



CONFERENCE RFP GUIDELINES-2019 Conference

Attendance:

80-100 Attendees

Room Block:

2019 Dates:

May 2-7, 2019

May 16-21, 2019

(Important 2019 Dates: ARDA, Orlando, FL, **April 7-April 11, 2019:**

Easter: **April 21, 2019;**

Mother's Day: **May 12, 2019**

Victoria Day (Canada); **May 20, 2019**

Memorial Day: **May 27, 2019**

C.A.R.E. Conference Schedule

Thursday Night: 15 Rooms (before conference)

Friday Night: 40 Rooms (before conference)

Saturday Night: 60 Rooms

Sunday Night: 60 Rooms

Monday Night: 50 Rooms

Tuesday Night: 05 Rooms

Room Rate Range:

\$115.00-\$179.00++ for single/double occupancy hotel

Rates for one or two bedroom accommodations may vary

Majority of 2 Queen Beds (2/3)

Meeting/Banquet Requirements

C.A.R.E. Office (Friday-Tuesday) in area near General session

Friday, Board of Director Meeting

12 attendees/ Water/Coffee/Tea Station

10:00 AM-5:00 PM

Saturday, Registration

4:00-6:00 PM: Registration 4 six foot tables with chairs
4:00-6:00 PM: MarketPlace-10 six foot tables with two chairs each (in area with registration and near General Sessions for Sunday and Monday)
5:00-6:00 PM: Breakout session. Seating for 50 (Theatre Style)
6:30-7:30 PM: Sponsor Appreciation Reception
7:30PM-10:30 PM: Cocktail Party/Dinner
Space for Silent Auction (6, 6ft. Tables)

Sunday, General Session

7:30 AM-4:00 PM: Exhibitor Space/ 10-15 six foot tables with two chairs per table with internet and electrical access. (Need for Sunday and Monday near General Session)
8:00am-9:00am: Breakfast
9:00-5:00: General Session/ Space set in rounds or classroom style
12:15-1:15 pm: Lunch
3:30-5:00pm; C.A.R.E. Speed Networking (table set in row with 30 chairs on each side)
7:30-11:00: Awards Dinner with Cocktail Reception

Monday, General Session

9:00-10:00AM: Breakfast
8:30-9:30 AM Breakout for C.A.R.E. Accreditation Test
10:00-4:00- Exhibitor Space
10:00-4:00: General Session/ Space Set in Rounds or Classroom style
10:00am-01:00pm Breakout session for 50 near main meeting space
12:15-1:15: Lunch

Requested Concessions:

- Negotiable deposit upon conference booking (no more than \$1,500.00)
- Complimentary Wireless Internet in Guest Rooms and Meeting space
- One C.A.R.E. Office provided at no charge throughout conference (Fri-Tue)
- One Complimentary Room night for each 40 room nights occupied by attendees of C.A.R.E.
- Room block cut-off: 21 Days prior to conference
- Food and Beverage Commitment: \$8,000.00
- Fees paid for C.A.R.E. events directly by C.A.R.E. sponsors will be credited to C.A.R.E.'s Food and Beverage Minimum
- After room block is released, rooms will be made available to attendees on a space available basis at the C.A.R.E. rate
- C.A.R.E. rate is available three days prior and three days after conference start and end dates
- Negotiable penalties (i.e. specific charges for meeting space) instead of room attrition charges
- Lowest room rate guarantee for C.A.R.E. members
- 2 Night hotel stay donated for C.A.R.E. 2018 Auction with conference dates available