



AMERICAN ROSE SOCIETY  
SPRING, MINIATURE OR FALL  
NATIONAL CONVENTION & ROSE SHOW

BID REQUEST

**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](mailto:Director@rose.org)) with a copy to the Assistant to the Executive Director([Carol@rose.org](mailto: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 y 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): \_\_\_\_\_

**NATIONAL ROSE SHOW & CONVENTION BID REQUEST**

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.

---

*NATIONAL ROSE SHOW & CONVENTION BID REQUEST*

---

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](mailto:executivedirector@rose.org)) with copy to the Assistant to the Executive Director ([carol@rose.org](mailto: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.