



## MACCE Conference(s) Request for Proposal

The Maine Association of Chamber of Commerce Executives (MACCE) meets twice per year for a 2-day conference. Typically, the conferences are held in the spring and fall. **The dates to be considered for the 2020 Spring Conference are: April 8-10, 14-16 or 15-17.**

### **The Host facility is responsible for the following:**

1. Overnight accommodations on Tuesday & Wednesday evenings or Wednesday & Thursday evenings;
2. Private meeting space for approximately 25-35 people (needs to be separate from the dining space)- ice water should be available throughout duration of conference and coffee/tea should be available at the start of the meeting each morning;
3. Dining area for meals – 2 Breakfasts; 1 Lunch; Cocktails and Dinner one evening (note: a public dining area can be utilized for the breakfasts, lunch and cocktail reception but dinner must be in a private room);
4. Registration area to be set up through the duration of the conference. Food and Beverage Requirements:
  1. Breakfasts – full breakfast either plated or buffet;
  2. Lunch – either plated or buffet – should include soda, iced tea, dessert & coffee;
  3. Hors D'oeuvres for Cocktail party (cheese & cracker tray, veggies & dip) – host property can opt to add other hors d'oeuvres at their own cost;
  4. Dinner – either plated or buffet- should include appetizer, entrée, dessert & coffee;
  5. Coffee Breaks – morning break Wednesday and Thursday, afternoon break on Wednesday – morning coffee breaks typically include coffee, tea, pastry & fruit; afternoon breaks typically include coffee, tea, soda, fruit & cookies.

### **Package Pricing**

The maximum pricing for the 2-day conference is \$400 (single occupancy) including lodging, food & beverage, meeting room charges (AV charges are separate) and all applicable taxes and service charges. Various pricing needs to be offered including:

1. 2-day Single Occupancy– 2 night's lodging, 2 breakfast, 1 lunch, dinner, cocktail party, 3 coffee breaks;
2. 2-day, per person, Double Occupancy– 2 night's lodging, 2 breakfast, 1 lunch, dinner, cocktail party, 3 coffee breaks;
3. 1-day Single Occupancy– 1 night's lodging, 2 breakfast, 1 lunch, dinner, cocktail party, 3 coffee breaks;
4. 1-day per person, Double Occupancy- 1 night's lodging, 2 breakfast, 1 lunch, dinner, cocktail party, 3 coffee breaks.
5. Meals only, no overnight accommodations

### **Previous attendance:**

Fall 2018 – York Harbor – 18 rooms Wed night, 23 rooms Thurs night, 3 Food only.  
Spring 2018 – Bethel – 7 rooms Wed. eve, 20 rooms Thurs eve, 5 food only.  
Fall 2017- Waterville- 12 rooms Wed. eve, 18 rooms Thurs. eve, 8 Food Only  
Spring 2017- Kennebunk- 19 Rooms Wed. eve, 27 rooms Thurs. eve, 10 Food Only  
Fall 2016- Bangor- 15 rooms Wed. eve, 20 rooms Thur. eve, 10 food only  
Spring 2016- Auburn- 19 rooms Wed. eve, 21 rooms Thur. eve, 10 food only  
Fall 2015- Caribou- 20 rooms Wed. eve, 19 rooms Thur. eve, 9 food only  
Spring 2015- Augusta- 8 rooms Tue. eve, 13 rooms Wed. eve, 15 food only

If you are interested in submitting a proposal or have any questions, please contact, Angela Arno at the Maine State Chamber of Commerce 207-623-4568 ext. 104 or email [aarno@mainechamber.org](mailto:aarno@mainechamber.org)