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**Introduction:** The American Indian Alaska Native Tourism Association (AIANTA) is seeking proposals from qualified Native American, Alaska Native, and Native Hawaiian tribes and/or tribal enterprises, hotels or casinos to provide a venue to host site the American Indian Tourism Conference (AITC). AITC is the only national conference dedicated to travel and tourism in Indian Country providing tribes and native organizations an opportunity to learn from industry experts, engage in educational sessions, and network with tourism professionals from all areas of Indian Country.

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**Local Host Committee:** Benefits to the tribal host:

- Exposure and exclusive access to industry-related speakers
- Showcase your hotel or resort to 250-350 conference participants
- Attract conference attendees to local area and businesses

Marketing opportunities through prominent recognition on all publications, website, announcements, and advertising

**Host Responsibilities:** The host region will be responsible for identifying a local American Indian Tribal venue and establish an active or regional host committee that will support the AITC conference planning team in coordinating assigned local logistics, including the following, but not limited to:

**Year Prior to Host Year:**

- A. **Preview Luncheon** – Sponsor the preview luncheon on the final day for 250-300 attendees (\$12,500 – varies based on location). The sponsor will identify their needs to AIANTA and co-create an agenda for the event. AIANTA will coordinate the logistics with the meeting venue (food/beverage, audio visual and set-up). For an additional sponsorship, AIANTA will assist in locating and securing entertainment for the sponsoring host venue/tribe.
- B. **Conference Registration** – Register and pay for a minimum of two conference attendees.
- C. **Membership** – Maintain membership with AIANTA.
- D. **Marketing & Promotions** – Sponsorship of the creation and production of event promotional material, including postcards, banners, etc. and other marketing collateral (\$500). Host will provide high-resolution images and logos that best represents the tribe/venue.

**Year of Hosting:**

- A. **Welcome Reception** – Sponsor the welcome reception for 150-250 attendees. AIANTA will coordinate the food and beverage for the event, with the option of including a hosted or cash bar, set up, and agenda. Host tribe will secure the entertainment. Sponsorship level will vary based on the host tribe/venue’s requirements.
  - B. **Mobile Workshops** – Coordinate a minimum of two mobile workshops that highlights local tribal history, landscape, or existing tribal tourism ventures. Mobile workshop hosts will incur all expenses, including transportation, lunch, admission fee(s), etc. Participant registration fee(s) collected will be used to defer expenses for the AITC.
  - C. **Conference Bags** – Sponsor conference bags for conference attendees (\$2,500-\$3,500). Bags will include the host tribe’s and/or venue’s logo along with the AIANTA logo. Sponsorship includes set-up, production, and shipping.
  - D. **Speaker Gifts** – Assist AIANTA in identifying speaker thank you gifts representative of the host region. Currently, AIANTA is planning for 24 breakout sessions (2 speakers each) and 4 keynote speakers, a maximum of \$800 has been allocated for speaker gifts.
  - E. **Local Participation** – Coordinate recruitment of local participation and partnerships:
    - a. identify potential sponsors/exhibitors and making the initial introduction to AIANTA;
    - b. send out vendor opportunities to local artisans;
    - c. coordinate volunteers (example: tribe’s employee volunteer program), AIANTA will provide schedule and volunteer opportunities to local host committee for consideration;
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- d. secure elders to provide blessings during the plenary sessions (2), lunches (3) and gala;
- e. work with the local convention and visitors bureau to welcome AITC participants at the airport.
- F. **Budget & Reporting** – Develop and manage the local host committee budget to include all expenses incurred (monetary, in-kind, volunteerism, etc.) to ensure host is recognized at the appropriate conference sponsorship level.
- G. **Other** – Assist with overall conference planning and execution in general as agreed.

**Qualifications:**

- Must be an AIANTA member in good standing.
- Must demonstrate experience in hosting similar large conferences.
- Must be able to show support from the local convention and visitors bureaus, chambers of commerce and other tourism-related entities.
- Must demonstrate local, regional and national relationships with tribal organizations, tribal tourism programs, and tourism associations.
- Must provide menus, AV price list, floorplan, seating capacities, hotel fact sheet, etc.
- See “Exhibit A” for Group History, “Exhibit B” for Hotel Proposal Requirements and “Exhibit C” for Schedule of Events

**Eligibility:**

Please note the years each region is eligible to submit a proposal for consideration:

Years of Eligibility	Region	States
2021, 2022, 2023	Alaska	Alaska
2021, 2022, 2023	Eastern	Arkansas, Connecticut, Delaware, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia and West Virginia
2021, 2022, 2023	Midwest	Illinois, Indiana, Iowa, Ohio, Michigan, Minnesota, Missouri and Wisconsin
2021, 2022, 2023	Pacific	California, Hawaii, Idaho, Oregon and Washington
2022, 2023	Plains	Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Texas and Wyoming
2023	Southwest	Arizona, Colorado, Nevada, New Mexico and Utah

**Proposal Deadline:**

AIANTA will accept proposals submitted by postal mail, courier service or email and by 5:00 p.m. Mountain Time on November 8, 2019. Proposals received after the deadline will not be considered.

**Send proposals to:**

Sherrie L. Bowman, Education Events Specialist  
American Indian Alaska Native Tourism Association  
PO Box 70413  
Albuquerque, NM 87197  
sbowman@aianta.org

**For Questions Contact:**

Sherrie L. Bowman, Education Events Specialist  
sbowman@aianta.org  
(505) 209-2479



**Exhibit A: Group History**

YEAR	PROPERTY	F&B SPEND	PICK UP									
2019	Hard Rock Hotel & Casino Tulsa, OK	\$41,905	Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
			Date	9/14	9/15	9/16	9/17	9/18	9/19	9/20		
			Actual	22	108	167	174	156	37	1	<b>671</b>	
Plus 6 for pre/post stays												
2018	Isleta Resort Casino Albuquerque, NM	\$46,422	Day	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Total	
			Date	9/14	9/15	9/16	9/17	9/18	9/19	9/20		
			Actual	1	8	78	131	135	123	45	<b>521</b>	
2017	Radisson Green Bay Green Bay, WI	\$34,239	Day	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			Date	9/08	9/09	9/10	9/11	9/12	9/13	9/14	9/15	
			Actual	3	13	78	131	136	126	40	2	<b>529</b>
2016	Tulalip Resort & Casino Tulalip, WA	\$41,165	Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
			Date	9/10	9/11	9/12	9/13	9/14	9/15	9/16		
			Actual	9	110	169	172	102	1	0	<b>563</b>	
2015	Sky Ute Casino Ignacio, CO	\$45,157	Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
			Date	9/12	9/13	9/14	9/15	9/16	9/17	9/18		
			Actual	33	71	107	115	12	46	2	<b>488</b>	



**Exhibit B: Hotel Proposal Requirements**

**Host Tribe/Entity:** All proposal submissions from hotels and convention properties must identify the local host tribe or entity, agree to deliverables outlined on page 1 and meet qualification outlined on page 2.

**Room Block:**

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
10	50	150 Arrivals	150	150	75	0 Departures

**Meeting Date(s):**

Conference Year	Preferred Dates	Alternate Dates	Alternate Dates
2021	Aug. 15-19, 2021	Aug. 22-26, 2021	Sep. 12-16, 2021
2022	Aug. 22-25, 2022	Aug. 29-Sep. 2, 2022	Sep. 12-15, 2022
2023	Aug. 21-24, 2023	Aug. 28-31, 2023	Sep. 11-14, 2023

**Attendance:** 250-350

**Rates:** Prevailing per diem. Group is non-profit.

**Cut-Off Dates:** Ten (10) day cut off

- Concessions:**
- 1 per 40 complimentary policies accumulative basis
  - Hotel to waive all patch fees
  - Twelve (12) Suite upgrades with in-room amenities
  - Two (2) complimentary meeting planner room above the 1 per 40
  - Five (5) AIANTA staff rooms at 50% off group rate
  - Complimentary hospitality suite
  - Three (3) day pre/post-conference group rate guarantee
  - Three (3) complimentary hotel room(s) for the site inspection for up to two (2) nights
  - Three (3) complimentary hotel room(s) for the pre-planning visit for two (2) nights
  - 35 complimentary 6’ skirted tables with two chairs for exhibitor/artisan showcase
  - Complimentary meeting room rental
  - Complimentary 16’ velour drape behind the riser for week
  - Complimentary 12’ x 24’ riser for the week
  - 20 % Discount AV fees or no penalty for group’s preferred AV company
  - Discount food and beverage menus and coffee per gallon pricing
  - Complimentary Parking Fees
  - Hotel to waive early departure fees
  - 70% Waived Attrition
  - No Resort Fees
  - Complimentary WI-FI in Meeting Space and guest rooms
  - Complimentary power drop and internet hard-line in office and registration area
  - Two (2) gift certificates for two-night stay, will be used to promote 2021 conference

**Billing:** Direct Billing

**Reservation Method:** Online and telephone with discount code “AITC202\_”

**Audio Visual:** Screens, AV cart, LCD projectors, power cords, cables, mixers, microphones and lighting package



**Exhibit C: Schedule of Events / Meeting Space** (Tentative, subject to change)

DAY	TIME	FUNCTION	SET	PPL
SAT	7 am – 24 hrs.	Office	Conference	10
	7 am – 24 hrs.	AV Storage	Conference	10
SUN	7 am – 24 hrs.	Office	As set	10
	7 am – 24 hrs.	AV Storage	As set	10
MON	7 am – 24 hrs.	Office	As set	10
	7 am – 24 hrs.	AV Storage	As set	10
	7 am – 24 hrs.	Registration	Registration Counter	Flow
	7 am – 24 hrs.	Private Meeting Room	Conference	20
	6:30 am – 9 am	Mobile Workshop Check-in (hotel lobby or conference center porte cochere)	(1) 8' skirted table	Flow
	7 am – 5 pm	Off-Site Mobile Workshops		Flow
	1 pm – 4 pm	(3) Pre-Conference Workshops	Classroom	75 each
	1 pm – 6 pm	Exhibitor & Artisan Set up	(40) 8 X 10 booths / (35) Table Tops	Flow
	4 pm – 6 pm	Board Orientation	Conference	20
	6 pm – 8 pm	Opening Reception	Rounds, Cocktail Rounds, High Boys	200
TUE	7 am – 24 hrs.	Office	As set	10
	7 am – 24 hrs.	AV Storage	As set	10
	7 am – 24 hrs.	Private Meeting Room	As set	20
	7 am – 5 pm	Registration	As set	Flow
	7:30 am – 5 pm	Tradeshow*	As set	Flow
	7:30 am – 5 pm	Artisans in Foyer	As set	Flow
	8:30 am – 10 am	Opening Plenary Session	Classroom or Theater	250
	10:15 am – 2:45 pm	(3) Breakouts	Classroom	75 each
	3:15 pm – 5:00 pm	Regional Meetings (6)	Classroom or Theater	50 each
	11:45 am – 1:15 pm	Luncheon & General Session	Rounds	250
	WED	7 am – 24 hr.	Office	As set
7 am – 24 hrs.		AV Storage	As set	10
7 am – 24 hrs.		Private Meeting Room	As set	20
7 am – 5 pm		Registration	As set	Flow
7:30 am – 5 pm		Tradeshow*	As set	Flow
7:30 am – 5 pm		Artisans in Foyer	As set	Flow
8:30 am – 10 am		Plenary Session	Classroom or Theater	250
10:15 am – 5 pm		(3) Breakouts	Classroom	75 each
11:45 pm – 1:15 pm		Luncheon & General Session	Rounds	250
7 pm – 9 pm		Gala & Silent Auction	Rounds	250
THU		7 am – 5 pm	Office	As set
	7 am – 5 pm	AV Storage	As set	10
	7 am – 5 pm	Private Meeting Room	As set	20
	7 am – 5 pm	Registration	As set	Flow
	7:30 am – 1:30 pm	Tradeshow*	As set	Flow
	7:30 am – 4:30 pm	Artisans in Foyer	As set	Flow
	8:30 am – 2:45 pm	(3) Breakouts	Classroom	75 each
	11:45 pm – 1:15 pm	Preview Luncheon	Rounds	175
	2:00 pm – 5:00 pm	Exhibitor/Artisan Move-Out		
	3:15 pm – 4:30 pm	Closing General Session	Classroom or Theater	175

\* Continental breakfasts and refreshment breaks will be in the exhibit hall