

Annual Conference Resume

Name of Group: Louisiana Recreation and Park Association (LRPA)
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Name of Meeting: **Annual Conference**

Group Profile: The Louisiana Recreation and Park Association is a not-for-profit association serving park and recreation professionals throughout the state of Louisiana. There currently are more than 250 individual and agency members. Memberships consist of professionals involved in the provision of park and recreation facilities, treatment programs, recreation programs and events for municipalities, parishes, health care facilities and other governmental and private organizations charged with this responsibility.

LRPA's annual conference allows attendees the opportunity to network with their peers in the profession as well as acquire knowledge of technological improvements, changes in professional standards, equipment modifications, national and state trends and a variety of other subjects affecting the provision of park, recreation and therapeutic services. Corporate sponsorships and a trade show allows attendees the opportunity to meet with suppliers of play equipment, maintenance equipment, athletic equipment and consultation and design services, vehicles and many other products and services related to the profession.

The 2010 annual conference should be held from the period of January 24 – January 26 not to be in conflict with Mardi Gras, Christian and Orthodox Easter, spring break or other well-known and established holidays or events, such as the Super Bowl.

Conference Sites:

2002	Baton Rouge, Louisiana
2003	Ruston, Louisiana
2004	Lafayette, Louisiana
2005	Shreveport, Louisiana
2006	New Iberia, Louisiana
2007	Natchitoches, Louisiana
2008	Monroe, Louisiana
2009	Gonzales, Louisiana
2010	Ruston, Louisiana

Tentative Program Outline

Saturday

Time	Function	#	sq.ft.	#	Setup
	Guest Room Requirements	5			

Sunday

Time	Function	#	sq.ft.	#	Setup
	Guest Room Requirements	25			
8:00 a.m. – 5:00 p.m.	Headquarters Room		400		Other
Noon – 5:00 p.m.	Exhibit Hall Set Up		3500		Pipe and drap
5:00 p.m. – 7:00 p.m.	Board Social		30		Food/Bev

Monday

Time	Function	#	sq.ft.	#	Setup
	Guest Room Requirements	50			
6:00 a.m. – 8:00 p.m.	Headquarters Room		400		Other
7:00 a.m. – 8:00 p.m.	Exhibit Hall		3500		Circulation
7:30 a.m. – 5:00 p.m.	Registration		400		Registration
(Three skirted tables, four chairs, one wastebasket, electricity and good lighting.)					
8:30 a.m. – 10:00 a.m.	Opening General Session			100	Classroom
10:00 a.m. – 10:30 a.m.	Break (Exhibit Area)			100	Circulation
10:30 a.m. – Noon	Educational Session			40	Classroom
10:30 a.m. – Noon	Educational Session			40	Classroom
10:30 a.m. – Noon	Educational Session			40	Classroom
Noon - 1:30 p.m.	Board Meeting			30	Food/Bev
	Lunch on your own for delegates				
1:30 p.m. – 3:00 p.m.	Educational Session			40	Classroom
1:30 p.m. – 3:00 p.m.	Educational Session			40	Classroom
1:30 p.m. – 3:00 p.m.	Educational Session			40	Classroom
3:00 p.m. – 3:30 p.m.	Break (Exhibit Area)			140	Food/Bev
3:30 p.m. – 5:00 p.m.	Educational Session			40	Classroom
3:30 p.m. – 5:00 p.m.	Educational Session			40	Classroom
3:30 p.m. – 5:00 p.m.	Educational Session			40	Classroom
6:00 p.m. – 7:00 p.m.	Exhibit Hall Social			140	Food/Bev.

Tuesday

Time	Function	#	sq.ft.	#	Setup
	Guest Room Requirements	30			
6:00 a.m. – 5:00 p.m.	Headquarters Room		400		Other
7:00 a.m. – 8:00 a.m.	Past President's Breakfast			15	Food/Bev
8:00 a.m. – Noon	Exhibit Hall		3500		Circulation
7:30 a.m. – 9:00 a.m.	Registration		400		Registration

8:00 a.m. – 9:30 a.m.	Educational Session	40	Classroom
8:00 a.m. – 9:30 a.m.	Educational Session	40	Classroom
8:00 a.m. – 9:30 a.m.	Educational Session	40	Classroom
9:30 a.m. – 9:45 a.m.	Break (Exhibit Hall)	130	Food/Bev
10:00 a.m. – Noon	Exhibit Hall Breakdown		
9:45 a.m. – 11:15 a.m.	Educational Session	40	Classroom
9:45 a.m. – 11:15 a.m.	Educational Session	40	Classroom
9:45 a.m. – 11:15 a.m.	Educational Session	40	Classroom
11:30 p.m. – 1:00 p.m.	Annual Awards Luncheon	75	Food/Bev
	<i>(This event could possibly moved to an evening function)</i>		
1:30 p.m. – 3:00 p.m.	Educational Session	40	Classroom
1:30 p.m. – 3:00 p.m.	Educational Session	40	Classroom
1:30 p.m. – 3:00 p.m.	Educational Session	40	Classroom
3:00 p.m. – 3:15 p.m.	Break	100	Food/Bev
3:30 p.m. – 5:00 p.m.	Educational Session	40	Classroom
3:30 p.m. – 5:00 p.m.	Educational Session	40	Classroom
3:30 p.m. – 5:00 p.m.	Educational Session	40	Classroom

Hotel Contract Requirements

Rates: LRPA desires a straight rate, single or double to be honored seven days before and after the conference. LRPA requires a firm quote for the room rate for the year in question. The hotel will agree that the Association's rate will not exceed the rates of other major groups that immediately precede and immediately follow. All rates will be net, non-commissionable. The hotel also agrees that any published rates, even those offered by third parties, will not exceed the LRPA contracted rate during the rate period.

Room Block Release: The release date should be no more than 30 days from the start of the conference. Reservations after that date will be on a space-available basis, at the conference rate. In the event the hotel does not provide the number of rooms guaranteed and rooms needed by LRPA, the hotel shall, at its own expense, secure comparable accommodations and provide, at its own expense, transportation to and from such rooms. This shall apply to each day during which rooms are unavailable and guests must be housed elsewhere.

Room Block and Pattern:

Saturday	5
Sunday	25
Monday	50
Tuesday	30

Complimentary Policy: One complimentary room night is requested for every 20 revenue room nights produced by LRPA.

Complimentary Suites/Upgrades: LRPA will require one presidential suite and requests three suite upgrades at a reduced rate.

Staff Sleeping Rooms: Two staff sleeping rooms are requested at 50% of the convention rate. The rooms are needed four (4) days.

Reservations: Reservations will be made by individuals directly contacting the hotel's reservation department. Some participants may require payment by government or agency purchase order.

Public Meeting Space: Based upon the listed schedule of events, public meeting space shall be provided on a complimentary basis. No additional charge should be levied on schoolroom or other types of setup.

Exhibit Freight: LRPA requests shipment and storage to the facility five (5) days in advance for supplies and materials necessary to conduct the meetings. Generally this shipment will include not more than fifteen (15) boxes weighting less than 40 pounds. Shipment after the meeting may include the shipment of approximately seven (7) boxes weighing less than 40 pounds.

Noise: Association's meeting is quiet and conversational. As such, loud noise from adjoining or adjacent rooms is not acceptable and the hotel assumes the responsibility of ensuring Association's meetings will not be disturbed.

In-house Equipment: The hotel will provide at no-charge, meeting equipment that will include chairs, tables, table cloths, water and glasses, writing pads, pencils, eraser boards, podiums, and microphones.

Outside Suppliers: The Association reserves the right to hire outside audio/visual and drayage suppliers without penalty or service charges.

Cancellation: Cancellation policies will levy no revenue prior to 6 months from Association's conference date.

Banquet Guarantees: LRPA will guarantee the number of persons attending all food functions at least 48 hours prior to the function. The hotel will prepare for 5% more than the guaranteed number and charge for the actual number attending or the guaranteed number, whichever is greater.

Staffing: LRPA instructs bartenders not to serve alcoholic beverages to guests who, in the opinion of the bartender, appear intoxicated or below the legal age required to purchase alcoholic beverages.

Liquor: LRPA will have the option of buying the liquor for its beverage functions on the "bottle basis" or the "per drink basis" (client option). If liquor is purchased on the bottle basis, hotel agrees that unused partials may be carried over to the next scheduled event.

Master Bill: LRPA prefers to set up a master bill and charge audio visual, banquet, staff and VIP room and tax.

Terms of Payment: It is understood that each individual, other than those specifically approved for the master bill, as outlined above, will be responsible for their room, tax and incidental charges.

Master Bill Payment: LRPA agrees to pay all undisputed charges within 30 days of receipt of invoice. Any disputed charges will be paid within 30 days of resolution of the disputed charges.

Construction: The hotel shall promptly notify LRPA of any construction or remodeling to be done in the hotel before or during the meeting dates. The hotel warrants that any such construction and remodeling shall not interfere in any way with Association's use of the hotel. Should construction be determined by the group to interfere with Association's meeting(s), LRPA will be considered to have justifiable reason to cancel without prejudice or penalty from the hotel.

Walk Policy: The hotel shall provide complimentary transportation to and from its property and complimentary overnight accommodations at a comparable quality property if a conference attendee, who had a prior reservation, is not given a sleeping room.

Telephone Charges: Hotel, as of the date of the contract provides local telephone service and 800 number access service in each guest sleeping room and related accommodations at no charge. Hotel guarantees that there will be no charges, costs, or other fees for local telephone services from Association's attendees and guests sleeping rooms and related accommodations during the meeting dates specified in this contract.

Transportation: LRPA seeks free guest parking at the hotel facility for the duration of the Association's meeting.