_ hotel agrees to convention rates of:

\$\_\_\_\_\_ Single/double Flat Rate - One or two bed room

\$\_\_\_\_\_ Extra Person charge per night

\$\_\_\_\_\_ Roll-A-Way charge \$\_\_\_\_(per night or \$\_\_\_\_ one time charge)

These proposed rates represent a \_\_\_\_\_% discount off the lowest possible published guest room rack rate as of the date of this proposal.

A \_\_\_\_\_% discount off rack rates will be applied to all suites.

Hotel agrees that there will be no charge for children under the age of \_\_\_\_\_ when occupying the same room as parents.

Firm room and suite rates will be established, in writing, no less than 12 months prior to the convention dates. These rates may reflect appropriate adjustments to the rates quoted herein based on a \_\_\_\_\_% discount off the rack rate (same as above) or a per annum increase not to exceed \_\_\_\_\_%, whichever is less.

(E-mail)\_\_\_\_\_

(E-mail)\_\_\_\_\_

**AUDITORIUM**

The following facility is available for the designation as the contest venue, and upon receipt of official acceptance of this bid, commitments will be promptly confirmed for:

Name and location of facility:\_\_\_\_\_

We understand that the conditions listed below are required:

- 1. Air conditioning throughout.
- 2. Seating for a minimum of 1,800 (Fall) or 800 (Spring) with a full front view of the stage.
- 3. Must meet SPEBSQSA acoustical requirements.
- 4. Must have padded seats and reserved seating capabilities.
- 5. Required stage, curtain (traveler); area for judges; and dressing room facilities.

The convention week schedule calls for the use of the auditorium on Friday and Saturday of the convention week.

For these dates, the basic rental for the auditorium is \$\_\_\_\_\_.

In addition to the basic rental, the current labor charges, on a minimum and per-hour basis, for various functions are shown on the attached schedule. (Information relative to labor rates and miscellaneous charges should be provided with this proposal)

We have read the detailed outline of requirements and responsibilities of the host chapter(s), hotel, and the Convention Bureau as stated in the Central States District Convention Manual, and hereby agree to these requirements and responsibilities.

As the Convention Bureau for the bidding city, we guarantee to fulfill the requirements outlined in the Central States District Convention Manual.

**FOR THE CONVENTION BUREAU:**

**FOR THE BIDDING BARBERSHOP UNIT:**

(Name)\_\_\_\_\_

(Name)\_\_\_\_\_

(Signature)\_\_\_\_\_

(Signature)\_\_\_\_\_

(Title)\_\_\_\_\_

(Title)\_\_\_\_\_

(Street)\_\_\_\_\_

(Street)\_\_\_\_\_

(City)\_\_\_\_\_

(City)\_\_\_\_\_

(State)\_\_\_\_\_(Zip Code) \_\_\_\_\_

(State)\_\_\_\_\_(ZipCode)\_\_\_\_\_

(Phone)\_\_\_\_\_

(Phone)\_\_\_\_\_

**OFFICIAL BID FORM**  
**DISTRICT CONVENTIONS**  
**CENTRAL STATES DISTRICT, SPEBSQSA, INC.**

To: Bruce Anderson  
 Convention Chairman  
 Central States District, SPEBSQSA  
 2010 S. 26<sup>th</sup> Street  
 Lincoln, NE 68502  
[jb60@ix.netcom.com](mailto:jb60@ix.netcom.com)

The \_\_\_\_\_ Chapter respectfully submits this invitation to hold the Central States District's Spring \_\_\_\_ Fall \_\_\_\_ Convention in \_\_\_\_ (year) in the city of \_\_\_\_\_.

**HOST CHAPTER**

Will your Chapter host by itself or co-host with another Chapter? \_\_\_\_\_ Name of co-host Chapter \_\_\_\_\_ . If no co-host is designated, the Convention Committee may assign a co-host if necessary.

Current chapter membership \_\_\_\_\_. Number of people available to work at the convention \_\_\_\_\_. Minimum requirements are 70. (Wives, friends, and volunteer workers from the local barbershop and music community may be used to supplement the work functions.)

**HOTELS**

A total of \_\_\_\_\_ sleeping rooms are committed in the following first-class hotels: (Designate by [\*]the hotel you recommend for convention headquarters).

Name of Hotel	No. of rooms committed	Proposed Convention rates per day		% off Rack Rate	Distance in blocks from hotel to Auditorium/Hdqtrs	
		Flat rate				
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____



## CONVENTION BID PROCESS

Selection of the convention site and host chapter(s) is made by the Central States District Board of Directors, based upon the recommendations of the Central States District Convention Committee. The recommendations of the committee are based on the bids submitted by the individual chapters or Convention Bureaus, and following a personal inspection of facilities of prospective host cities by the District site selection team.

In order to be complete, the bid form must be accompanied by the following supporting documents:

- A. Letter from the sales managers of the proposed hotels, setting forth these items:
  - 1. Number of rooms the hotel will commit to the convention, proposed sleeping room rates, This information is contained in our Advance Hotel Agreement, copy attached.
  - 2. Commitment of the hotels entire compliment of function space for the period of the convention, until such time as a specific program has been formulated.
  - 3. Agreement to the provisions of the SPEBSQSA Hotel Contract, copy attached.
  
- B. Letter from the Convention Bureau or Chamber of Commerce giving:
  - 1. Proposed dates in city's convention calendar.
  - 2. Services which will be provided to the convention by the Convention Bureau (personnel, services, etc.).
  
- C. Letter from the manager of the proposed show/contest site giving:
  - 1. Basic rental cost, if any, of the auditorium and associated facilities, if any.
  - 2. Current labor rate structure for stagehand, ushers, spotlight operators, sound men, etc.
  - 3. Itemized list of miscellaneous costs.
  - 4. Agreement to hold proposed convention dates pending site selection decision.
  - 5. Copy of auditorium lease agreement.
  
- D. Completed Proposed Convention Budget Form II.
  
- E. Resolution passed by the membership of the chapter(s) submitting the bid.

Mail the official bid form and supporting documents to:

Bruce Anderson  
Convention Chairman  
Central States District, SPEBSQSA  
2010 S. 26<sup>th</sup> Street  
Lincoln, NE 68502  
[jb60@ix.netcom.com](mailto:jb60@ix.netcom.com)

## **CONVENTION BUREAU**

1. Provide, at no cost, literature and maps for advance publicity, and for the registration desk and information booth.
2. Aid in local advance publicity. Most convention bureaus have their own news bureau; some publish their own periodicals. All should be able to furnish valuable newspaper, radio and television contacts.
3. Furnish personnel, as requested by the District Convention Chairman, to assist with our registration process (greeting arrivals, handing out programs and literature and answering questions).
4. Assist Convention committee in determining what services are available to assist those attendees that have disabilities, reference the Americans With Disabilities Act.
5. Assist in negotiating facilities rates or other cost factors that might generate more profit to the Central States District.
6. Arrange for financial assistance to the Central States District to offset the rental costs of auditorium facilities and any required transportation costs.

## **FUNDAMENTAL REQUIREMENTS OF THE HOST CHAPTER**

1. Act as Host Chapter for the convention. Provide adequate volunteer personnel (from one or more chapters). See District Convention Manual for specific numbers.
2. Provide transportation to and from the airport for judges and Society representative.
3. Actively support the convention effort through member participation and promotion.
4. Assist the District Convention Committee in coordinating all activities at the local level.

NOTE: See District Convention Manual for a detailed description of Host Chapter responsibilities.

## **FUNDAMENTAL REQUIREMENTS OF HOST CITY**

### **AUDITORIUM**

1. An auditorium with excellent acoustic and adequate stage dimensions.
2. Seating capacity of 800 for Spring and 1,800 for Fall conventions, with padded seats and reserved seating capabilities.
3. Must be air conditioned throughout, including dressing rooms and entire backstage areas.
4. Noise factors within the auditorium must be low.

NOTE: More specific details about the venue requirements may be found in the District Convention Manual.

### **HOTELS**

1. 250 sleeping rooms for Spring and 650 sleeping rooms for Fall conventions, air-conditioned, and preferably within walking distance of the show auditorium.
2. In exchange for selection as the convention headquarters hotel, the hotel is expected to agree to the conditions outlined in the SPEBSQSA Hotel Contract, copy attached.
3. Hotel must also provide the Central States District with room pickup report.

## SITE SELECTION PROCESS

Once the bid is received, a site visit is scheduled by the convention site selection team. This generally is a half day visit to the city where a thorough inspection of all of the proposed facilities is conducted. Subsequently, a report of these findings is prepared and distributed to the Central States District Board of Directors for review.

The site selection committee will meet prior to the District Convention and will discuss all bids. It is at this meeting that the selection will be made as to which cities will be recommended to the Central States District Board of Directors. This recommendation is presented to the Board for ratification.

The selection criteria that the committee will use as the basis of its recommendation are:

1. Accessibility - air service (for contest judges and others) and other travel considerations.
2. Affordability - proposed hotel rates, transportation to and from the city, cost of meals, local transportation, etc.
3. Attractiveness - attractive destination, attractions, tours, reputation of the city.
- 4 Facilities - proposed contest venue, functionality of hotels for our needs, moving attendees between hotels and contest venue.

## CENTRAL STATES DISTRICT CONVENTION DATES

Central States District conventions are generally held the third weekend in April and the second weekend in October each year. The dates for 2006 - 2010 are as follows:

<u>SPRING</u>	<u>SITE</u>	<u>FALL</u>	<u>SITE</u>
April 21-23, 2006	Iowa City	October 6-8, 2006	Wichita, KS
April 20-22, 2007	Sioux Falls S.D.	October 19-21, 2007	Kansas City
April 11-13, 2008	open	October 10-12, 2008	Cedar Rapids
April 17-19, 2009	open	October 9-11, 2009	open
April 16-18, 2010	open	October 8-10, 2010	open

## CONVENTION MANAGEMENT

The organization of the Central States District conventions is controlled by the Central States District Conventions Committee, subject to the authority of the Central States District Board of Directors on policy matters.

## FINANCES

The net Convention income, as determined by the District Convention Treasurer, is distributed in the following manner:

	<u>Spring</u>	<u>Fall</u>
Host Chapter	40%	30%
District	60%	70%

NOTE: On April 8, 1995, the House of Delegates voted to guarantee a minimum of \$1,500.00 profit to the host chapter.

**RECOMMENDED STEPS  
FOR  
CONSIDERING A CENTRAL STATES DISTRICT CONVENTION BID**

1. Review carefully and thoroughly the District Convention Manual (extra copies are available on request).
2. Discuss the basic requirements at the chapter Board of Directors meeting:
  - a. Do the chapter members enthusiastically support the idea of having a Central States District Convention in their city?
  - b. Does your city have adequate existing facilities and attractions as required and outlined in the District Convention Manual (Auditorium, convention bureau, hotel rooms, parking facilities, special interest activities, etc.)
  - c. Are these facilities available on the specified dates?
3. The President, or someone appointed by him, should present this matter to the chapter membership at a regular chapter meeting.
4. Host cities are expected to investigate and assist in arranging for those events that will create a unique convention experience for the attendees. This includes investigating extra attractions and coordinating sight seeing trips that may be of interest to the visiting barbershoppers; and working very closely with the Central States District Convention Chairman prior to and during convention week.

**SUBMITTING THE BID**

If the decision is to proceed with the bid, complete the Official Bid Form, in duplicate, and the other required supporting documents, sending one complete set to the Central States District Convention Chairman and retain the other for your records.

## CONVENTION OVERVIEW

The Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. (SPEBSQSA) was founded in 1938 by two gentlemen from Tulsa, Oklahoma, an attorney and an investment banker. Today, over 33,000 men throughout the United States and Canada enjoy the wonderful art form of barbershop harmony. Our vision statement says “The Society is to be an ever-growing fraternity of barbershop-style singers, leading the cause of encouraging vocal music in our schools and communities.” We are very committed to involving the youth of North America in vocal music in their schools and communities. Individually, our chapters are also involved in many local charities. The Society, through its chapters and members, contributes in excess of One Million Dollars annually to national and local charities.

The Society has over 800 chapters in the U. S. and Canada, and is divided into 16 geographic districts. The Central States District encompasses a 5 state area including the states of Iowa and Missouri, and most of Kansas, Nebraska, and South Dakota.

The Central States District Spring Conventions are usually held the third weekend in April. The average attendance for this convention is 600 people. Quartet and Chorus contest sessions are held on Friday night, Saturday afternoon and Saturday evening.

The Central States District Fall Conventions are usually held the second weekend in October. The average attendance for this convention is 1,400 people. Quartet and Chorus contest sessions are held on Friday night, Saturday afternoon and Saturday evening.

At the conventions we also conduct business meetings, provide educational opportunities and non-competitive events and shows for the convention attendees, and operate our own Barbershopper’s Marketplace, offering a variety of barbershop merchandise.

During the span of the convention, you are likely to hear barbershop singing in hotel lobbies, restaurants, on street corners and just about anywhere four men can get together. A barbershop Convention is one of the most fun gatherings you will ever host. Not only is everyone happy while singing, but we spread music and joy throughout your city.

## **FORWARD**

This Procedure has been prepared to assist Central States District chapters and convention bureaus in evaluating:

1. The ability of a chapter and convention bureau to successfully host Conventions, and
2. The availability of adequate, desirable and affordable facilities in the prospective city.

An inquiry to host a Central States District Convention may originate from a chapter or a city that is interested in hosting this convention. The Central States District Events Committee could assign host chapters in the event there is not a chapter in the host city. The bid must be submitted on the official bid form provided by the Central States District. The bid is then reviewed by a District Site Selection Committee for consideration.

SPEBSQSA conventions rely heavily on volunteers to handle the many details of planning and the overall convention operation. Chapters interested in bidding for a Central States District Convention should first obtain a pledge of support from the chapter members.

Included in the following pages is information pertaining to basic convention requirements, recommended procedures and organizational guidelines. Also included are copies of the official Central States District bid form, hotel contracts, and advance hotel rate agreement form. This material should answer most of your questions. However, if you need additional information, feel free to contact Kevin Barker, Central States District Events Director, 316-776-9738, or Bruce Anderson, District Convention Chairman, 402/435-0974

Kevin Barker  
Events Director  
Central States District

## TABLE OF CONTENTS

FORWARD .....	3
CONVENTION OVERVIEW .....	4
RECOMMENDED STEPS .....	5
SUBMITTING THE BID .....	5
SITE SELECTION PROCESS .....	6
CENTRAL STATES DISTRICT CONVENTION DATES .....	6
CONVENTION MANAGEMENT .....	6
FINANCES .....	6
FUNDAMENTAL REQUIREMENTS OF THE HOST CHAPTER .....	7
FUNDAMENTAL REQUIREMENTS OF HOST CITY .....	7
CONVENTION BID PROCESS .....	9
OFFICIAL BID FORM .....	10
ADVANCE HOTEL RATE AGREEMENT .....	13
HOTEL CONTRACT .....	15



# **CONVENTION BID PROCEDURE**

**CENTRAL STATES DISTRICT  
SPEBSQSA, INC.**

April 17, 2006