



REQUEST FOR PROPOSAL



DUE JULY 19, 2024



The Georgia Downtown Conference is the one gathering in Georgia each year that brings together people who understand exactly what kind of work you do, the kinds of opportunities specifically available to a community like yours, the types of challenges you face, and the creative ways to overcome them. Each year a variety of session topics, tours, and networking events are offered to assure you an enlightening conference experience.

The Georgia Downtown Conference is designed to further educate individuals on issues affecting downtown development on a national and statewide level, reinforce existing downtown development efforts, and help plan for future initiatives. It is a conduit to promote downtown and economic development through public awareness, governmental relations, and education. The highlight of the conference will be the Georgia Downtown Awards Ceremony where the accomplishments of those organizations and individuals who have demonstrated outstanding achievement and improvement in Georgia's traditional downtowns will be celebrated.

PREVIOUS LOCATIONS:

- 2024 Thomasville
- 2023 Canton
- 2022 Macon
- 2021 Brasstown Valley
- 2020 Virtual
- 2019 Jekyll Island
- 2018 Braselton
- 2017 Columbus
- 2016 Athens
- 2015 National Main Street Conference in Atlanta
- 2014 Decatur
- 2013 Savannah
- 2012 LaGrange

REQUEST FOR PROPOSAL

2025 Georgia Downtown Conference

The Georgia Downtown Association is seeking proposals from GDA member communities, or CVB affiliates connected to those communities, to host the 2025 Georgia Downtown Conference. The Conference is held in one of the last two weeks of August, with a Monday-Thursday pattern, with approximately 300 attendees. The host city will be responsible for hosting the Monday evening Welcome Reception, assisting with local sponsorships and exhibitors, and assisting during the planning phase for the Conference. They will also be expected to provide multiple mobile workshops, either in their city or neighboring cities, including bus transportation. Two neighboring communities may work together to host.

MEETING SPACE AND HOST CITY REQUIREMENTS:

A "Conference Hub": Conference hub location that can accommodate a registration area and exhibitor space for 20 vendors (each receives a 6 ft table) in one central location. Ideally, the Conference Hub location will be the same location for general sessions and should accommodate 250 participants seated at tables.

| REQUIREMENTS | DAY ONE | DAY TWO | DAY THREE | DAY FOUR |
|--|-----------|-----------|-----------|-----------|
| Guest Rooms (as many as possible for group blocks) | 75 rooms | 150 rooms | 150 rooms | 150 rooms |
| 3 Optional Training Locations | 35-50 Max | | | |
| Welcome Reception Location: | 100 Max | | | |
| 4 Concurrent Breakout Session Rooms Set: classroom | | 65 Max | 65 Max | |
| General Session Location Set: Crescent Rounds | | 200 Max | | |
| 1 Meeting Location for Lunch/Board Meeting Set: Crescent Rounds | | 200 Max | | |
| Mobile Workshop Options | x | x | x | x |
| Silent Auction Location | | Set Up | x | |
| Breakfast & Roundtable Session Location Set: Crescent Rounds | | | 200 Max | |
| Award Reception Location | | | 200 Max | |
| Optional Breakfast Location | | | | 200 Max |
| Swag Area | x | x | | |

If you are interested in hosting, please upload your application at www.gacities.com/home by no later than July 19, 2024.





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Contact Information for person submitting proposal:

Full Name: _____

City/Organization: _____

Email: _____ Phone: _____

How long have you been a member of GDA? _____

MEETING SPACE:

What meeting space are you proposing for each days events? _____

What meeting space are you proposing for the Conference Hub? _____

HOTEL:

What hotel options are you proposing? _____

What dates do they have availability? _____

What is the hotel room rate? _____

What are the meeting space rental fees? _____

MOBILE WORKSHOPS: Please list three possible mobile workshops:

1. _____
2. _____
3. _____

OPENING RECEPTION:

Are you able to provide an Opening Reception (light food/hosted bar) for 100 people?

Yes No

Please provide letters of support from your elected body, CVB and/or Chamber of Commerce.

Upload this form, along with brochures from the hotel/meeting facility to: www.gacities.com/home by no later than July 19, 2024