



**Maryland Jaycees, Inc.
Convention Bid Form**

Chapter _____ Event _____

Proposed Date (s) _____ Alternate Date(s) _____

Chairman _____ Address _____

Phone (home) _____ work _____

Requirements

Insurance: Minimum limits: \$100,000/\$300,000 + \$5,000 medical pay per person. Furnish certificate of insurance listing amount, name of insurer and policy number.

Registration Fees:

Early (Date _____)

Late

Complete Package
Partial (by event)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Minimum Registration (meeting only)	_____	_____

Accommodations: Attach a statement from hotel/motel guaranteeing the following: date of event including time rooms available; fees to be charged host chapter; rooms available and charges.

	<u>Number Reserved</u>	<u>Rate per Night</u>
Double Rooms	_____	_____
Single Rooms	_____	_____
Suites	_____	_____

Facilities: Describe in detail indicating numbers and capacities of rooms available for meetings and other functions.

Equipment: Indicate what arrangements have been made to provide head table for meetings, lecturn, microphone, and American Flag.

Inspection: Facility must be inspected by Maryland Jaycee President or Executive Vice President prior to submittal of bid.

EVP/PRES has inspected facility

Date approved facility

Chairman's Planning Guide Chairman's Planning Guide questions one through seven, "Planning" must be provided for this application to be considered complete.

Menus: Provide one or more suggested menus with current price list for food and beverages for all meals to be served. Indicate the name of meals the caterer could add at the last minute. Indicate the location where each meal will be served and the capacity of the room.

Executed contracts or letters of intent must be supplied for any facility or contractor intended to be used in this bid. Each instrument must contain the following provision or language substantially similar thereto: *"The parties acknowledge and agree that this contract is personal in nature to the _____ Jaycees; that is not made on behalf of or by authority of the Maryland Jaycees, Inc; that the Maryland Jaycees, Inc. is not liable or intended to be liable hereunder; nor does the awarding of a bid for this event render Maryland Jaycees, Inc. a party hereto or liable hereunder."*

Attach a statement detailing plans for social activities.

Attach a statement listing the religious holidays occurring on the day or days as proposed, and on the day immediately preceding and immediately following the planned event.

IN SIGNING THIS BID FORM, chapter agrees to the following: To furnish overnight hotel private accommodations for the President, Executive Vice President, and no more than two guests of the Maryland Jaycees. In addition, a "President's Reception" will be hosted by the chapter in the hour prior to Saturday night banquet, furnished with beverage and light snacks. Full, free registration shall be provided to the President and his/her spouse, Executive Vice President, Executive Secretary (where applicable) and up to three guests of the Maryland Jaycees. Chapter agrees to pay for programs for the event and to provide a proof of a program prior to the final printing to Executive Vice President for approval. The agendas, speakers, and final schedule are all provided by the Maryland Jaycees. Additional time for additional events and speakers are subject to approval of the Executive Vice President.

All terms of this contract are open for negotiation with the Executive Team.

List all other attachments not indicated above: _____

We, the undersigned officers of the _____ Jaycees, hereby certify that the said chapter and its members will fulfill all requirements set forth if said chapter is selected to host the event for which this bid is submitted. We further agree that, if selected, the said chapter will assume all financial responsibility for the event and will absorb any loss incurred without obligation to the Maryland Jaycees. The said chapter has supplied all required material and we certify that it is true and correct.

Signature of Chapter President _____ **Date** _____

Signature of Chapter Secretary _____ **Date** _____

I have reviewed this Bid Form and I find all information correct and accurate to the best of my knowledge. I recommend the acceptance of the bid as presented.

Date _____ Signature of Assigned District Director _____