



*Indiana Park & Recreation Association-  
107 Logan Street, Noblesville 46060  
317.219.5272 - IPRA Office  
[lnye@inpra.org](mailto:lnye@inpra.org)*

Dear Prospective 2022 IPRA State Conference and Expo Host:

The Indiana Park and Recreation Association is issuing a ***confidential*** request for proposals to host its 2022 State Conference and Expo. Please do NOT share this proposal without IPRA staff authorization.

The annual IPRA State Conference is an event which brings together approximately 500 park and recreation professionals and vendors for education sessions, networking opportunities, vendor exhibits, an awards banquet, and much more! The IPRA State Conference is the largest annual event held by the Association.

The Conference is held over a period of three days in the Fall (Tuesday-Thursday preferred). Weeks that will be considered are Oct. 17<sup>th</sup>, Oct. 24<sup>th</sup>, Nov. 14<sup>th</sup>.

**Proposals must be submitted by the close of business on Feb. 1, 2022. We ask that the selected city sponsor a welcome social event at the beginning of the conference. Additionally, we expect the host city to assist in securing additional sponsorships and discounts.**

Please submit one (1) electronic copy of your proposal plus any support information you wish to send regarding available facilities. Proposals should be submitted in correlation to the minimum host standards on the following pages. Please submit proposal via email to the address listed below my signature. Questions can be directed to our office.

Sincerely,

Lisa Nye  
Executive Director  
[lnye@inpra.org](mailto:lnye@inpra.org)

## 2022 IPRA State Conference Minimum Host Standards

*Please include all costs associated with the requested needs*

- All areas must be ADA accessible
- IPRA must have exclusive use of all contracted facility space during contracted time with hotel/conferences site/exhibit hall (penalties due to the Association for early dismissal)

### Lodging

- Hotel room block of 45 rooms (double occupancy) for Monday
- Hotel room block of 130 rooms (double occupancy) for Tuesday
- Hotel room block of 120 rooms (double occupancy) for Wednesday
  - Approximately four (4) hotel rooms will need to be available for an additional two nights prior to the official start of the conference for set up staff. Staff rooms at 50% discount off the conference rate.
- Room pick up history included at the end of this document.

### Conference Site

- Conference facilities included with the hotel, immediately adjacent, or within reasonable walking distance
- Seven (7) rooms for concurrent education sessions to seat 40-60 people lecture style
- One (1) additional room to be used as IPRA office\*\*
  - Room must be able to be locked
  - IPRA staff have keys
- Space in common area near education session rooms or in the expo hall for delegate registration \*\*
- Complimentary internet connection
- Ability to bring in water and dry snacks for volunteer/staff breaks
- Audio/Visual equipment needed for each educational session room
  - Screen
  - Option to bring in our own equipment (projector/laptop, etc.) to supplement or in lieu of facility equipment for education sessions
- All meeting rooms, educational session rooms, IPRA office, luncheon rooms and exhibit hall rooms must be close in proximity to each other within the facility

\*\*Office/registration will need to be available for set up two days prior to the official start of the conference

### Awards Banquet/General Session

- Ballroom or banquet room within the Conference site capable of seating 300 at round tables of eight or ten.
  - Stage with two (2) clothed/skirted tables and podium with microphone
  - Two (2) projection screens
  - Two (2) LCD projectors
  - Two (2) A/V Carts

**Exhibit Hall**

- Exhibit hall space adequate for 100 vendors in 10x10 booths with complimentary WIFI
- Ability to bring in/serve box lunches for conference delegates & vendors in the expo hall

**Parking**

- Complimentary or discounted secure parking on site or within two blocks of hotel/sites for 300 vehicles

**Host CVB/City responsibilities**

- Delegate welcome reception/social sponsored by a local community organization to include beer/wine and light appetizers
  - Final plans to be coordinated between the host agency and the conference planning committee
- Optional delegate closing reception/social sponsored by a local community organization to include beer/wine and light appetizers
  - Final plans to be coordinated between the host agency and the conference planning committee
- Local commitments to assist with additional staff requirements i.e. planning, move-in/move-out, set-up, clean up, guest services, etc.
- Local host agency/community must provide planning assistance in coordination with the conference planning committee

**Proposals should also include the following:**

- Information regarding local attractions including, but not limited to:
  - Restaurants, museums, sports arenas, nightclubs, zoos, shopping, etc.
- Information regarding local park and recreation facilities to be considered for possible off-site tours
- Provide a map detailing your location
- Describe potential income including local matches and sponsorships, partnerships opportunities, etc.
- Please provide a short paragraph telling the conference planning committee what makes your community a unique and an ideal location for the 2022 IPRA State Conference

#### Concessions:

- 1 complimentary overnight room for every 30 room nights sold
- 4 staff rooms discounted by 50% of contracted rate – 5 nights each
- 4 speaker rooms discounted by 50% of contracted rate – 2 nights each
- 8 welcome amenities
- 8 complimentary room upgrades
- Complimentary use of hotel's largest suite to be used as a hospitality room for one night (sponsor will be permitted to bring in beer/wine and snacks)
- IPRA will provide its own projectors and laptops for all education sessions (A/V for general session/awards banquet will be contracted from provider)
- 1 complimentary gift certificate for 2 nights stay for the IPRA Foundation Charity Auction being held during the conference
- Host hotel will either sponsor an opening reception with beer/wine and appetizers for attendees or assist in securing a sponsor (local CVB?) for the opening reception, OR host hotel will provide complimentary breakfast for attendees.
- Hotel reward points
- Discount off published A/V rates
- Ability to bring in third party A/V vendor

#### Contract terms:

- Overnight room rate that includes complementary wifi
- 70% attrition rate on overnight rooms
- Complementary valet or self-park
- Oversize vehicle surface parking
- Complimentary room rental for education rooms/expo hall/office with \$15,000 F&B minimum
- Tables/chairs in each education room & expo hall w/table linens at no additional cost
- Online reservation link
- Expo hall should be set and ready for occupancy one day prior to opening of expo hall at no additional fee.

For questions, please contact:

Indiana Park & Recreation Association

Lisa Nye – 317.219.5272

[lnye@inpra.org](mailto:lnye@inpra.org)

## IPRA Annual Conference historical room pick up:

### 2016 – Bloomington Courtyard & Hyatt Place (Wednesday-Friday pattern)

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total
Courtyard	1	3	26	81	88	199
Hyatt Place			1	20	24	45
Totals	1	3	27	101	112	244

### 2017 – Crowne Plaza Indianapolis (Wednesday-Friday pattern)

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total
		5	72	148	104	329

### 2018 – Fort Wayne Hilton & Marriott Courtyard (Tuesday-Thursday pattern)

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total
Hilton	2	14	102	112	1	231
Courtyard	0	4	60	80	0	144
Totals	2	18	162	192	1	375

### 2019 – French Lick Resort (Tuesday-Thursday pattern)

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total
	1	49	225	198	1	474

### 2020 – Horizon Convention Center, Muncie (Tuesday-Thursday pattern)

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total
All hotels	4	45	185	160		394

### 2021 – Horizon Convention Center, Muncie (Tuesday-Thursday pattern)

**Decline due to COVID-19**

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total
All hotels	4	45	130	110		289