



2017 TOP HAT AWARDS GALA **REQUEST for PROPOSAL**

The New Mexico Hospitality Association is inviting its members to submit proposals to host the **2017 New Mexico Top HAT (Hospitality and Tourism) Awards Gala**. The Top HAT Awards Gala is an annual dinner and awards ceremony held in Albuquerque, NM. The focus of this event is to celebrate the finalists and announce the winners of various hospitality and tourism awards. Net proceeds of this event goes toward the *Hospitality and Tourism Scholarship Fund powered by the Albuquerque Community Foundation*.

Selection of the host location for this awards ceremony and dinner will be made by New Mexico Hospitality Association's executive committee. A site visit by the Event Manager and/or CEO may be required before the decision is made. The hotel's General Manager and team members are invited to join the event's committee and help shape the program.

The following list of requirements should be considered the baseline for the proposal. Additional sponsorships, in-kind donations, creative ideas regarding venues and activities - will all be positively received. The winning 2017 Top HAT Awards Gala venue will be responsible for a \$1000 cash sponsorship for the 2017 Top HAT Awards Gala. The proposal should detail what will be included in any in-kind sponsorship. Please include your catering options.

The deadline for submission of your proposal is
Friday, November 11, 2016, 5:00 pm via email.

Khanh-Thy@NewMexicoHospitality.org

Subject line: *2017 Top HAT Awards Proposal Submission*

Location

Albuquerque, NM

Date

Thursday, November 9, 2017 (the day before Veteran's Day (*observed*)) – *preferred*
(*Other dates may be considered: Nov. 7, 8, 14, 15, 16.*)

Hotel Requirements

1. Hotel must be a good standing New Mexico Hospitality Association member.
2. Room Block Needed: 15. Provide room rates inclusive of all taxes and fees. Free transportation to the banquet facility must be provided (if hotel and banquets are at different locations/properties).

3. Four (4) complimentary rooms for 1 night for NMHA staff use.
4. Free internet access in meeting rooms and sleeping rooms is desired. Please provide detailed information in the proposal about internet access availability.
5. On-site security and food service on glassware as opposed to paper or plastic.

Meeting Space Requirements

1. Banquet room space to accommodate 300+ guests and meals (72" rounds, 3300 sq. ft. minimum). Must include stage, stage lighting, and two (2) 6' skirted tables on stage to display trophies.
2. Two (2) meeting rooms. Meeting room one must accommodate a u-shape meeting room set-up. Meeting room two must accommodate 7 rounds of 10 with a panel table in the front.
3. VIP Reception space to include cash bar. Preferably located in a different location than the General Reception. Must have close access to banquet room.
4. General Reception space to include cash bar and space for at least six (6) 6' skirted tables of Silent Auction items. Must have close access to banquet room. Can be in foyer/entrance of banquet room.
5. Registration table in/outside the reception space along with several 6' skirted tables for possible exhibits.
6. All meeting space must allow additional space for staging and audio/visual equipment. A/V will be provided by Santa Fe Audio Visual. New Mexico Hospitality Association should be waived any fees when using an outside A/V company.
7. Space for a conference office, lockable with keys for New Mexico Hospitality Association staff, must be provided in close proximity to the registration area. Space will also be required to store staff material the day before the event and the day after the event.
8. All event space and set-up should be free of charge.

Food & Beverage

1. Food and beverage service must be available that are presented with a high quality standard (i.e. glass, china, silver as opposed to paper and plastic).
2. Alcohol must be allowed in the area designated for the reception and dinner.

3. A sample menu with prices (quoted inclusive of tax and service fee) should accompany this proposal. Main entrée should include two meat entrees (beef and chicken). Other entrée dishes to include gluten free and vegetarian.
4. Tasting with the 2017 Top HAT Awards Gala committee may be required.
5. Fees and prices for all facilities and services should be included, as well as guarantee requirements for food and beverage services. Prices will be one of the key criteria used in making a decision.
6. F&B functions will include: 1 lunch (approx. 30 people), reception, and dinner (approx. 300 people).

Sponsorship

Cash sponsorship for the 2017 Top HAT Awards Gala in the amount of \$1000 (paid by Nov 16, 2016).

Typical Schedule

This schedule is not final and is subject to change.

New Mexico Hospitality Association Board of Directors, Government Affairs Committee, Travel/Trade Alliance, and other small meetings	U-shape	20	Morning & Afternoon
NM Tourism Commission, Regional Boards, and other small meetings	Panel table in front, Rounds	70	Morning & Afternoon
VIP Reception	Cocktail	150	Evening
General Reception	Cocktail	250	Evening
Dinner & Awards	Rounds	250	Evening

The deadline for submission of your proposal is Friday, Nov. 11, 2016, 5:00 pm via email.

If your facility/hotel is selected as host, New Mexico Hospitality Association will work with you to develop final details for the conference.

If you have **questions**, please contact Khanh-Thy Gonzales ~ 505-506-8624

Completed RFP's need to be emailed to Khanh-Thy (Khanh-Thy@NewMexicoHospitality.org), subject line: *2017 Top HAT Awards Proposal Submission*.