

**Purchasing Agency: St. Cloud State University**

**Title: Conference Center to Host the March 2020 Aviation Maintenance Technician Annual Conference**

**Reference #135599834**

**Response to this solicitation is due no later than 09-24-2020 at 3:00 PM Central Time**

**Ship To Information:**

Ted Mears-Director of Purchasing  
St. Cloud State University  
740 4<sup>th</sup> Ave S  
St. Cloud, MN 56301  
[eimears@stcloudstate.edu](mailto:eimears@stcloudstate.edu)

**To Receive a Printed Copy of this Solicitation, call:** Ted Mears at 320-308-4788 or contact at [eimears@stcloudstate.edu](mailto:eimears@stcloudstate.edu), **Attn:** Ted Mears.

**Notes:**

Based on the attached Aviation Maintenance Technician Annual Conference criteria and review of surrounding properties (via internet and direct communication via inquiries for other events in the area) the Earle Brown Heritage Center located in Brooklyn Center MN meets or exceeds all the requirements and technical specifications and also found to have the lowest price estimate. It is also worth noting that according to participant feedback the Earle Brown Heritage Center has successfully held the AMT Annual Conference 10 years.

**Aviation Maintenance Technician Annual Conference – Venue Requirements /Criteria**

The Aviation Maintenance Technician (AMT) annual conference is a conference that attracts approximately 300 aviation maintenance technicians, 125 related college students and instructors, 150 high school students, 200 related industry professionals, and 68 vendors/exhibitors. The conference provides the required annual FAA training and updates for AMT professionals. The 2021 AMT Annual Conference will be held March 21-23, 2021.

**The AMT Conference location must meet the following Venue criteria:**

- Ability to accommodate a 2 day event held March 21-23, 2021 to include meeting space for:
  - o Approximately 400+ participants, students, and exhibitors.
  - o Vendor space for approximately 68 vendor booths (all in one location).
- Each day requires a general session room, meetings rooms for up to 4 breakout sessions, audio-visual equipment and services, space for exhibitors, and a separate room for catering for meals and refreshments.
- Due to the demographics of the participants, all meeting space (with the exception of the 150 high school students) are required to be on one level within close proximity to each other.
- Priority given to a government owned entity.
- Close proximity to sleeping accommodations for all participants, vendors, and speakers ... priority given to venue connected to hotel to accommodate sleeping room requests.
- Free off-street parking for 800+ vehicles.
- Restaurant(s) onsite and / or nearby.
- Centrally located in the Minneapolis area with easy freeway access from both Minneapolis and St. Paul.
- Centrally located to airports in Minneapolis area (College students and instructors have a fieldtrip to these locations ... i.e. MSP & Flying Cloud Airport in Eden Prairie) and will be transported via bus. To keep the costs of the bus service low ... need venue close to these locations.
- Venue must be familiar with signing contracts with state agencies and be able to send invoice and accept payment after event.
- Must be able to sign one contract for venue, catering, and AV equipment/services.
- Preference will be given to venues who have demonstrated prior success in holding the AMT Annual Conference.

**The AMT Conference location must meet the following Technical / AV Equipment/Services criteria:**

- Provide on-site AV technical support for sessions.
- Allow AMT Conference staff to provide own AV equipment without additional fees except screens, mixer

- system, microphones (as needed), AV carts.
- Onsite, provide tables with pipe and drape for vendors.
- Have power available as needed for vendor tables.
- Provide free WiFi or Internet access in all rooms

**The AMT Conference location must meet the following Meeting Room criteria:**

Day 1

- General Session – 1 room to accommodate a minimum of 350 participants.
- Small breakout sessions – 4 rooms to accommodate a minimum of 60-160 participants.
- Large breakout sessions – single room to accommodate 350 participants.
- Small room – single room for interviews with 4 semi-private areas, single room for board meeting.
- Medium general session – single room to accommodate a minimum of 250 participants.
- Separate dining area – single room to accommodate a minimum of 350 participants.
- Separate designated registration area with all technology / accommodations needed to assure an efficient check-in/registration process – Priority given to established registration area beyond that of providing a table in an open area.

**The AMT Conference location must meet the following Meeting Room criteria (Cont.):**

Day 2

- General Session – 1 room to accommodate a minimum of 350 participants.
- Small breakout sessions – 4 rooms to accommodate a minimum of 60-160 participants.
- Large breakout sessions – single room to accommodate 350 participants.
- Small room – single room for interviews with 4 semi-private areas, single room for board meeting.
- Separate designated registration area with all technology / accommodations needed to assure an efficient check-in/registration process – Priority given to established registration area beyond that of providing a table in an open area.

**The AMT Conference location must meet the following Catering criteria:**

- Breakfast
  - o Day 1 & Day 2:
    - Continental Breakfast for 350 participants
- Morning / Afternoon Snacks
  - o Day 1:
    - Midmorning refreshment break for 350 participants
    - Midafternoon refreshment break for 350 participants
  - o Day 2:
    - Midmorning refreshment break for 350 participants
- Reception – Evening
  - o Day 1:
    - Social networking opportunity with refreshments for 250 participants
- Lunch
  - o Day 1:
    - Buffet Style luncheon for 350 participants
    - Box Lunch for 150 participants.
- Beverages
  - o Day 1 & Day 2:
    - As needed with meal plan.

**The AMT Conference location must meet the following Scheduling criteria:**

Set up

- March 21, 2021
  - o 4:00 PM – 9:00 PM

Day 1

- March 22, 2021
  - o 6:30 AM – 8:00 AM Registration
  - o 8:00 AM – 6:30 PM Conference Program

Day 2

- March 23, 2021
  - o 7:00 AM – 3:00 PM Conference Program/Tear Down

