



## **Request for Information 2014 National Specialty Dog Show**

The Havanese Club of America, the AKC parent club for a long coated, Toy breed of dog (< 20 lbs) is actively searching for a location for their 2014 national specialty dog show.

A national specialty show involves breeders, fanciers, and their dogs from across the nation gathering once per year for a single-breed conformation dog show, obedience trial, rally trial, and agility trial. The club rotates the geographic location for this show throughout the country. In 2012, this show was held in Minneapolis, Minnesota and attracted approximately 550 booked-hotel nights and 580 dogs.

To host this show, the club looks for a pet-friendly hotel with the appropriate number of rooms, event and meeting space, and reasonably accessible to a major airport. It is preferred that a hotel shuttle is available to transport our attendees and their dogs to and from the airport.

Your hotel has been identified as a potential site for our 2014 National Specialty. At this time, we are asking for an outline to determine if your site may be a possibility for our event.

We ask that your response to our request for information is returned electronically to *INSERT NAME, INSERT EMAIL*, no later than *INSERT DATE*.

### **I. Location**

Please describe your facility's general accessibility to:

- Major airport(s); include hotel shuttle information, if available.
- Nearby hotels for overflow booking (may not be necessary, but must also be pet-friendly)
- Restaurants at the hotel
- Restaurants/stores outside of the hotel's onsite facilities but within your hotel shuttle's offering
- Dining/entertainment/stores within walking distance of your hotel

Describe parking availability and any parking costs.

Does your hotel have space for motor home/RV parking? If so, what are the space limits and costs?

### **II. Pet Accessibility**

- Does your hotel typically allow pets?
- What costs (refundable and/or non-refundable deposits) are associated with pets?
- Are there pet limitations we should be aware of?
- Does your facility have a grassy outdoor area for exercising dogs? We typically have a designated area with exercise pens set up for this purpose. We ask the hotel to provide a trash receptacle with liners for clean-up purposes. All dog owners are held responsible for cleaning up after their dogs.
- Describe your facility's experience with hosting dog shows or other pet events. If none, please describe how you envision working with us to manage this type of event.

### **III. Site Requirements**

Below are the site requirements for our national specialty. Please confirm that you are able to meet them; if not, please outline how you would overcome this obstacle and any value adds that may offset them.

- Most attendees arrive Monday or Tuesday and depart on Sunday.
- We strongly prefer to book time from the last week of June to the second week of August.

- We look for hotels with at least 300 rooms.
- We generally block approximately 150 rooms per night.

We require the following activity rooms for the event:

- A ballroom of at least 10,000 square feet for the main show ring area, not including grooming space.
- A grooming room adjacent to the ballroom, 3,000 to 6,000 square feet. We put a plastic covering over this to protect the flooring.
- A hospitality room close to the ballroom main show ring area.
- Banquet halls should be at least 6,000 square feet. This is in addition to the ballroom for the main show ring area.
- Seminar room(s) of at least 2,000 square feet.

We do not pay for these rooms based on the revenue provided by our room block and meals.

Due to the considerable travel costs for themselves and their dog(s) for a week-long trip, often across the country, our club members have voiced preference for a hotel close to or under \$100 per night. Please provide your most competitive offer for consideration.

#### **IV. Added Values**

Aside from those outlined above, do you have other conference or ballrooms we may choose to reserve and utilize to support our show? Room(s) for auctions, vendors, cocktail hour, and rings for obedience and rally events are very useful. An outdoor flat, grassy area to set up agility equipment is preferred.

Do you permit equipment (chairs, show ring enclosure, etc.) to remain in the ballroom/conference rooms overnight for days we have them booked consecutively? We set up when we begin our show Tuesday morning and leave it set up until our show is completed on Saturday. Please note if we or the hotel staff are able to lock these rooms.

Please provide a brief explanation of why our club should host our national specialty in your geographic area.

Please include any value-added offers for our national specialty show or other information you feel appropriate.

#### **V. Pricing and Documentation**

Please provide pricing, details, and/or attach appropriate documentation based on the information available to you.

We only need an outline, not an official contract, at this time. Please include:

- Room block rates
- Available dates
- Conference space footage (seminar rooms)
- Ballroom footage (main show ring room)
- Buffet/banquet footage
- Airport access/shuttle service
- Required meal revenues
- Floor plan of the facility

Sincerely,

*INSERT NAME HERE*