



2013 WACO Conference Site Selection

Thank you for your interest in hosting the 2013 WACO Conference. Please use this document as your guide to preparing and submitting a robust and competitive conference bid. If you have any questions, please feel free to contact James McMahan, WACO Deputy Director, at (360) 753-7319 or jamesm@wacounties.org.

WACO CONFERENCE FACILITY REQUIREMENTS

Location: Conferences held in odd numbered years are held on the west side of the state; conferences held in even numbered years are held on the east side of the state.

Attendees: Each WACO Conference generates approximately 125-175 attendees.

Sleeping Room Blocks: WACO Conferences typically utilize a total room block of 370 (50 rooms on Monday evening, 100 rooms on Tuesday evening, 130 rooms on Wednesday evening, and 90 rooms on Thursday evening). Attrition accommodations are required.

General Sessions: Conference facilities must be equipped to properly accommodate up to 180 guests for general session meetings, including a raised speaker's table. Additionally, conference facilities must accommodate approximately 180 guests for meals – seating each guest at a round table at 10 guests per table. *See below for specific meeting room requirements.*

Break Out Sessions: WACO Conferences require the use of multiple meeting rooms simultaneously. At a minimum, conference facilities must accommodate seven (7) simultaneous breakout meetings and one additional meeting room set aside for the duration of the conference as a conference registration/office area. *See below for specific meeting room requirements.*

Exhibitor Hall: WACO hosts an exhibitor hall with 35-50 8'x8' booths Wednesday and Thursday of the conference.

Audio/Visual: Conference facilities must be capable of providing audio visual equipment, with competent and responsive technical assistance. Additionally, WACO requires that it be permitted to supply, set up and operate its own A/V equipment if deemed necessary by WACO.

SITE SELECTION PROCESS

WACO Conference site selections are made by the WACO membership at the WACO conference three years in advance (the 2013 conference site selection will be made at the 2010 WACO conference).

Conference facilities interested in being selected for a WACO Conference should contact their local county elected official (County Auditor, County Assessor, County Clerk, County Coroner, County Prosecutor, County Sheriff, County Treasurer, or their comparable appointed officials in charter counties). Site selection proposals will not be considered without the endorsement of at least one county elected official from the county in which the facility is located.

Qualified site selection proposals must include a detailed estimate of all conference costs. The estimate must include guaranteed room rates.

SITE SELECTION TIMELINE

May/June - WACO announces that it is accepting conference bids. *(WACO does accept early bids, but requires that all bids, whether on time or early, honor the terms offered for the duration of WACO's site selection process.)*

August 31, 2010 – Conference bids are due to WACO (jamesm@wacounties.org or mailed to the address below, ATTN: James McMahan).

September – WACO staff reviews submitted bids, removing unqualified bids and ranking qualified bids. WACO staff may invite qualified bidders to resubmit their bids to ensure competitiveness. The top 3-5 bids will be offered an invitation to present their bid to the WACO membership.

October 6, 2010 (WACO Conference) – Top 3-5 bids presented to the WACO membership (presentations will be made by the WACO member(s) who endorsed the bid). Multimedia presentations are encouraged. Campaigning is encouraged, within reason.

October 6 -8, 2010 (WACO Conference) – WACO membership casts ballots to select the 2013 conference location.

October 8, 2010 (WACO Conference) – The 2013 WACO conference location is announced.

TIPS FOR A COMPETITIVE BID

- **Savings over sumptuousness.** Remember, this is county government, we're not rich. Be aware of the government per diem rates in your area – this is typically the amount allowed for government employees (our membership) to spend for hotel stays. Lodging rates are typically the biggest consideration for our members.
- **Enough with the fees, please.** Fees (parking, resort, etc.) are warning signs to our members. It signals to them that they should be on the lookout for 'nickel & dime' charges throughout their stay. Avoid them if you can.
- **Keep it simple.** Help our staff present an 'apples to apples' comparison of bids. We look for the sleeping room rate, a waived meeting space rental with a catering minimum and complimentary sleeping room incentives.
- **Don't ask us to change the dates.** We meet the first week of October. That's our tradition.
- **Make yourself special.** If it comes down to a dollar for dollar shootout, what makes your facility perfect for us?

Page 2 of 4

Auditors | Assessors | Clerks | Coroners | Prosecutors | Sheriffs | Treasurers

2010 WACO CONFERENCE BEO OUTLINE

This DRAFT schedule is intended to help you gauge our meeting room needs.

Subject to change.

Day	Start Time	End Time	Function	Setup	# People	Catering
Tuesday-Friday	All Day	All Day	Registration			
Tuesday	9:00 AM	11:00 AM	Meeting	Hollow Square	30	
Tuesday	12:00 noon	7:00 PM	Exhibitor Hall Setup	Exhibits	35-50 booths	
Tuesday	9:00 AM	5:00 PM	Breakout	Hollow Square	25	
Tuesday	11:00 AM	1:30 PM	Lunch	Hollow Square Audience Seats	30 20	Lunch for 30
Tuesday	2:00 PM	5:00 PM	Breakout	Hollow Square	20	
Tuesday	2:00 PM	5:00 PM	Breakout	Hollow Square	15	
Tuesday	2:00 PM	5:00 PM	Breakout	Hollow Square	20	
Tuesday	2:00 PM	5:00 PM	Breakout	Hollow Square	20	
Tuesday	2:00 PM	5:00 PM	Breakout	Hollow Square	20	
Tuesday	2:00 PM	5:00 PM	Breakout	Hollow Square	15	
Tuesday	4:00 PM	5:30 PM	Meeting	Hollow Square	15	
Wednesday	7:30 AM	8:00 PM	Exhibitor Hall Open	Exhibits	35-50 booths	Coffee Station (11 gallon max)
Wednesday	8:30 AM	3:30 PM	Meeting	Rounds of 8-10	130	Breakfast for 130 Lunch for 130
Wednesday	3:30 PM	4:00 PM	Break <i>(in exhibitor hall)</i>			Cookie Platter for 130
Wednesday	4:00 PM	5:00 PM	Breakout	Hollow Square	50	

Wednesday	4:00 PM	5:00 PM	Breakout	Hollow Square	40	
Wednesday	4:00 PM	5:00 PM	Breakout	Hollow Square	30	
Wednesday	4:00 PM	5:00 PM	Breakout	Hollow Square	20	
Wednesday	4:00 PM	5:15 PM	Breakout	Hollow Square	20	
Wednesday	5:00 PM	6:00 PM	Meeting	Conference	15	
Wednesday	6:00 PM	8:00 PM	Reception Light (in exhibitor hall)	Cocktail	90	Light Hors d'oeuvres for 130 No Host Bar
Thursday	7:30 AM	3:00 PM	Exhibitor Hall Open	Exhibits	35-50 booths	Coffee Station (12 gallon max)
Thursday	8:00 AM	5:00 PM	Breakout	Hollow Square	25	
Thursday	8:00 AM	5:00 PM	Breakout	Hollow Square	15	
Thursday	8:00 AM	5:00 PM	Breakout	Hollow Square	35	
Thursday	8:00 AM	5:00 PM	Breakout	Hollow Square	30	
Thursday	8:00 AM	5:00 PM	Breakout	Hollow Square	30	
Thursday	8:00 AM	5:00 PM	Breakout	Hollow Square	25	
Thursday	8:00 AM	5:00 PM	Breakout	Hollow Square	15	
Thursday	3:00 PM	11:00 PM	Exhibitor Hall Teardown	Exhibits	35-50 booths	
Thursday	6:00 PM	7:00 PM	Reception Light	Cocktail	130	No Host Bar
Thursday	7:00 PM	10:00 PM	Dinner	Rounds of 8-10	130	Plated Dinner for 130
Friday	8:00 AM	12:00 PM	Meeting	Rounds of 8-10	70	Breakfast for 70