



REQUEST FOR PROPOSAL



DUE JULY 21, 2023



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:

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



03152023

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2024 Georgia Downtown Conference

The Georgia Downtown Association is seeking proposals from GDA member communities, or CVB affiliates connected to those communities, to host the 2024 Georgia Downtown Conference. The Conference is held in one of the last two weeks of August, with a Monday-Thursday pattern, with approximately 200 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:

GUEST ROOMS:

- DAY ONE: 75 rooms (Sunday)
- OTHER DAYS: 150 rooms (Monday - Wednesday)

DAY ONE:

- Registration Area
- Exhibitor Set Up Location
- 3 Optional Training Locations (35-50 Max)
- Welcome Reception Location (100 Max)

DAY TWO:

- Registration Area
- Exhibitor Location Available
- 3 Breakout Session Rooms (Classroom Setting) (65 Max)
- General Session Location - Crescent Rounds (200 Max)
- 1 Meeting Location for Lunch/Board Meeting - Crescent Rounds (200 Max)
- Mobile Workshop Options
- Silent Auction Location

DAY THREE:

- Silent Auction Room Available
- Exhibitor Location Available
- 3 Breakout Session Rooms (Classroom Setting) (65 Max)
- Mobile Workshop Options
- Breakfast & Roundtable Session Location - Crescent Rounds (200 Max)
- Award Reception Location (200 Max)

DAY FOUR:

- Optional Breakfast Location (200 Max)

If you are interested in hosting, please complete the following form and return to Renée Coakley at rcoakley@gacities.com by no later than July 21, 2023.



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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?

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.

☐ Return this form, along with brochures from the hotel/meeting facility to: Renée Coakley at rcoakley@gacities.com by no later than July 21, 2023.

Signature: _____ Date: _____