PROCEDURE FOR BIDDING ON A NATIONAL/MINI NATIONAL CONVENTION

- A Letter of Intent from a Local Society(ies)/District(s) to bid on an ARS Spring, Fall or Miniature Convention and Rose Show shall be sent to the ARS Executive Director (Executive Director@rose.org) with a copy to the Assistant to the Executive Director (Carol@rose.org). Upon receipt, the invitation will be marked as “received” and a Bid Request Form will be sent to the prospective host(s).

Bid requests for an ARS Spring, Fall or Miniature National Convention and Rose Show should be completed by the bidding Society(ies) or District(s) and submitted to the Executive Director of the American Rose Society, (With a copy to the Assistant to the Executive Director) who will then forward it to the Convention Planning Committee Chair, at least three (3) months prior to the Board meeting at which the bid is to be considered by the Board. A request for a Miniature National Convention and Rose Show will also be forwarded to the Chair of Miniature/Miniflora Committee.

Example: A bid for the Spring 2020 (April) Convention would be considered by the Board at their Spring 2019 meeting (April). Therefore, this bid would need to be submitted to the Executive Director with a copy to the Assistant to the Executive Director by January 2019. The Executive Director would then send the bid to the Convention Planning Committee Chair for vote/recommendation by the Convention Planning Committee in February 2019. The Convention Planning Committee recommendation to the Board will be sent to the Executive Director appx. one month prior to Board submission in March 2019; Board recommendation considered at April meeting.

- The ARS Convention Planning Committee will then review the bid, per bid process and report back to the ARS Board of Directors with recommendations. Based upon this information, the Directors will vote to accept or reject any invitation.

1. Name of bidding group(s)/Society(ies)/District(s):

______________________________________________________________________________

2. Date Requested: Fall ___________ Miniature _______________ Spring _______________ Year _____

   Specific Date of the Convention Month___________ Dates _________ Year_____________

   First available date acceptable? Yes ____ No ______

3. Bidding on National or Mini National Convention only? Yes ____ No _____

   Bidding on National or Mini National/District Convention combination? Yes ____ No _____

4. Membership count of bidding Society(ies):

______________________________________________________________________________
5. Please indicate previous National or District Convention Experience (when/where) of bidding Society(ies):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
Attendance at this convention ________  Net Profit of Convention $___________

6. Hotel Selection: Are there hotels with sufficient guest rooms and sufficient public space to host the convention? (See attached Hotel Site Visit Worksheet)  Yes ______ No ______

   Hotel Selected: ______________________________________________________

   Number of available Guest Rooms ________  Total Function Space ________

   Largest single ballroom (sq. ft.) ________  Rate: ________________________

   Hotel (Overflow, if necessary): _________________________________________

   Number of available Guest Rooms ________  Rate: ________________________

   If no hotel is available with sufficient space, what are the plans for hosting the rose show, meetings, etc.?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

7. What public and private rose gardens are available for tours?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

8. What other items of interest would be available for convention attendees?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

   If pre and/or post tours are being considered, please state where.
9. Has the Society(ies)/District(s) read and agreed to the terms of “ARS Procedures for Hosting a Spring, Miniature, or Fall National Convention” as stated in the ARS Convention Contract?  
   Yes _____ No _____

10. Has the Board/Membership of the Society(ies)/District(s) officially voted to bid for this ARS National Bid? Requests for an ARS Spring, Fall or Miniature National Convention and Rose Show should be completed by the bidding Society(ies) or District(s) and submitted to the Executive Director of the American Rose Society, with a copy to the Assistant to the Executive Director who will then forward to the Convention Planning Committee Chair, at least (three) 3 months prior to the ARS National Convention at which the bid will be considered by the Board.  
   Yes _____ No _____

12. Please provide society contact information for this bid:

   Name: ________________________________________________________________

   Address _______________________________________________________________________________________

   City _________________________ State ________________ Zip _______________________

   Phone: Home: ___________________________________________________________________________________

   Work: ___________________________________________________________________________________________

   Cell: ___________________________________________________________________________________________

   Email: ________________________________________________________________________________________

   Please send the completed form to the Executive Director of the American Rose Society via email (executivedirector@rose.org) with copy to the Assistant to the Executive Director (carol@rose.org) or mail to PO Box 30,000, Shreveport, LA 71130-0030

   Thank you for your interest in hosting an ARS National Convention/Conference.