



**Request For Proposals**  
**New York Library Association's Annual Conference and Trade Show**  
**2016 – 2017 – 2018**

**Organization Profile**

The New York Library Association (NYLA) is a not-for-profit organization of approximately 4,000 librarians, trustees, staff, friends, and library school students. Its mission is to lead in the development and improvement of library and information services and the profession of librarianship in order to enhance learning, quality of life, and equal opportunity for all New Yorkers. NYLA is governed by an elected Council and has a small staff located in Albany, N.Y.

**Annual Meeting Profile**

NYLA's Annual Meeting typically draws a total attendance of approximately 1,000 people from across the state. Conference attendees are about 70% female and 30% male. Library directors account for 30% of our attendees while library staff are 35%; the remainder is made up of students, exhibitors, library trustees and guests.

The Annual Conference is held in mid-October (but never over Halloween) or early November and runs Wednesday through Saturday.

A Trade Show, attracting 100-150 vendors (8' X 10' booths), is held on Thursday and Friday of the Annual Conference, which requires a minimum of 30K square feet of contiguous space. It is imperative that the trade show be in one location (a convention center), and that all meeting rooms are in either the convention center or a hotel within walking distance.

**Location**

A convention/conference center with a minimum of 500 sleeping rooms within walking distance is required. Ready access to mass transportation (air / rail) is a priority, though shuttle options will be considered.

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## Lodging Requirements

### Room Block Pattern

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
# of Rooms	5	40	250	300	200	30

### Hotel Accommodations

NYLA's peak night room block should be for 300 rooms (minimum), with up to 200 additional rooms available. Actual room pickup is based on final conference schedule. Room pickup also includes exhibitors. NYLA staff arrives on Monday.

Each hotel within the block will handle their own reservations for conference participants' housing via online and phone based systems. NYLA creates a Master Housing List for VIP's, Council members, and NYLA staff. This Master Housing List will be sent directly to the particular hotels. The Association will not guarantee rooms reserved by conference participants.

NYLA uses a room rebate system to help defray the cost of holding an annual conference. An \$8.00 per room per night rebate to be given to NYLA must be included in the total cost of the room.

### Headquarters' Hotel

Traditionally, one hotel is designated as "headquarters" and houses the conference VIP's and NYLA staff. Meeting rooms as well as food & beverage functions are as equally divided as possible between the headquarters' hotel and the Convention Center. The headquarters' hotel is usually a full-service hotel located closest to the Convention Center.

### Room Type Breakdown

Room Type	Percentage of Total
Singles (1 person/1 bed)	55%
Doubles (2 people/1 bed)	10%
Twins (2 people/2 beds)	31%
Double/Doubles (triple or quad)	4%

### Complimentary Housing Requirements

#### Headquarters' Hotel

- One (1) room for every 50 occupied.
- One (1) two-bedroom suite for the President (This **must** be the biggest suite of any NYLA member or VIP).
- One (1) one-bedroom suite for the President-Elect.
- One (1) one-bedroom suite for the Executive Director.
- Five (7) single bedrooms for NYLA staff.
- Two (2) single bedrooms for the Conference Chair and Exhibits Chair.

#### Other Hotel(s)

- One (1) room for every 50 occupied.

### Hotel Front Office Information

#### Check-In

Expect the heaviest check-ins on Thursday, followed by Wednesday. Be aware that many people on Wednesday and Thursday will want early check-in times (8:00 a.m. – 12:00 p.m.).

#### Check-Out

On the Saturday at the conclusion of the conference, expect requests for late check-outs (hotel to determine whether or not they can accommodate each request on an individual basis). NYLA Staff rooms will check out either late Saturday or Sunday.

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## Convention Center & Hotel Requirements

### Business Services

NYLA generally has all materials arranged in advance, but there may be the need for photocopying and faxing. Advise of all costs (if any). No business services are to be billed to the NYLA Master Account without the approval of specified NYLA staff.

### First Right of Refusal

Due to the size and complexity of the NYLA Annual Conference, we require first right of refusal on all space that is being held.

### Accounting/Billing Information

- ❖ Master Account is to be direct billed (please provide credit application)
- ❖ All Master Account charges are to be signed by NYLA Executive Director
- ❖ NYLA will provide a Master Housing list with Master Account billing instructions to the pertinent hotels.
- ❖ Meeting Room Rental should be free (based on food and beverage as well as sleeping room usage).
- ❖ Any NYLA approved incidental charge can be billed to the Master Account.
- ❖ All food and beverage events are to be billed to the Master Account.

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## Trade Show Requirements

- ❖ It is imperative that NYLA's drayage/decorator have access to the Exhibit Hall/Trade Show floor at least 60 hours prior to the opening of the trade show in order to set-up the space.
- ❖ **The NYLA Trade Show requires 30,000 sq. feet of unobstructed floor space.**
- ❖ The Trade Show must be housed in one facility.
- ❖ Electricity should be available for all booth locations.
- ❖ Wireless and Hardwire Internet connections should be available for all booth locations.
- ❖ Exhibit hall must be able to be completely secured (locked doors / no air-walls).
- ❖ Booths measure 8' x 10'.

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## Audio Visual Equipment Requirements

- ❖ Master Account is to be direct billed (please provide credit application).
- ❖ The AV supplier will provide NYLA with one free microphone per event/meeting at the conference.
- ❖ Due to the volume of AV equipment and labor used by NYLA during the conference, the AV supplier will provide NYLA with a 20% discount off current prices on all equipment and labor costs.
- ❖ All AV equipment will be billed to the Master Account.
- ❖ **NYLA may use either the hotel/convention center AV supplier or an outside company.**

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## Food and Beverage Requirements

- ❖ No two years' food and beverage usage has been alike. The number and type of functions change from year to year.
- ❖ Basic functions can include:
  - Networking Breakfast (100 ppl)
  - Center for the Book Luncheon (100 ppl)
  - Luncheons sponsored by NYLA units (usually two or three) (125 ppl total)
  - Coffee and Danish for the Exhibitors
  - Scholarship Fund Event (usually held off property)
  - Inaugural Celebration & Awards Banquet (150 ppl)
- ❖ NYLA requires water stations in every room or strategically placed water coolers in the hallways at no additional cost.
- ❖ NYLA requires water and glasses at each meeting's head table.
- ❖ NYLA requests complimentary morning & afternoon refreshment breaks at the registration area.

## Meeting Room Requirements

- ❖ In the past, no two years' room requirements have been the same. The number and type of rooms change from year to year.
- ❖ The size and set-up of the rooms can vary from 10ppl. conference style to 400 ppl. theatre style.
- ❖ Typical breakout room requirements include:
  - One General Session Room (400 theatre style)
  - Breakout rooms (3 for 150 theatre, 3 for 100 theatre, 3 for 50 theatre, 3 for 20 conference)
- ❖ All meeting rooms should have complimentary high speed wireless Internet access.
- ❖ The number of rooms necessary per concurrent session varies, with 9 to 11 being the norm.
- ❖ The room housing the NYLA Book Store/Internet Cafe must be secure (no airwalls), capable of having the locks changed and is not to be entered by any facility staff after the daily close of the room.

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## Transportation Requirements

- ❖ No two years' transportation/shuttle bus usage has been alike.
- ❖ Transportation is often provided:
  - Between airport / train stations on peak travel days.
  - To the location of special events held off-property.
- ❖ **NYLA will not consider locations which require shuttling between hotels and the convention center.**

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## Sample Schedule of Events

In the past, no two years' conference schedules have been exactly alike. The number and type of concurrent sessions change from year to year, as does the number and type of food and beverage functions. What follows is a rough schedule of events for the NYLA Annual Conference.

### Monday

Staff Check-In

### Tuesday

Pre-Conference Meeting  
Registration Area Set-up  
Exhibit Hall Set-up

### Wednesday

Exhibit Hall - Vendor Set-up / Book Store / Internet Cafe Set-up  
Registration Open 7:30 a.m. – 5:00 p.m.  
CE Workshops / Meetings 9:00 a.m. – 5:00 p.m.  
Council Meeting 11:00 a.m. – 4:00 p.m.  
NYLA Section Board Meetings 7:00 p.m. – 10:00 p.m.

### Thursday

Exhibit Set-up and / or Exhibitors Move-in and / or Exhibit Grand Opening  
Registration Open 7:30 a.m. – 5:00 p.m.  
Concurrent Sessions  
Keynote Session  
Luncheon(s) 12:30 p.m. – 2:00 p.m.  
Scholarship Fund Event 7:00 p.m. – 10:30 p.m. (offsite)

### Friday

Exhibits Open / Exhibitor Move-out  
Registration Open 7:30 a.m. – 5:00 p.m.  
Concurrent Sessions  
Luncheon(s) 12:30 p.m. – 2:00 p.m.  
Inaugural Celebration & Awards Ceremony 7:30 p.m. – 10:00 p.m.

### Saturday

Registration Open 7:30 a.m. – 11:00 a.m.  
Group Breakfast Speaker Program  
Concurrent Sessions 8:00 a.m. – 1:00 p.m.

***To submit a Proposal, please send the following information:***

**From the Convention Center:**

- ❖ Dates of availability.
- ❖ Complete floor plan of the Convention Center.
- ❖ "Sample" floor plan of the Exhibit Hall and its capacities.
- ❖ Specification of the exact space being held listed by day.
- ❖ "Sample" contract with actual costs.
- ❖ Menus with actual prices.
- ❖ Information regarding unions working in the Exhibit Hall.

**From the Hotels:**

- ❖ Dates of availability.
- ❖ Complete floor plan of the hotel.
- ❖ Specification of the exact space being held listed by day.
- ❖ "Sample" contract with actual costs.
- ❖ Menus with actual prices.
- ❖ Committed sleeping rooms, specify breakdown according to room type.
- ❖ Costs of sleeping rooms (be sure to include the \$8.00 per room per night rebate).
- ❖ Information regarding unions working in the hotels.
- ❖ Comp. policy (normally 1/50).

**From the CVB:**

- ❖ A list of transportation (bus) companies.
- ❖ Information regarding unions working within the city.
- ❖ A city map (prefer walking map).
- ❖ A list of all hotels within walking distance of the convention center.
- ❖ Information on local attractions.

The information described above should be sent to:

Jeremy Johannesen  
Executive Director  
New York Library Association  
6021 State Farm Road  
Guilderland, NY 12084  
phone: 518-432-6952  
fax: 518-427-1697  
Email: [events@nyla.org](mailto:events@nyla.org)

**Proposal must be submitted no later than December 31, 2013.**