



# REQUEST FOR PROPOSAL



**DUE JULY 18, 2025**



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:

2025 Gainesville  
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

### 2027 Georgia Downtown Conference

The Georgia Downtown Association is seeking proposals from GDA member communities, or CVB affiliates connected to those communities, to host the 2027 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 at multiple hotels, if applicable)	75 rooms	150 rooms	150 rooms	150 rooms
7 Optional Training Locations	35-50 Max for each			
Welcome Reception Location:	100 Max			
4 Concurrent Breakout Session Rooms Set: classroom		65 Max for each	65 Max for each	
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 Sales Area	x	x		

If you are interested in hosting, please email your application [rcoakley@gacities.com](mailto:rcoakley@gacities.com) by no later than July 18, 2025.



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## 2027 Georgia Downtown Conference

### 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 200 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: [rcoakley@gacities.com](mailto:rcoakley@gacities.com) by no later than July 18, 2025