

EXHIBIT A
NACAA ANNUAL MEETING AND PROFESSIONAL IMPROVEMENT CONFERENCE
BIDDING SUGGESTIONS

1. Survey potential Am/pic sites in your state with adequate facilities to host meetings.
2. Compare the costs of each facility with special emphasis given to: (1) Room rates, (2) Meal costs, (3) Cost of refreshment breaks, (4) Can donated food or beverage be brought into facility, (5) Hidden costs such as projector or visual charges, microphone charges, staging costs, spotlight charges, etc.
3. When host state has narrowed the potential sites down to a reasonable number, State Chairman should communicate with Regional NACAA Director who may wish to review the sites personally with host state representatives.
4. Listed below are items that should be discussed and agreed upon in writing between NACAA Regional Director, host state representatives, and the facility under consideration. Remember that negotiations on terms and prices of services can best be negotiated before facility is under contract. Once a site has been officially selected, negotiations are difficult if not impossible, with the facility in regard to major cost items.
 1. Negotiate room rates if at all possible. Many times facilities do not want to set rates four to five years in advance, but if getting AM/PIC hinges on it, they will reconsider. Room rates are major cost to AM/PIC participants and even modest reductions are significant. Find out non-convention rates versus convention rates.
 2. Be sure that meeting rooms and complimentary rooms are included free or that costs, if any, are known.
 3. Most hotels give NACAA President and President-Elect complimentary suites over and above the one complimentary room for 50 room night rate.
 4. Take nothing for granted and do not be afraid to negotiate tough at this point - it may be your last chance. You will be amazed what concessions you may get while the facility is trying to get the NACAA meeting contracted. But, get it in writing because sales representatives change rapidly in the hotel industry.
 5. Be sure that you know what parts of the facility NACAA will have use of during the week. Some hotels hold certain sections or rooms are unavailable, but do not voluntarily tell you unless you ask.
 6. Negotiate meal rates if at all possible or at least get a benchmark from which to work later. Many times, telling the headquarters facility the number of meal sales opportunities available if the price is right, will reduce the overall cost. Let them know that meals will be served in other facilities if costs are not reasonable, will force negotiations.
 7. Find out what services are free and what services cost. Whether the facility has union employees makes a big difference sometimes in what NACAA can do.
 8. Find out what additional facilities will be needed in addition to headquarters and determine their availability and accessibility.
 9. Observe the front desk in action. Remember, the front desk will register the majority of the NACAA members in attendance in one day. Can they handle the task?
 10. Observe the attitude of the employees. Attitudes are important when the meeting is in progress and situations that arise need to be compromised.
 11. Obtain written contract with facility finally chosen with as much detail as possible. Verbal agreements are often forgotten by management of hotels and other facilities.

