



THE MARYLAND MUNICIPAL LEAGUE

The Association of Cities and Towns

MML Request for Proposals: Host the MML Fall Conference

MML's Fall Conference is one of the premiere events sponsored by the Maryland Municipal League, a non-profit representing the interests of Maryland's cities and towns. Conference attendees include mayors, council members and dedicated public servants who work to make cities, towns and villages of all sizes in Maryland great places to live.

This three-day conference focuses on MML's legislative work and is an exciting opportunity for your venue to host municipal officials and local government experts and showcase your city or town. The conference draws legislators from around the state and Maryland's governor typically speaks during the event.

To host the MML Fall Conference, a city/town should be a member of MML or if no city/town exists with appropriate facilities, a non-member city/town can submit a bid if it meets MML's regional rotation. A checklist detailing MML preferred criteria for the Fall Conference site is included in this packet of information.

The selection process is based on staff recommendation of one site to MML's Board of Directors for approval. Factors impacting selection include but are not limited to:

- Preferred date and pattern availability
- Destination's place in statewide regional rotation
- Destination appeal and accessibility for attendees
- Ability to house accommodations and meeting space in one venue or at least within walking distance
- Support from city/town's governing body and host city sponsorship of welcome reception
- Affordability of destination (attendee accommodations, meeting space, food & beverage, a/v, parking, WiFi, exhibit, service charges and other fees and related costs) compared with past destinations and alternative bids

MML looks forward to receiving and evaluating your proposal by the date indicated on the forms. If you have questions, please contact:

Patricia Foss-Bennie, CAE, IOM, CMP
Director of Conferences and Publications
Email: pattyfb@mdmunicipal.org
Phone: (410) 295-9117



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FALL CONFERENCE SITE PROPOSAL SUBMISSION

Hotel _____

Address _____

Dates: 3 days in September (after Labor Day) or October (final day must be no later than October 15 per MML policy). Dates cannot be over holidays, including Rosh Hashana and Yom Kippur. Preference is for late-September/mid-October.

Pattern: Wednesday to Friday pattern with second choice being Sunday to Wednesday pattern

A preliminary schedule of activities is attached. Please review the attached schedule of activities and list the hotel meeting room name beside each function.

Overnight Accommodations Requirements:

- Day 1: 100 rooms
- Day 2: 125 rooms
- Day 3: 5 rooms

MML Specifics:

Specify date options available at your venue/hotel _____

Is there any cost for meeting space based on attached preliminary schedule? _____

Conference Sleeping Room Rates: \$ _____ Government Rate Offered? _____

MML staff/speaker room rate: \$ _____ (request half rate for minimum of 12 rooms)

If local tax is charged in addition to state tax, specify % of local tax _____. MML is exempt from state and federal tax.

Complimentary room policy _____

Is suite available for our president? ____ yes ____ no

on a complimentary basis? _____

How many days prior to arrival may a guest cancel his/her reservation without penalty? _____

Is the host venue (whether hotel or municipality) willing to sponsor a social event, like MML's Welcome Reception? Please describe: _____

Is there a discount offered for conference A/V needs? _____ % _____

When will exact food and beverage prices be quoted? _____

If there is a food & beverage minimum expenditure, indicate the amount: \$ _____

If there is an additional fee for any of the following, please list charges:

- parking for hotel guests _____
- internet for hotel guests _____
- internet for meeting only attendees _____
- parking for meeting attendees not staying at hotel _____
- one microphone/sound system in meeting room _____
- more than one microphone/sound system in meeting room _____
- cover/skirting tables/linens _____
- beverage service with meals (ice tea, milk, water, coffee, etc) _____
- catering to take tickets at door/buffets _____
- water, and glasses in meeting room _____
- setting up meeting room/resets _____
- risers in meeting room _____
- Table top exhibits (one 6' skirted table, 2 chairs, trash receptacle, access to electricity).
 - Max number of tabletops & location (hallway preferred): _____
 - cost per tabletop: _____
 - cost of electricity access per tabletop: _____

Hotel certifies compliance with the Americans with Disabilities Act and that all of its facilities are handicapped accessible as required by the ADA law.

Name and title of contact person at venue: _____

Signature: _____

Name and title of contact person for host municipality: _____

Signature: _____

Telephone number: () _____)

E-mail address _____

Please send a diagram(s) showing the hotel's meeting space, current food and beverage menus/pricing, and the AV price list with this form.

Return to MML by December 11
(e-mail to: pattyfb@mdmunicipal.org)

Note: MML's Board of Directors will select the future conference site at its January meeting.