



Introduction: The American Indian Alaska Native Tourism Association (AIANTA) is seeking proposals from qualified American Indian, Alaska Native, and Native Hawaiian tribes/organizations and tribal enterprises, hotels, or casinos to provide a venue to host the American Indian Tourism Conference (AITC). The AITC is the only national conference dedicated to advancing travel and tourism in American Indian, Alaska Native and Native Hawaiian communities, 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.

Local Host Committee: Benefits to the Native host:

- Exposure and exclusive access to industry-related speakers
- Showcase your hotel or resort to 300-350 conference participants
- Attract conference attendees to local areas and businesses
- Marketing opportunities through prominent recognition on all publications, websites, announcements, and advertising

Host Responsibilities: The host region will be responsible for identifying a local American Indian, Alaska Native or Native Hawaiian venue and establishing an active local 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 for 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, audiovisual, 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 such as postcards, banners, signage and other marketing collateral (\$500+). The host will provide high-resolution images and logos that best represent the tribe/venue.

Year of Hosting:

- A. *Welcome Reception* – Sponsor the welcome reception for 150-250 attendees. AIANTA will coordinate the food and beverage (Indigenous menu of the local host tribe) for the event, with the option of including a hosted or cashbar, set up, and agenda. The 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 the 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 AIANTA’s expenses for the AITC. **It should be noted that the Mobile Workshops are a vital component to the success of the conference and what differentiates this conference from others.**
- 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. AIANTA is planning 20+ breakout sessions (2 speakers each) and four keynote speakers. A maximum of \$1,200 has been allocated for speaker gifts.
- E. *Local Participation* – Coordinate recruitment of local participation and partnerships:
 - a. identify potential sponsors/exhibitors and make the initial introduction to AIANTA.
 - b. send out vendor opportunities to local artisans; and provide AIANTA with a database of



- local artists.
- c. coordinate volunteers (example: tribe’s employee volunteer program), AIANTA will provide schedule and volunteer opportunities to the local host committee for consideration.
- 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 the host is recognized by AIANTA 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/Native Hawaiian tourism programs, and tourism associations.
- 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 year each region is eligible to submit a proposal for consideration:

Years of Eligibility	Region	States
2024, 2025	Alaska	Alaska
2024, 2025	Central California	California
2024, 2025	Central Plains	Illinois, Indiana, Iowa, Kansas, Nebraska, Missouri, and Ohio
2024, 2025	Great Basin	Mid-Eastern California, and Nevada
2024, 2025	Hawaii	Hawaii
2024, 2025	Midwest	Michigan, Minnesota, and Wisconsin
2024, 2025	Northeastern	Connecticut, Delaware, Kentucky, Massachusetts, Maine, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia
2024, 2025	Northwest	Idaho and Washington
2025	Oklahoma	Oklahoma
2024, 2025	Pacific Northwest	Northern California, and Oregon
2024, 2025	Rocky Mountain	Montana, North Dakota, South Dakota, and Wyoming
2024, 2025	Southeast Alaska	Southeast Alaska
2024, 2025	Southeastern	Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Eastern Texas, and Tennessee
2024, 2025	Southern California	Southern California
2024, 2025	Southwest	Arizona, Colorado, New Mexico, Eastern Texas and Utah



Proposal Deadline: AIANTA will accept 2024 & 2025 proposals submitted by postal mail, courier service, or email by 5:00 pm Mountain Time on June 30, 2022. Proposals received after the deadline will not be considered.

If you would like to be considered for more than one year, you must submit separate proposals for each year.

Send proposals to:
Bianca Mitchell, Education Manager
American Indian Alaska Native Tourism Association
PO Box 70413
Albuquerque, NM 87197
bmitchell@aianta.org

For Questions Contact: Bianca Mitchell, Education Manager
bmitchell@aianta.org
(505) 433-2120

For questions regarding the RFP, please submit in writing (via email) to Bianca Mitchell for discussion with the CEO. The deadline to submit questions is May 20, 2022.



Exhibit A: Group History **Note: Due to the Covid-19 Pandemic 2020, AITC was a Virtual Conference.**

YEAR	PROPERTY	F&B SPEND	PICK UP									
2021	We-Ko-Pa Casino Resort & Conference Center Fort McDowell, AZ	\$59,836	Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
			Date	10/23	10/24	10/25	10/26	10/27	10/28	10/29		
			Actual	28	84	154	157	146	122	7	706	
Plus 8 room nights pre/post												
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	671	
Plus 6 room nights pre/post												
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	521	
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	529
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	563	
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	488	



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 the qualifications outlined on page 2.

Room Block:	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	10	75	150	150	150	120	5

Meeting Date(s):	Conference Year	Preferred Dates	Alternate Dates	Alternate Dates
	2024	Oct. 21 – 24, 2024	Oct. 28 – 31, 2024	Oct. 14 – 17, 2024
	2025	Oct. 27 – 30, 2025	Oct. 20 – 23, 2025	Oct. 13 – 16, 2025

Attendance: 300-350

Rates: Prevailing government 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
 - Complimentary wireless internet in both meeting space and guest rooms
 - Twelve (12) Suite upgrades with in-room amenities
 - Two (2) complimentary meeting planner rooms 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 the group’s preferred AV company
 - Discount food and beverage menus and coffee per gallon pricing
 - Custom Native American Menus
 - 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 a two-night stay will be used

Conference Billing: Direct Billing

Reservation Method: Reservation Link and telephone with discount code “AITC2024.” AITC + year of conference

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

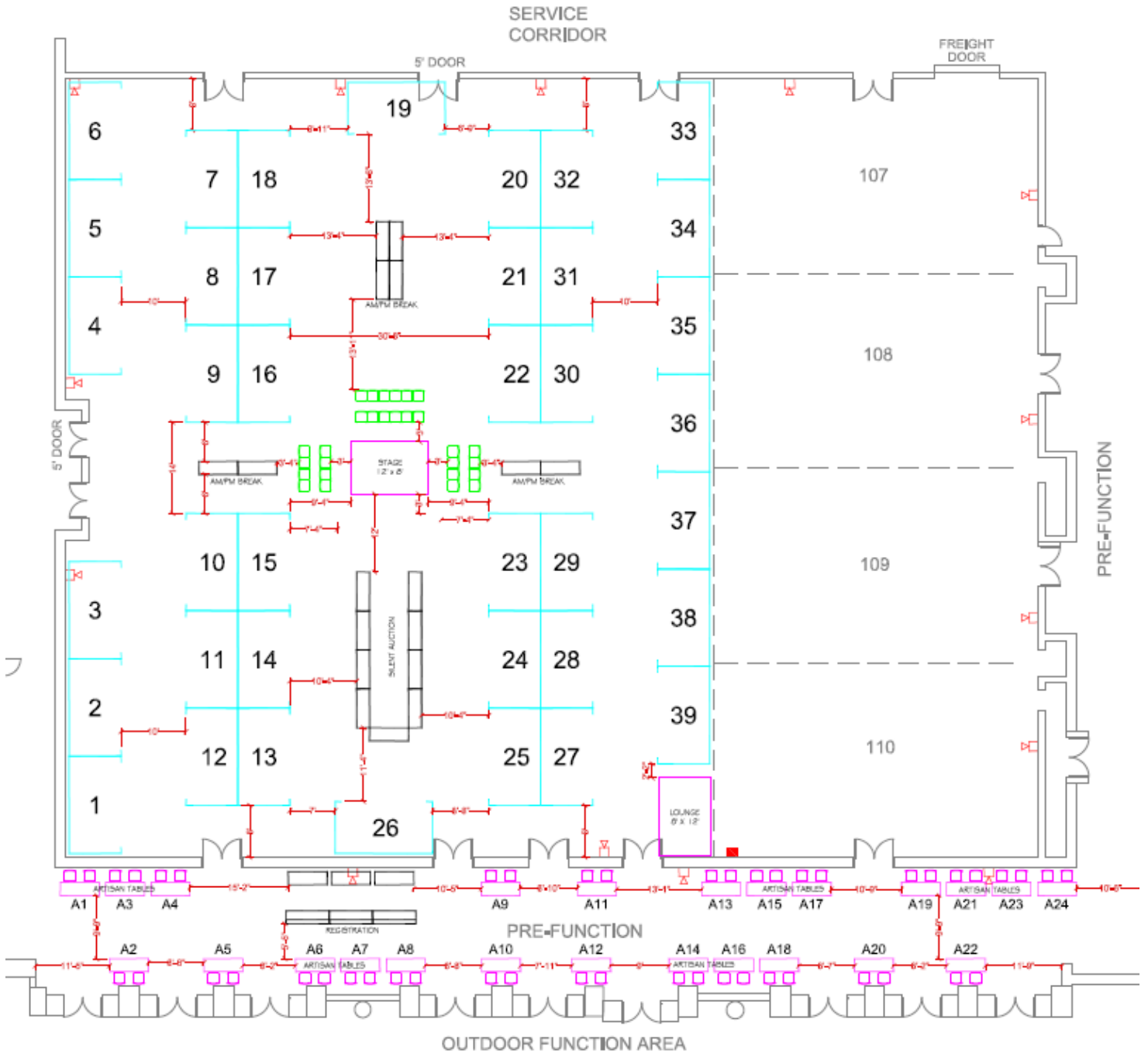


Exhibit C: Schedule of Events / Meeting Space Continental *breakfasts and refreshment breaks will be in the exhibit hall*

DAY	TIME	FUNCTION	SET	PPL
SAT	7 am – 24 hrs.	Office	Conference	10
	7 am – 24 hrs.	Registration Office	Conference	10
SUN	7 am – 24 hrs.	Office	As set	10
	7 am – 24 hrs.	Registration Office	As set	10
	7 am – 24 hrs.	Hospitality Suite (Director’s Office) (DNP)	As set	10
MON	7 am – 24 hrs.	Office	As set	10
	7 am – 24 hrs.	Registration Office	As set	10
		Hospitality Suite (Director’s Office) (DNP)	As set	10
	7 am – 24 hrs.	Registration	Registration Counter	Flow
	7 am – 24 hrs.	The Business of Art Workshop	Classroom	50
	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 – 6 pm	Exhibitor & Artisan Set up(See sample Diagram)	(40) 10 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	250
TUE	7 am – 24 hrs.	Office	As set	10
	7 am – 24 hrs.	Registration Office	As set	10
	7 am – 24 hrs.	Hospitality Suite (Director’s Office) (DNP)	As set	10
	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	Rounds	300-350
	10:15 am – 2:45 pm	(3) Breakouts	Classroom	100 each
	3:15 pm – 5:00 pm	Regional Meetings (15)	Classroom or Theater	*Varies (10 – 50)
	11:45 am – 1:15 pm	Luncheon & General Session	Rounds	300-350
WED	7 am – 24 hr.	Office	As set	10
	7 am – 24 hrs.	Registration Office	As set	10
	7 am – 24 hrs.	Hospitality Suite (Director’s Office) (DNP)	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	Rounds	300-350
	10:15 am – 5 pm	(3) Breakouts	Classroom	100 each
	11:45 pm – 1:15 pm	Luncheon & General Session	Rounds	300-350
THU	7 am – 5 pm	Office	As set	10
	7 am – 24 hrs.	Hospitality Suite (Director’s Office) (DNP)	As set	10
	7 am – 5 pm	Registration Office	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	100 each
	11:45 pm – 1:15 pm	Preview Luncheon	Rounds	300-350
	2:00 pm – 5:00 pm	Exhibitor/Artisan Move-Out		
	3:15 pm – 4:30 pm	Closing General Session	Rounds	300-350
		7 pm – 10 pm	Gala & Silent Auction	Rounds



Sample Diagram for Exhibit Hall



- All Booths must be 10 X 10 Booths
- Artisan Tables are 6' skirted tables with two chairs.
- The Center of the Exhibit Hall is a 12' X 8 'stage for demonstrations with perimeter seating
- Need break stations in the Exhibit Hall for continental breakfast, AM and PM Breaks
- Need a lounge area to include a comfortable sofa with chairs (8' X 12")
- Need wireless WiFi in exhibit hall
- Need Silent Auction tables in U-Shape