

# IOWA ASSOCIATION OF CHAMBERS OF COMMERCE



## HOSTING AGREEMENT/ PLANNING GUIDELINES

Fall Conference '24 AND/OR '25

IACC  
400 East Court Ave, Suite 126  
Des Moines, IA 50309  
515-868-0134  
[madison@iachamberexecs.com](mailto:madison@iachamberexecs.com)

**IOWA ASSOCIATION OF CHAMBERS OF COMMERCE**  
***Summary of Conference Host Requirements/Guidelines/Agreement -  
Fall Conference 2024 AND/OR 2025***

Iowa Association of Chambers of Commerce is comprised of nearly 100 local chambers of commerce and over 200 local chamber executives and staff members from throughout Iowa. The organization historically holds a conference each fall. This conference has been hosted by communities from every area of Iowa.

The fall conference is to be held on a Wednesday and Thursday in October. The host community and IACC staff will work together to schedule around other Iowa association conferences as well as neighboring states (because it becomes difficult for traditional sponsors). The conference is a one-night event that has typically been from Wednesday afternoon to Thursday afternoon.

Breakout rooms should be available but may or may not be utilized depending on the conference agenda. The board may require a meeting room for up to 15 people, and can use the local chamber office if the hotel will charge for the space. General sessions require space for 50-70 people and AV/microphone should be available. We also need space for vendors/sponsors near the general session room. Having the sponsors/vendors in the same room as the conference sessions works well.

The attendee registration fees typically help cover basic costs such as meal functions (some but not all), overhead such as printing, postage, name badges, room fees, speaker fees/travel expenses. Registration fees should not include special events such as evenings on the town, golf outings, etc.

The IACC conference committee and the host organization should solicit businesses and organizations for sponsorship. This may include in kind contributions to make the event a success. There have been between five and ten sponsors per event. Most require an electric outlet and internet for their booth space.

For each conference, a committee is appointed which typically consists of IACC staff, select IACC board members, IACC volunteer members, and at least one host community staff member that will serve as the point of contact. All budgets need to be approved by IACC staff.

**Host Chamber responsibilities include:**

- \* Assist committee in securing local sponsors
- \* Sponsor a reception one evening of the conference
- \* Attend conference committee meetings and serve as organizer of the event with IACC staff
- \* Attend the conference and be present at events

Attendance at the conference usually ranges between 50-70 individuals. Please email the signed bid to [madison@iachamberexecs.com](mailto:madison@iachamberexecs.com). Bids for Fall 2024 and/or 2025 conferences will close on May 1, 2023. A decision will be made by June 21, 2023, and local communities will be notified that week.

**IMPORTANT: Priority will be given to those who have attended IACC conferences in previous years.**

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**HOST AGREEMENT/BID**

Host Chamber Contact

Address

Phone Contact Email

Conference Facility Contact

**Room Cost: (per person/per night including all tax)**

(a block of rooms is needed Wednesday night with some available Tuesday evening also)

Single rate Double rate

Is breakfast included? (Y/N) Yes No

Can delegates arrive early or extend their stay at this rate? (Y/N) Yes No

**Meal Cost per person: (including all tax and service fees)**

Snack Break/Drinks (the agenda typically includes two total snack breaks) \$

*Example of what is included for cost*

Wednesday Dinner (usually appetizers) \$

*Example of what is included for cost*

Thursday Breakfast \$

*Example of what is included for cost*

Thursday Lunch \$

*Example of what is included for cost*

**General Meeting Room Rental Cost:** No charge Cost per day \$

**Audio-Visual Cost:** (if any for microphone, internet, and projector)

No charge Please list costs

**Incidental Costs:** (parking, etc.)

**Amenities:**

Will the facility provide a complimentary room for the IACC staff or Chair? (Y/N) Yes No

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Will the facility provide a complimentary space for attendee networking following the evening activity? (Y/N)      Yes      No

**As part of the conference agenda, we typically include an evening activity that highlights the host community, while allowing attendees to mix and mingle. What would your evening activity entail?** *(examples from previous years: main street tour with light food/beverages, brewery tour, train ride that served dinner/drinks to attendees.)*

**What extra amenities or services can your facility and/or chamber provide?**

**The local chamber must be the lead organizer of the event. Please list who besides the chamber director/president is the contact:**

**IACC typically hosts an informal golf outing prior to the conference beginning on Wednesday (about 10 participants)**

Do you have a golf course available in your community? (Y/N)      Yes      No

What are the course fees/golfer (including golf cart rental) \$

**Are there any other unique opportunities in your community that attendees could take advantage of during their visit?**

**Please indicate which year(s) you would be willing to host:**

Fall 2024

Fall 2025

**Please indicate your preferred dates for hosting in October 2024 and/or October 2025:**

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Signed:

IACC Executive Director

Host Facility Representative