

American Public Works Association (APWA)
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2016 and 2017 APWA North American Snow Conference Site Selection

CONVENTION CENTER QUESTIONNAIRE

NOTE: If the exhibit hall and meeting rooms are located in a convention hotel facility, this questionnaire is to be completed by the hotel (in addition to the hotel questionnaire).

Please answer the questions fully and completely on this form. Do not simply enclose additional brochures or information and write “see additional info....” on the form.

1. Convention Center Official Submitting Proposal

Name of Convention Center: Iowa Events Center

Website: www.iowaeventscenter.com

Address: 730, 3rd street, Des Moines, IA 50309

Your Name: Carrie Jackson

Title: Assistant General Manager

Email: cjackson@iowaeventscenter.com

Phone: 515-564-8135

2. Dates

A. Proposed Meeting/Exhibit Dates (published dates, Sunday – Tuesday).
April 17-19, 2016 or April 23-25, 2017

B. Proposed Set-Up & Move-In Dates (Thursday – Saturday):
April 14-16, 2016 or April 20-22, 2017

3. Promotion

- A. Do you provide complimentary promotional aids, brochures or services to groups planning to meet at your center? If so, please describe and include quantities. Yes- We work closely with the Des Moines Convention & Visitor's Bureau on this. We have maps, and diagrams if necessary. The CVB has a kiosk that can be setup in your event space, at no charge, with visitor information and materials.

4. General Facility Info – Floor Plans & Specifications, F&B, AV, Internet

- A. Floor Plans & Specifications: Provide a website link to floor plans of the facility, including meeting rooms and exhibit halls, and also public spaces, restaurants, etc.

If specifications are not included with the floor plans, please provide this information. Include occupancy charts/seating capacities, dimensions, square footage, ceiling heights, dock areas with doors and drive-in ramps, etc.

If floor plans and specifications are not provided on your website, please email to Brenda Shaver at bshaver@apwa.net.

Floor plans and Specifications Website link
<http://www.iowaeventscenter.com/convention/weddings/floorplans-room-capacities/>

Additional information regarding floor plans and specifications not included on website or emailed to Brenda. Even though HyVee Hall and Community Choice Credit Union Convention Center have separate names, this is one building. Exhibit Hall is contiguous space and an interior hallway divides the buildings. Attendees will see this as one space vs separate.

Are pillars, columns and other obstructions in the exhibit hall, meeting rooms and lobby areas indicated on the floor plans?
Yes

If not, describe the number, size and placement of pillars, columns and other obstructions, and provide a diagram indicating their locations.

Do you anticipate any major renovation or construction plans in the years 2015, 2016, or 2017? If yes, please describe. Be specific with anticipated dates and areas that will be affected.

No

- B. Food & Beverage: Provide a website link to current food & beverage menus with prices. If F&B is provided by an outside contractor, please obtain this information and provide in this proposal.

Menus must include concessions on the exhibit floor, boxed lunches, a la carte break items including coffee by the gallon, etc. Menus must include pricing.

If some of the menus are not included on a website link, email that information to Brenda Shaver at bshaver@apwa.net.

F&B Website link There is no link, but menus are included with the additional bid info provided

Additional information regarding F&B menus not included on website or emailed to Brenda. In house catering is provided by Ovarions Catering, which is the same as when you were here in 2009.

- C. Audio Visual: Provide a website link to current AV equipment and computer rental lists with prices. If AV is provided by an outside contractor, please obtain this information and provide in this proposal.

Equipment lists and pricing must include computers and labor rates.

If AV equipment and computer rental lists with prices are not provided on a website, please email to Brenda Shaver at bshaver@apwa.net.

AV and Computer Rental Website link There is no link. AV info from Markeys are included with additional info provided.

Additional information regarding AV and computer rental not included on website or emailed to Brenda. In house AV is Markeys Audiovisual. Markeys is NOT exclusive to the IEC and you can bring in your own AV company. Based on your needs and overall package there is opportunity for a discount.

- D. Internet: Provide a website link to current Internet options and pricing. If Internet services are provided by an outside contractor, please obtain this information and provide in this proposal.

If Internet options and pricing are not provided on a website, please email to Brenda Shaver at bshaver@apwa.net.

Internet services link http://iowaeventscenter-web.ungerboeck.com/coe/coe_p1_all.aspx?oc=10&cc=ORDCOE

Additional information regarding Internet services not included on website or emailed to Brenda. _____

Does the center provide any complimentary WiFi service? If so, please describe. In the Starbucks Lounge area only

5. **Proposed Space**

(see the minimum logistical requirements document for list of requested space)

Exactly what space are you proposing for:

- A. Exhibits?
Exhibit Hall A/B
- B. General Sessions?
Grand Ballroom A
- C. Education Sessions?
Rooms 101-108 or a combination of room on Level 300 ie; (302-310)
- D. Roundtable Discussion Groups?
Exhibit Hall A or Pre-function of Level 2
- E. Registration?
Outside Exhibit Hall B/C
- F. Bookstore?
Exhibit Hall A or Pre-function near registration
- G. Offices? (speaker ready room, volunteer office, show management office)
Show Offices B/C, Business Center. OR Level 300 rooms

6. Exhibits

- A. Total gross square feet of proposed exhibit space.
100,000
- B. Minimum ceiling height.
35'
- C. Type and intensity of lighting.
Flourescent light; 30 ft candle
- D. Describe the air-conditioning, heating and ventilation systems in the exhibit area, including any costs.
Roof top direct expansion cooling and gas fired combustion units. No costs associated with running these.
- E. Describe fire marshal regulations and restrictions, including any costs.
Based upon capacity in routes of egress
- F. Describe the PA system in the exhibit hall, including any costs.
Analog inputs around the outside perimeter. Speakers in the ceiling.
- G. Describe the floor of the exhibit area.

Concrete floor, with floor recessed utility boxes on 30' centers

H. What is the floor load capacity?

350 lbs/sf

I. What level of the convention center is the exhibit hall located?

Level 2

J. Describe the freight elevators. Include number and size of freight elevators, and exactly where and how they access the exhibit hall and the loading dock area.

See K

K. Describe the loading dock, including access from streets, number and dimensions of loading docks, dimensions of door openings, and drive-in access to the exhibit hall. Include dimensions (both height and width) of drive-in doors.

Drive-on access: 2 overhead 23' x 20' rollup doors; Covered Loading Facilities: 10 - 8' x 10' with levelers. Docks located off of 5th & Center Street.

L. Describe storage facilities for empty crates, etc.

Dock area - potential of Hall A

M. Can the entire exhibit area be closed and locked securely, providing no access without keys? Yes

If no, describe convention center security for exhibit area, including any costs.

N. Are there pillars or columns or other obstructions in the exhibit area?

Exhibit hall has a total of 6 freestanding column spreads. They are located on the diagram.

If yes, are they identified on the enclosed floor plans?

Yes

If no, describe the number, size and placement of pillars, columns or other obstructions and provide a diagram indicating their locations.

O. Do you have a marshalling yard? No

If yes, how close is it to the convention center?

P. Do you have truck washing capabilities? If yes, please describe.

We can provide water/power to the area outside the drive-in doors. This is off street.

- Q. Where can empty trucks and trailers be parked during the show? How far is it from the convention center? Are there any related costs?
North Parking Lot of Convention Center. \$7.00 per parking space. The furthest parking spaces are .1 mile away from the entrance.
- R.. Describe exhibitor electrical services and all related costs.
Electric is available from 120v-208v 3 phase. Pricing ranges from \$75 each (120v) to \$265 each (208v 3 phase). Extension cords and power strips are also available for a charge- \$30 each. Electrician is available for \$85. Pricing includes standard installation: Exhibitor link sample: http://iowaeventscenter-web.ungerboeck.com/sop/sop_p2_form.aspx?sessionId=fg7fb6ej2fg8fh5&OrderForm=01
- S. Describe exhibitor internet services and all related costs.
Exhibitors can choose the internet they need: ISDN Line is \$250 each, Wired Internet Connection \$200, Additional Wired Connection \$80, Wireless Internet \$100, Additional Wireless \$80 each; IT Technician \$80 each. Sample exhibitor link http://iowaeventscenter-web.ungerboeck.com/sop/sop_p2_form.aspx?sessionId=fg7fb6ej2fg8fh5&OrderForm=01

7. Meeting Rooms, Offices, Registration, and Bookstore

- A. Describe the flooring in the proposed areas:
- Meeting rooms.
Carpeting
- Registration area.
Carpeting
- Bookstore area.
Carpeting or concrete depending upon location
- B. Does the center have a permanent built-in registration desk area included in the proposed space?
No
- If yes, please describe. Include dimensions, number of counters, furniture included, does it close and secure completely when not in use, etc.

- C. Does the center have permanent show offices included in the proposed space?
Yes
- If yes, please describe. Include exact locations, dimensions, furniture included, access to exhibit floor and public space, etc.

Located off of Exhibit Hall C/B - Two show offices in each hall. Tables/chairs can be added to show offices.

- D. What is the proximity of the meeting rooms to exhibit area?
One floor down or one floor up depending upon location.
- E. Describe the audio system and sound quality in meeting rooms.
Analog mic inputs in meeting rooms with combining capabilities. Ceiling mounted speakers. Presentation sound quality
- F. Describe the lighting and lighting control in meeting rooms.
Multiple light levels available with wall mounted touch pads with combining capabilities.
- G. Describe the ac/heating control in meeting rooms.
Room controlled thermostats in each room.
- H. Are all the meeting rooms soundproof? If not, please explain.
Yes with divisible airwalls
- I. Does the center provide the following items for meeting rooms, offices, registration, and bookstore areas? Describe the sizes, types, quantities, etc. Specify if there are any additional costs for these items, and what the current costs are.

Risers/Staging Included in rental fee.

Lecterns/Podiums Included in rental fee.

Head Tables Included in rental fee.

Tables for typical meeting room and office sets Included in rental fee

Cocktail Tables, both standard and hi-boy style Included in rental fee

Additional topped & skirted tables If they are used for exhibit purposes; they are at a cost of \$35 per draped and skirted table.

(above the normal meeting room set or for registration, bookstore, exhibit hall, public space, etc.)

Chairs Included in rental fee

(above the normal meeting room set or for registration, bookstore, exhibit hall, public space, etc.)

Easels Included in rental fee and based upon

Water service for meeting rooms Cambros of water or water coolers at included in rental fee

Water service for head tables Water pitches are included in rental fee

Microphones \$95 for a wireless microphone and \$35 for a wired microphone. cost

Permanent screens in meeting rooms Very few rooms with this option

Other _____

- J. What is your policy for room set changes? Include current costs.
\$250.00 per room set change.

8. Rental Fees and Related Costs

- A. Enclose a schedule of all proposed meeting room and exhibit rental fees for APWA's 2016 and/or 2017 North American Snow Conference, or include that information here. Please be specific, with rental fees broken down by date and space.

Your rental for the above event would be \$40,000.00, based upon a food and beverage minimum of \$25,000. Please note that the CVB will offer a \$10,000 sponsorship. This rental fee encompasses your entire six day event and is inclusive of room setup fees, and items as listed above. We are happy to work with you, should you have questions about this rate and inclusions.

- B. List any other costs associated with convention center rental that are not specifically identified in this questionnaire. This would include security, first aid, trash removal, additional staffing required by the center, and any "hidden" costs not included in rental.

Security is \$21.50/hour, First Aid is \$26/hour, Move-in/Move/Out Supervisor is \$20/hour. Please note food and beverage prices are subject to a 22% Catering Supplemental Fee and are subject to change. There is a 16% decorator fee added on to the total exhibit bill and a 21% service charge for AV rental.

- C. Describe convention center housekeeping/cleaning procedures and trash removal, including current costs.

Housekeeping/cleaning is included in the rental fee. Trash removal from the exhibitor floor/meeting rooms is also included. The IEC provides janitorial services during the course of the event in corridors, lobbies, concession areas and rest rooms. The IEC provides refuse removal during show hours and immediately after daily show closing in exhibit hall aisles. For your safety and security, IEC personnel do not clean and are not permitted to enter exhibit booths or show management areas such as registration without agreement.

- D. Describe electrical services and current costs.

Electric is provided by Iowa Events Center staff. Many of the costs are included in your rental. Electric available from 120v-208v 3 phase. Pricing ranges from \$75 each (120v) to \$265 each (208v 3 phase). Extension cords and power strips are also available for a charge- \$30 each. Electrician is available for \$85. Pricing

includes standard installation: Exhibitor link sample: http://iowaeventscenter-web.ungerboeck.com/sop/sop_p2_form.aspx?sessionid=fg7fb6ej2fg8fh5&OrderForm=01

- E. Describe convention center parking and current costs, even if not owned and managed by the center.
\$7.00 per car, currently
- F. List any complimentary services and equipment provided by the center.
The facility is tax exempt offering a savings of 6%. The following is included with your rental: General room lighting, heat and air conditioning on show days, One standard meeting room set-up per day, including theater, classroom, or banquet style, cleaning of public areas (lobbies, restrooms, parking lots, etc.)

9. Security and Emergency Response/First Aid

- A. Describe normal convention center security.
Security is staffed on a 24 hour basis with one security roamer in the evenings.

- B. Are conventions required to hire additional security for exhibits, registration, bookstore, etc? This is at the discretion of the group. We have an exclusive Security contractor with CSC.
If yes, what are the requirements? _____

Does the center provide additional security services (even if not required), and if so what is the current hourly rate per officer? Currently at \$21.50 per hour

If the center does not provide this, please list local security companies that regularly work at the center with the current hourly rate per officer for each company. _____

- C. Describe normal convention center emergency response and first aid services.
Emergency response is handled through our Security Command Center. Depending upon the circumstance, either the Event Manager or EMT would follow the appropriate protocol.

- D. Does the center require that conventions hire additional first aid services? It is recommended/advised, but not required, based upon the number of attendees at the event.

If yes, what are the requirements? _____

Does the center provide additional first aid services (even if not required), and if so what is the cost? Yes, we have an exclusive provider. The cost is \$26.00 per hour

If the center does not provide this, please list local first aid companies that regularly work at the center and include their current costs.

10. Exclusivity, Contractors and Unions

- A. List all exclusive contractors within this facility and the services they provide.
Ovations Food Service - Catering/Concessions, Security-CSC, EMT/First Aid Services, IEC staff provides service for all electrical, internet and telephone
- B. Will any of the exclusive contractors provide concessions, incentives, or discounts to APWA? If so, please describe.
Ovations Food Service with work with client on menu specific items to best accommodate the client's budgeted needs. There is no tax, offering a savings of 6%.
- C. Describe any and all applicable union contracts. Include labor rules, regulations, and restrictions. Include costs to the association and exhibitors. Please be specific.
Non-union facility. Union is required for any rigging in the facility.
- If union rules apply to exhibitor move-in and move-out, describe exactly what exhibitors are allowed to carry and what activities they are allowed to perform without union labor assistance. Please be specific.
Not applicable
- D. Do you have contracts with any unions due to expire within six months prior to our proposed conference dates? If so, please describe.
Not applicable

11. Green Practices

- A. Do you have a recycling program? Yes
- If yes:
- Exactly what waste products do you recycle?
Plastic, card board, paper, aluminum, food composting
- Do you provide separate recycling bins for the various waste products?
Yes,
- Are recycle bins available in meeting rooms as well as public space?
Yes
- If you do not use separate recycling bins, how do you ensure that recycling occurs?
N/A

- B. Do you have a policy to reduce and reuse wherever possible and appropriate? If yes, please describe.
Card board is broken down on site and baled. We recycle our flourescent lamps and ballasts. We recycle all metals. Food composting.
- C. Do you provide specific staff training to implement environmental policies?
In our new hire training videos.
- D. What steps are taken to conserve energy, lighting, power, air conditioning and heat?
Optimize our building automation system through sceduling trends. Motion sensors and photo cells throughout the building. Retro-commision study to be completed within the next year.
- E. Do you have low-flow toilets and/or other water saving devices in restrooms?
Yes, we have dual flush toilets and low flush urinals throughout the facility.
- F. Do you sweep (instead of spray) parking lots, sidewalks, entrance ramps, loading dock areas, etc.?
Yes
- G. Do you and/or the catering company offer large containers of drinking water instead of individual water bottles? Yes, we can provide cambros of water and several of our meeting rooms have built in water coolers.

If yes, are the cups biodegradable? No but are recycled
- H. Do you and/or the catering company participate in a community food donation program and/or composting of leftover food products? If yes, please describe.
Yes, we compost all food waste generated in the kitchen as well as any leftover food we are unable to donate. If the food is still "safe" it is donated to a local shelter. We are currently in the first stages of a pilot program to bring food donors and recepiants together through a new applicaption called Food Cowboy.
- I. Do you and/or the catering company purchase locally grown foods and products whenever possible?
Based on the event.
- J. Do you purchase products that are made from recycled materials or otherwise environmentally friendly? This would include hand towels, toilet paper, cleaning products, etc. If yes, please describe.
Yes we do. Mop heads, paper towels and cleaing products, etc.
- K. Do you request or require that any of your vendors and contractors have environmentally responsible practices? If yes, please describe.
Not necessarily
- L. Please share any other information about your green program or policies.
We did a large building energy analysis this past year which identified energy

conservation measures. We also became partners with the Department of Energy and took part in their Better Building Challenge. With this, we have agree to commit ourselves to a 20% reduction in energy consumption by 2020.

PROPOSAL MUST INCLUDE THIS COMPLETED QUESTIONNAIRE, ALONG WITH THE FOLLOWING ADDITIONAL MATERIALS:

- **Schedule of proposed meeting room and exhibit rental fees, with fees broken down by date and space. Include other related costs.**
Check that this item is completed and enclosed with proposal.
- **Complete facility guide and sales kit. Include all facility rules and regulations.**
Check that this item is completed and enclosed with proposal.
- **Information about convention services, labor, unions, contracted services, etc., including union rules, regulations and rate sheets.**
Check that this item is completed and enclosed with proposal.
- **Floor plans and specifications for all exhibit halls, meeting rooms, public space, restaurants, etc. Include all specifications (dimensions, occupancy charts/seating capacities, square footage, ceiling heights, exhibit hall dock areas and door heights and widths, etc.).**
Check that this item is completed and enclosed with proposal.
- **Full set of Food & Beverage menus with prices, even if provided by an outside contractor – either the exclusive contractor or one often used by organizations meeting at the facility. Includes any special menus that are not automatically included in menu brochures (box lunches, etc.). Includes concession menus. Includes pricing for coffee service by the gallon.**
Check that this item is completed and enclosed with proposal.
- **Full set of AV and computer equipment rental lists with prices, even if provided by an outside contractor – either the exclusive contractor or one often used by organizations meeting at the facility.**
Check that this item is completed and enclosed with proposal.
- **Internet services options and prices, even if provided by an outside contractor – either the exclusive contractor or one often used by organizations meeting at the facility.**
Check that this item is completed and enclosed with proposal.

Proposal completed by (your name): Carrie Jackson

Date: 11/13/14