



# California Resource Recovery Association

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## President's Circle Sponsors



## REQUEST FOR PROPOSAL (RFP) FOR CONFERENCE VENUE & LODGING FACILITIES FOR THE CALIFORNIA RESOURCE RECOVERY ASSOCIATION 2007 ANNUAL CONFERENCE



### GENERAL INFORMATION

The California Resource Recovery Association (CRRA) is accepting proposals to provide lodging and conference facilities for its upcoming event, July/August 2007.

Please deliver proposals to the following address:



Attention: Judi Gregory  
C/o CRRA

CRRA Event Management  
2694 E Garvey Ave S #322  
West Covina, CA 91791



Or electronically to: [judi@crra.com](mailto:judi@crra.com)



Questions or comments regarding the RFP must be in writing and faxed, emailed or mailed to the above address. The fax number is 626-650-0233.



**Zanker Road Landfill**

## **INVITATION**

An invitation to respond to this RFP is being extended to multiple cities and CVB's in the Southern California area. The final site will be determined by the Board of Directors and will be based on the entire package of lodging, conference facilities, and the support and involvement of the area's recycling community.

This RFP does not constitute a contract for services nor does it purport to contain all of the elements of the contract.

Failure to submit information in accordance with this RFP's requirements and procedures will normally result in disqualification.

## **NATURE OF EVENT**

The event features four days of program sessions and a one or two-day trade show. The event will attract approximately 750-1000 attendees.

## **WHO IS CRRA?**

The California Resource Recovery Association is a non-profit organization dedicated to promoting waste reduction, reuse, recycling, pollution prevention, composting and expanding the market for recycled content products. Membership includes individuals, owners of recycling based companies, reuse, recycling and composting consultants, public agency representatives, refuse haulers, composting companies, non-profit groups, media professionals, teachers, out of state representatives, elected leaders and people with a variety of different backgrounds who have an interest in preserving our natural resources.

## **GREEN PROCEDURES**

CRRA must "practice what we preach" during the annual conference. Holding a "Green Conference" is extremely high on the priority list. Some of the Green and Zero Waste activities include:

- Washable versus disposable dishware, cups and utensils at all events and meals
- Washable napkins versus paper napkins and towels at all events, meals and in restrooms
- Condiments and beverages not served in single serving containers
- Recycling of paper, bottles and cans and food/organic waste where available
- Coordinate with hotels that will allow guests to participate in recycling activities such as no daily paper at door, reduced linen washing, in room recycling activities, etc.

Please include in your proposal, all green procedures your facility is currently practicing. Please express your willingness to work with CRRA to upgrade those efforts and possibly incorporate new efforts during our conference. Included in this RFP is a document for your reference called "How to Hold a Clean/Green Conference." This is an informational piece only. CRRA has staff that will work individually with the selected facilities on these green procedures.

## **LODGING & MEETING SPACE REQUIREMENTS**

The Annual Conference begins Sunday and concludes Wednesday. There are two sections to the conference: Educational Sessions and the Exhibits.

**Proposed Dates:** July 15-18, 2007  
July 22-25, 2007  
July 29-Aug 1, 2007  
August 5-8, 2007  
August 12-15, 2007

### **Lodging Nights:**

| Saturday | Sunday | Monday | Tuesday | Wednesday | Total Room Nights |
|----------|--------|--------|---------|-----------|-------------------|
| 15       | 125    | 150    | 150     | 10        | 450               |

The majority of our attendees are government employees. Their lodging per diem needs to be taken into consideration or the attendees will go elsewhere for lodging. This has been proven every year.

### **Meeting Rooms:**

6-10 meeting rooms with approximate capacity of 45-100 classroom each Su-M-Tu-W  
1 general session area with an approximate capacity of 500 theater M-Tu-W  
Exhibit area with approximately 8000-25000 sq. ft (8x10 or 10x10 booths) Su-M-Tu

### **Registration Area:**

General area for 5 registration counters Sa-Su-M-Tu-W

### **Food & Beverage:**

The food and beverage for this conference is undecided at this time. In the past we have had two buffet lunches (Monday and Tuesday), an evening reception (Monday) and several coffee and tea services. Off-site functions such as a reception (Sunday) and a plated dinner (Tuesday) have been part of the program to offer the attendees a sample of the local area. These off-site functions and all of the food and beverage vary tremendously from year to year.

**DEADLINE:** 5:00 p.m. Wednesday, May 31, 2006

**SUBMIT TO:** Attention: Judi Gregory  
C/o CRRA Event Management  
2694 E Garvey Ave., S #322  
West Covina, CA 91791  
Fax: (626) 650-0233  
Or electronically to: judi@crra.com

**QUESTIONS:** Submit all questions in writing by fax or email