

# 2024 Industry Holiday Party Request for Proposals – Venue



**Preferred Dates: 10, 11, 30, 31, 2024**

Please send proposals by **Monday, February 26, 2024**

Association	Contact Name	E-mail
HSMAI	Darline Dondl	<a href="mailto:darline.dondl@mwwc.com">darline.dondl@mwwc.com</a>
I Said Yes	Georgia DeFrancisco	<a href="mailto:georgia@isaidyesfl.com">georgia@isaidyesfl.com</a>
ILEA	Shalisa James	<a href="mailto:shalisa@entertainmentcentralproductions.com">shalisa@entertainmentcentralproductions.com</a>
MPI	Andrea Mihelich	<a href="mailto:andrea@imprintgroup.com">andrea@imprintgroup.com</a>
NACE	Amanda Williamson	<a href="mailto:amanda@saveadateevents.com">amanda@saveadateevents.com</a>

## Organizational Information

For 2024, we're moving the Holidays to July! The 'Industry Holiday Party' is a joint venture of the leading event industry associations in the Central Florida area: HSMAI, I Said Yes!, ILEA, MPI, and NACE. These professional organizations have a variety of members, including planners and vendors of the Events and Meeting Industry. This meeting serves as an opportunity for guests to network with peers in our industry and showcase the market's variety of vendors!

## History

**2023** Lonely Dog Orlando

**2022** Waldorf Astoria

**2021** Boxi Park Lake Nona

**2020** Canvas Event Center

**2019** ITF/APM Complex at OIA - Terminal C

**2018** Orchid Garden

**2017** House of Blues

**2016** Mangos Tropical Cafe

**2014** B Resort Lake Buena Vista

**2013** Omni Champions Gate

**2012** Sheraton Lake Buena Vista Hotel & Resort

**2011** The Royal Plaza Hotel

**2010** Planet Hollywood

**2009** Hard Rock Live

**2008** Reunion Resort

## Bid Process

All members of the Florida / Orlando Chapters of HSMAI, I Said Yes!, ILEA, MPI, and NACE are invited to bid. This RFP will assist in securing the venue and/or catering for the event. All bids will be evaluated, and final selection will be made by the Event Committee members. Bids will be evaluated for sponsorship commitment (partnerships are encouraged where applicable), and availability of space and facilities. Full to partial sponsorship is requested. Once Date & Venue is selected, RFP will be sent for Event Sponsors.

Please submit your proposal no later than **Monday, February 26, 2024**.

## **General Requirements & Information**

*Please use these guidelines for overall requirements; however, there is flexibility in some requirements.*

<b>Anticipated Attendance:</b>	150 – 250
<b>Pre-Function Space:</b>	Registration and Networking
<b>Banquet Space:</b>	Reception Style
<b>Schedule of Events:</b>	Room Access Day of Show: 9 a.m. Registration & Networking: 6-9 p.m. Room Hold until 11:59 p.m. for strike
<b>Additional Requirements &amp; Information:</b>	
Venue Access:	Please list any restrictions on venue access
Venue Fees:	Please list any venues fees unable to be covered by sponsorship/partnership including, not limited to room rental, power, internet, etc.
Parking:	Please list costs for parking if any, and if location is willing to offer complimentary or discounted parking for attendees.
Food & Beverage:	Drink Tickets or hosted bar is preferred Cash Bar, Hors d'oeuvres, Stations (please include menus and per person pricing inclusive of all taxes and gratuities)
Cancellation:	Please include any information in regards to company, or venue cancellation information.