



ORGANIZATION NAME: AMERICAN COAL ASH ASSOCIATION (ACAA)

EVENT NAME: ACAA MEMBERSHIP MEETING

EVENT CONTACT: Vicki Rogers

PHONE: 248-848-3798

E-MAIL: Vicki.Rogers@concrete.org

AMERICAN COAL ASH ASSOCIATION (ACAA) THE ORGANIZATION

Established in 1968, the American Coal Ash Association is a nonprofit trade association whose mission is to advance the management and use of coal combustion products. This is accomplished by hosting meetings, workshops, symposia and other industry gatherings. Participants include architects, engineers, contractors, concrete producers, environmental “green business” representatives, researchers and governmental representatives among others.

MEETING HISTORY:

ACAA holds two to three main meetings per year. The winter meeting is held in January or February. The summer meeting is held in June or in conjunction with the World of Coal Ash; which occurs during odd years. The fall meeting is held either in September or October. On even number years, when all three ACAA meetings are held, each is typically a two-day meeting with committee meetings on day 1 and presentations on day 2. When the summer meeting is held in conjunction with the World of Coal Ash, the ACAA meeting is only a one-day committee meeting. ACAA may also sponsor or co-sponsor workshops with varying degree of responsibility with regard to contracting and event management.

RFP PROCESS:

The event planner will research destinations, provide information and make recommendations based on locations provided by ACAA’s Executive Director. The final decision and location of the venue will be decided by ACAA’s Executive Director.

LOCATION CONSIDERATIONS:

The meeting is typically held on the East coast or in the Midwest or Southwest. Southwest Airlines must have flights to the destination.

MEETING DAYS:

The preferred meetings are held on Tuesday and Wednesday.

SLEEPING ROOMS:

Cut-Off Date: Typically three (3) weeks prior to first arrival

Major Arrival: Monday

Major Departure: Wednesday

Room Rate Range: \$180 - \$219

SLEEPING ROOM REQUIREMENTS:

# OF ROOMS	SUN	MON	TUE	WED	TOTAL
Single	2	68	98	10	
Suite for VIP’s	0	1	1	1	
Concierge upgrade @ group rate	0	3	3	3	
Staff @ reduced room rate	3	3	3	3	
Government Per Diem rooms	0	5	5	3	
Total Room Nights Contracted	5	80	110	20	215

* Number of room nights will vary based on location and if it is the Summer, Winter or Fall meeting.

RESERVATION METHOD:

Attendees will make their reservation directly with the hotel via a hotel web link or calling the hotel direct using a group code.

The Event Planner will provide the hotel with a staff and VIP rooming list at least 3 weeks in advance of arrival.

TRANSPORTATION:

Attendees are on their own for air, travel and transportation arrangements to and from the airport.

REGISTRATION: Onsite registration will be handled by ACAA’s Member Services staff.

ACAA MEMBERSHIP MEETING SPECS:

DATE	FUNCTION	TIME	SET-UP	A/V	F&B
Day One	Staff Office	8 am 24 hour hold	Conference table for 12 4 6' tables around perimeter of room Chairs for conference table Rekey room		
Day Two	Staff Office	8 am 24 hour hold	Existing		
	Registration	8am Post As: 5pm – 7pm	3-6' tables with 2-6' tables behind 2 trashcans 2 chairs Client to provide own easel		
	Exhibit/Display Tables	3pm – 7pm	10-15 Skirted Banquet Tables with 2 Chairs		
	Scholarship Judge's Committee Meeting & Cocktail Reception	5pm – 6pm	U-shape for 20 people, 2 per 6-foot table Scattered high tops in back Scattered Highboys	LCD projector provided by client LCD support package	Hosted Bar Cocktail Reception with light hors d'oeuvres
Day Three	Staff Office	24 hours	Existing		
	Registration	7:30am – 5pm	Existing		
	Exhibit/Display Tables	7:30am – 5pm	Existing		
	Executive Committee	8am – 9am	Conference for 20pp, 2 per 6-ft table		Continental Breakfast
	Committee Meeting	8am – 5pm	U-shape for 48 pp Chairs around the perimeter for 70 pp Riser with standing podium in front of room	Podium Microphone Wireless handheld microphone Wireless lavalier Flipchart with markers Screen AV support package for LCD Client to provide LCD & laptop Client to provide own easel	
	AM Break	8am – 10am			Coffee, Decaf, Hot Tea
	Women in Leadership Lunch	12pm – 1pm	U-shape for 35pp	n/a	Buffet Lunch Custom Salad Bar
	PM Break	2:45pm – 3:30pm			Coffee, Decaf, Hot Tea, & Sodas
	Welcome Reception	6 pm – 7:30 pm	Reception for 125 pp High tops & cocktail rounds		Hosted bar Hors d'oeuvres Carving Station
Day Four	Staff Office	7am – 8pm	Existing		
	Registration	7:30 am – 2pm	Existing		
	Exhibit/Display Tables	7:30 am – 2pm	Existing		
	Continental Breakfast	7:30am – 9 am	Outside of Meeting Room		Continental breakfast
	Session	8am – 5pm Sessions	Attendance estimate: 150-180pp Classroom for 100 pp Theater for 60-80 pp behind classroom set	Riser Podium with mic Wireless handheld mic Wireless lavalier Confidence Monitor Screen AV support package for LCD Client to provide LCD & laptop Client to provide own easel	
	AM Break	10am – 11am			Coffee, Decaf, Hot Tea
	Keynote Speaker Luncheon	12pm – 1:30pm	Rounds 180pp	Podium with mic Screen AV support package for LCD Client to provide LCD & laptop	Plated or Buffet Lunch
	PM Break	2:45 pm – 3:30 pm	In rear of session room or near registration		Coffee, Decaf, Hot Tea, & Sodas

ACAA PREFERRED CONCESSIONS

- ✓ Complimentary room nights based on a formula using actualized room use
- ✓ Attrition allowance of 25% based on cumulative total including pre/post event date stays
- ✓ Complimentary room upgrades to include one (1) complimentary Suite for ACAA Chair with an amenity
- ✓ Complimentary room upgrades to concierge level, at group rate, for three (3) VIP's with amenities
- ✓ Complimentary internet access in sleeping rooms
- ✓ Complimentary wireless internet in meeting space
- ✓ Discount on current A/V and menu prices
- ✓ (3) staff sleeping rooms at a reduced rate
- ✓ (5) government per diem sleeping rooms
- ✓ (15) Complimentary Display Tables
- ✓ Complimentary Easels

ROOM RATE, ROOM PICKUP AND F&B EXPENDITURES

2020 Winter Membership/Committee Meeting February 4-5, 2020 Scottsdale, AZ								
DoubleTree Resort by Hilton – Paradise Valley	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$229	1	18	89	99	28	0	0	235

2019 Fall Membership/Committee Meeting October 28-29, 2019 Pittsburgh, PA								
Omni William Penn Hotel	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$175	0	2	49	72	6	0	0	129

2019 Winter Membership/Committee Meeting January 30-31, 2019 Houston, TX								
Houston Marriott Marquis	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$219	0	0	8	95	102	16	0	221

2018 Fall Membership/Committee Meeting October 2-3, 2018 New Orleans, LA								
Royal Sonesta	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$219	1	6	80	94	21	2	2	213

2018 Winter Membership/Committee Meeting January 30-31, 2018 Sarasota, FL								
Hyatt Regency Sarasota	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$219	3	16	100	120	16	1		259

2017 Winter Membership/Committee Meeting January 24-25, 2017 Jacksonville, FL							
Hyatt Regency Jacksonville Riverfront	Sat	Sun	Mon	Tues	Wed	Thu	Total Pick-up
Room Rate: \$175	1	9	122	136	32	0	234

2016 Fall Membership/Committee Meeting September 26-28, 2016 Birmingham, AL							
Renaissance Ross Bridge Golf Resort & Spa	Sat	Sun	Mon	Tue	Wed	Thu	Total Pick-up
Room Rate: \$172	1	28	116	150	21	0	316

2016 Summer Membership/Committee Meeting + Workshop June 7-8, 2016, Workshop: June 9, 2016 Indianapolis, IN							
Hyatt Regency Indianapolis	Sun	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$149	5	77	107	38	7	0	234

2016 Winter Membership/Committee Meeting + Workshop February 2-4, 2016 Tampa, FL							
Hilton Tampa Downtown	Sat	Sun	Mon	Tue	Wed	Thu	Total Pick-up
Room Rate: \$189 <i>*Includes Rooms Outside of Block</i>	2	10	101	143	112	18	386
Overflow Hotel: Embassy Suites Tampa Room Rate: \$209	0	0	25	41	32	2	100
Final Pickup:							486

2015 Fall Membership/Committee Meeting October 6-7, 2015 Raleigh, NC							
Hilton North Raleigh/Midtown	Sun	Mon	Tue	Wed	Thu	Total Pick-up	
Room Rate: \$168	12	88	11	38	4	153	

2015 Winter Membership/Committee Meeting February 10-11, 2015 Savannah, GA								
Marriott Savannah Riverfront	Sat	Su	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$134	4	11	110	132	42	1	0	300

2014 Fall Membership/Committee Meeting September 30-Oct. 1, 2014 San Antonio, TX								
Hilton Palacio del Rio	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$159	2	6	68	81	32	3	0	192

2014 Summer Membership/Committee Meeting June 17-18, 2014 Pittsburgh, PA							
Omni William Penn	Sun	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$165	3	65	83	22	1	0	174

2014 Winter Membership/Committee Meeting February 4-5, 2014 Albuquerque, NM							
Hyatt Regency Albuquerque	Sun	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$125	7	66	86	51	5	0	215

2013 Fall Membership/Committee Meeting - unusual pattern due to extension of meeting by ½ day for this meeting only September 30 – October 2, 2013 Pinehurst, NC							
Pinehurst Resort	Sun	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$159 + 10% Resort Fee	34	84	96	21	1	0	239

2013 Summer Membership in conjunction with WOCA/ Committee Meeting - <u>No separate room block</u> , very limited F&B (am/pm beverage breaks only), Final attendance: unknown, as attendees did not register separately from WOCA 2013. Estimated attendance = 50 pp							
Hyatt Regency Lexington	Sun	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$119	n/a	n/a	n/a	n/a	n/a	n/a	n/a

2013 Winter Membership/ Committee Meeting February 5-6, 2013 Grapevine, TX							
Gaylord Texan Resort & Convention Center	Sun	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$149 + \$15 Resort Fee	6	79	89	28	1		203

2012 Fall Membership /Committee Meeting (this was not a full membership meeting) October 18 – 19, 2012 Kansas City, MO							
Sheraton Kansas City at Crown Center	Sun	Mon	Tue	Wed	Thu	Fri	Total Pick-up
Room Rate: \$139	0	0	3	43	55	1	102

2012 Summer Membership /Committee Meeting June 18 – 19, 2012 Portsmouth, VA							
Renaissance Portsmouth Hotel & Waterfront	Sat	Sun	Mon	Tue	Wed	Thu	Total Pick-up
Room Rate: \$115	1	2	73	93	22	1	192
Overflow: Marriott Norfolk Chesapeake Room Rate: \$109	0	0	4	4	3	0	11

2012 Winter Membership/Committee Meeting January 30 – 31, 2012 Tampa, FL							
DoubleTree Tampa Airport-Westshore	Sat	Sun	Mon	Tue	Wed	Thu	Total Pick-up
Room Rate: \$119	0	12	74	112	55	0	253

2011 Fall Membership Workshop/Committee Meeting September 26 – 27, 2011 Indianapolis, IN					
Hyatt Regency Indianapolis	Sat	Sun	Mon	Tue	Total Pick-up
Room Rate \$119	2	58	113	43	216

2011 Winter Membership Workshop/Committee Meeting Dates unknown Las Vegas, NV							
MGM Grand	Sat	Sun	Mon	Tue	Wed	Thu	Total Pick-up
Room Rate \$109	7	18	88	99	7	11	230

2010 Fall Membership Workshop/Committee Meeting Dates unknown Denver, CO							
Brown Palace	Sat	Sun	Mon	Tue	Wed	Thu	Total Pick-up
Room Rate: \$169	1	4	67	73	27	1	173

2010 Summer Membership Workshop/Committee Meeting Dates unknown Baltimore, MD							
Sheraton Baltimore	Sat	Sun	Mon	Tue	Wed	Thu	Total Pick-up
							No info

2010 Winter Membership Workshop/Committee Meeting Dates unknown Nashville, TN				
Loews Nashville	Mon	Tue	Wed	Total Pick-up
Room Rate: \$189	71	108	25	204

2009 Fall Membership Workshop/Committee Meeting Dates unknown Denver, CO							
Warwick Denver	Sat	Sun	Mon	Tue	Wed	Thu	Total Pick-up
Room Rate: \$159	1	4	40	64	27	2	138

2009 Winter Membership Workshop/Committee Meeting Dates unknown Phoenix, AZ							
Embassy Suites Phoenix	Sat	Sun	Mon	Tue	Wed	Total Pick-up	

Room Rate: \$189	4	11	49	61	19	144
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2008 Summer Membership Workshop/Committee Meeting
Dates unknown
 Alexandria, VA

Hilton Alexandria Mark Center	Sat	Sun	Mon	Tue	Wed	Total Pick-up
Room Rate: \$169	2	13	33	41	5	94

2008 Winter Membership Workshop/Committee Meeting
Dates unknown
 Phoenix, AZ

Hotel	Sun	Mon	Tue	Wed	Total Pick-up
Room Rate: \$149	9	52	64	22	147

2006 Summer Membership Workshop/Committee Meeting
Dates unknown
 Milwaukee, WI

Wyndham Milwaukee	Sat	Sun	Mon	Tue	Wed	Total Pick-up
Room Rate: \$115	1	12	42	42	57	154

FUTURE MEMBERSHIP MEETING LOCATIONS

Fall Committees Meeting

October 27-28, 2020
 French Lick Resort
 French Lick, IN

Winter Membership Meeting

February 2-3, 2021
 Sheraton Sand Key Resort
 Clearwater Beach, FL

ATTENDANCE HISTORY:

DATES	LOCATION	# IN ATTENDANCE
February 4-5, 2020	SCOTTSDALE, AZ	153
October 28-29, 2019	PITTSBURGH, PA	110
January 30-31, 2019	Houston, TX	146
October 2-3, 2018	New Orleans, LA	160
January 30-31, 2018	Sarasota, FL	228
January 30-31, 2017	Jacksonville, FL	221
September 27-28, 2016	Birmingham, AL	231
June 7-8, 2016 + Workshop	Indianapolis, IN	Meeting: 163 Workshop: 49
February 2-4, 2016 + Workshop	Tampa, FL	Meeting: 259 Workshop: 192
October 6-7, 2015	Raleigh, NC	227
February 10-11, 2015	Savannah, GA	187
September 30-Oct. 1, 2014	San Antonio, TX	130
June 17-18, 2014	Pittsburgh, PA	135
February 4-5, 2014	Albuquerque, NM	120
September 30 – October 2, 2013	Pinehurst, NC	140
Summer Meeting 2013 held in conjunction w/WOCA	Lexington, KY	50 est.
February 5 – 6, 2013	Grapevine, TX	124

October 18 – 19, 2012	Kansas City, MO	103
June 18 – 19, 2012	Portsmouth, VA	174
January 30 – 31, 2012	Tampa, FL	180

F&B AND A/V EXPENDITURES:

ACAA Winter 2020 DoubleTree Resort by Hilton Paradise Valley - Scottsdale	Total	Guaranteed F&B
Executive Session including Board Members - Continental Breakfast Buffet	\$624.24	10
Full Committee Meetings AM/PM Beverages	\$2,319.49	150
Women's Leadership Forum Luncheon (Not an ACAA Sponsored event)	\$1,237.60	20
Welcome Reception	\$18,049.10	150
General Session - Continental Breakfast	\$5,181.20	100
AM/PM Beverage	n/a	175
Plated Group Lunch	\$7,180.80	110
Total F&B (includes tax & service charge)	\$35,216.67	
Total AV (includes tax & service charge)	\$10,873.61	

ACAA Fall 2019 Omni William Penn Hotel	Total	Guaranteed F&B
Executive Session including Board Members - Continental Breakfast Buffet	\$137.39	15
Full Committee Meetings AM/PM Beverages	\$2,179.47	150
Women's Leadership Forum Luncheon (Not an ACAA Sponsored event)	n/a	26
Welcome Reception	\$8,856.09	150
General Session - Continental Breakfast	\$4,127.95	100
AM/PM Beverage	\$1,359.89	175
Plated Group Lunch	n/a	125
Total F&B (includes tax & service charge)	\$16,171.51	
Total AV (includes tax & service charge)	\$3,445.70	

ACAA Winter 2019 Marriott Marquis Houston	Total	Guaranteed F&B
Executive Session including Board Members - Continental Breakfast Buffet	\$608.91	15
Full Committee Meetings AM/PM Beverages	\$2,639.27	150
Women's Leadership Forum Luncheon (Not an ACAA Sponsored event)	\$1,688.70	26
Welcome Reception	\$21,941.70	150
General Session - Continental Breakfast	\$5,915.87	100
AM/PM Beverage	\$1,359.89	175
Plated Group Lunch	\$9,133.59	125
Total F&B (includes tax & service charge)	\$34,062.14	
Total AV (includes tax & service charge)	\$8,807.75	

ACAA Fall 2018 Royal Sonesta	Total	Guaranteed F&B
Executive Session including Board Members - Continental Breakfast Buffet	\$673.35	15
Full Committee Meetings AM/PM Beverages	\$2,162.87	150
Women's Leadership Forum Luncheon (Not an ACAA Sponsored event)	\$1,023.55	27
Welcome Reception	\$16,748.95	150
General Session - Breakfast	\$5,916.56	115
AM/PM Beverage	\$1,918.94	125
Plated Group Lunch	\$7,717.26	125
Total F&B (includes tax & service charge)	\$36,161.48	
Total AV (includes tax & service charge)	\$6,742.82	

ACAA Winter 2018 Hyatt Regency Sarasota	Total	Guaranteed F&B
Executive Session including Board Members - Continental Breakfast Buffet	\$576.74	15
Full Committee Meetings AM/PM Beverages	\$1,050.76	200
Women's Leadership Forum Luncheon (Not an ACAA Sponsored event)	\$1061.43	32
Scholarship Judge's Workshop with Reception	201.38	15
Welcome Reception	\$13,455.92	200
General Session - Continental Breakfast	\$4,446.88	175
AM/PM Beverage	\$525.41	175
Plated Group Lunch	\$12,323.30	215
Total F&B (includes tax & service charge)	\$34,062.14	
Total AV (includes tax & service charge)	\$7,634.74	

ACAA Fall 2017 Hyatt Regency Jacksonville Riverfront, Jacksonville, FL	Total	Guaranteed F&B
Executive Session including Board Members - Continental Breakfast Buffet	\$529.07	15
Full Committee Meetings AM/PM Beverages	\$1,474.29	175
Women's Leadership Forum Luncheon (Not an ACAA Sponsored event)	\$908.11	25
Welcome Reception	\$16,534.99	176
General Session - Continental Breakfast	\$4,163.49	176
AM/PM Beverage	\$1,112.64	176
Plated Group Lunch	\$8,022.75	176
Total F&B (includes tax & service charge)	\$33,471.41	
Total AV (includes tax & service charge)	\$4,839.86	

ACAA Fall 2016 Renaissance Ross Bridge Golf Resort & Spa, Birmingham, AL	Total	Guaranteed F&B
Executive Session including Board Members - Continental Breakfast Buffet	\$442.43	15
Full Committee Meetings AM/PM Beverages	\$1,642.36	175
Women's Leadership Forum Luncheon (Not an ACAA Sponsored event)	\$625	25
Scholarship Committee Reception	\$820.02	20
Welcome Reception	\$21,071.45	176
General Session - Continental Breakfast	\$5,191.19	176
AM/PM Beverage	\$1,184.57	176
Group Lunch	\$8,022.75	176
Total F&B (includes tax & service charge)	\$38,999.77	
Total AV (includes tax & service charge)	\$6,027.45	
Golf Outing and Reception (includes tax & service fees)	\$8,651.96	80

ACAA Summer 2016 Hyatt Regency Indianapolis, Indianapolis, IN	Total	Guaranteed F&B
Executive Session including Board Members - Continental Breakfast Buffet	\$670.32	15
Full Committee Meetings AM/PM Beverages	\$1,029.42	140
Women's Leadership Forum Luncheon (Not an ACAA Sponsored event)	\$819.28	28
Welcome Reception	\$13,098.16	150
General Session - Continental Breakfast	\$3,072.70	130
AM/PM Beverage	\$1,657.85	160
Group Lunch	\$7,714.00	145
Total F&B (without tax 7.00% & service charge 24%)	\$21,130.75	
Total F&B (includes tax & service charge)	\$27,580.66	
Total AV (includes tax & service charge)	\$3,989.08	

Continental Breakfast	\$1,287.98	45
Group Lunch	\$2,274.30	45
AM/PM Beverage Breaks	\$514.71	45
Total F&B (includes service charge)	\$4,076.99	
Total AV (includes tax & service charge)	\$1,281.64	

ACAA WINTER 2016 Tampa Hilton Downtown, Tampa, FL	Total	Guaranteed F&B
Executive Session including Board Members - Continental Breakfast Buffet	\$519.67	15
Full Committee Meetings AM/PM Beverages	\$1,312.68	200
Women's Leadership Forum Luncheon (Not an ACAA Sponsored event)	\$1,250.30	38
Welcome Reception	\$22,514.14	200
General Session - Continental Breakfast	\$7,811.05	200
AM Beverages (meeting ended at 1:00pm)	Included above	
Group Lunch	\$10,824.93	235
Total F&B (includes service charge)	\$44,232.77	
Total AV (includes tax & service charge)	\$4,788.58	
ACAA/UK-CAER WORKSHOP WINTER 2015 1.5 DAYS		
PM Refresh + Snacks for late arrival attendees	\$2,098.85	150
Welcome Reception	\$14,495.70	150
Continental Breakfast	\$6,970.06	175
Group Lunch	\$9,396.96	170
PM Break	\$1,491.21	150
Total F&B (includes service charge)	\$34,452.78	
Total AV (includes tax & service charge)	\$2,938.51	

ACAA FALL 2015 Hilton North Raleigh Midtown, Raleigh, NC	Total	Guaranteed F&B
Scholarship Judge's Workshop with Reception (additional event, only held at Fall meetings)	\$630.32	15
Executive Session including Board Members - Continental Breakfast Buffet	\$360.10	15
Full Committee Meetings AM/PM Beverages	\$722.87	140
Women's Leadership Forum Luncheon (Not an ACAA Sponsored event)	\$853.57	36
Welcome Reception	\$11,478.26	160
General Session - Continental Breakfast	\$2,512.69	200
AM/PM Beverages	Included above	
Group Lunch	\$6,121.69	170
Total F&B (includes service charge)	\$22,679.50	
Total AV (includes tax & service charge)	\$3,243.86	

ACAA WINTER 2015 Marriott Savannah Riverfront, Savannah, GA	Total	Guaranteed F&B
Executive Committee - Continental Breakfast	\$150.87	7
Full Committee Meetings AM/PM Beverages	\$1,067.83	130
Women's Leadership Forum (Not a Sponsored Event)	\$765.75	28
Welcome Reception	\$12,868.98	150
General Session - Continental Breakfast	\$2,984.79	150
AM/PM Beverages	\$1,370.67	150
Group Lunch	\$4,885.46	150
Total F&B (includes service charge)	\$24,094.35	
Total AV (includes tax & service charge)	\$3,132.96	
ACAA FALL 2014 Hilton Palacio del Rio San Antonio, TX	Total Expenditures	Guaranteed F&B

Scholarship Judge's Workshop with Reception (additional event, not typical at Fall meetings)	\$1,127.57	18
Executive Committee - Continental Breakfast Buffet	\$140.13	4
Full Committee Meetings AM/PM Beverages	\$1,518.28	100
Women's Leadership Forum Luncheon (Not a Sponsored Event)	\$761.33	24
Welcome Reception	\$9,796.24	100
General Session - Continental Breakfast	\$2,067.12	115
AM/PM Beverages	\$897.54	100
Group Lunch	\$5,032.98	105
Total F&B (includes service charge)	\$21,341.21	
Total AV (includes tax & service charge) (incl. AV for workshop & luncheon speaker)	\$3,887.31	

ACAA SUMMER 2014 Omni William Penn Pittsburgh, PA	Total Expenditures	Guaranteed F&B
Executive Committee Mtg. - cancelled	n/a	
Full Committee Meetings AM/PM Beverages	\$1,125.51	100
Women's Leadership Forum Luncheon (Not a Sponsored Event)	\$485.61	16
Welcome Reception	\$7,242.04	100
General Session - Continental Breakfast	\$2,194.63	105
PM Beverages	n/a	
Group Lunch	\$5,674.57	115
Total F&B (includes service charge)	\$16,826.79	
Total AV (includes tax & service charge)	\$3,362.59	

ACAA WINTER 2014 Hyatt Regency Albuquerque Albuquerque, NM	Total Expenditures	Guaranteed F&B
Executive Committee - Continental Breakfast Buffet	\$547.29	16
Full Committee Meetings AM/PM Beverages	\$1,042.36	100
Women's Leadership Forum Luncheon (Not a Sponsored Event)	\$690.56	18
Welcome Reception	\$8,821.52	100
Director's Training Meeting – Continental Breakfast Buffet	499.97	18
General Session - Continental Breakfast	\$1,242.74	85
AM/PM Beverages	\$506.17	85
Group Lunch	\$3,362.71	92
Total F&B (includes service charge)	\$16,713.32	
Total AV (includes tax & service charge)	\$3,225.57	

ACAA FALL 2013 Pinehurst Resort Pinehurst, NC	Total Expenditures	Guaranteed F&B
Senior Leadership Meeting – Full Breakfast Buffet – Beverages	\$255.78	6
Executive Committee - Full Breakfast Buffet –	\$409.39	13
Tech. Committee Mtg. – ½ day –Beverages only	\$228.66	50
Full Committee Meetings AM/PM Beverages	\$555.95	100
Women's Leadership Forum Luncheon (Not a Sponsored Event)	\$312.06	18
Welcome Reception	\$10,676.71	110
General Session - Continental Breakfast	\$1478.27	80
AM/PM Beverages	\$48.68	80
Group Lunch	\$5,533.92	115
Total F&B (includes service charge)	\$19,187.36	
Total AV (includes tax & service charge)	\$7,495.08	

ACAA SUMMER 2013 Hyatt Regency Lexington Lexington, KY	Total Expenditures	Guaranteed F&B
Full Committee Meetings AM/PM Beverages	\$226.73	Billed on consumption
Total F&B (without tax & service charge)	\$172.50	
Total F&B (includes service charge)	\$226.73	
Total AV (includes tax & service charge)	\$1,051.52	

ACAA WINTER 2013 Gaylord Texan Resort & Convention Center Grapevine, TX	Total Expenditures	Guaranteed F&B
Executive Committee - Continental Breakfast	\$550.88	13
Full Committee Meetings AM/PM Beverages	\$1,082.43	100
Women's Leadership Forum Luncheon (Not a Sponsored Event)	\$671.15	20
Welcome Reception	\$8,290.43	80
General Session - Continental Breakfast	\$2,584.87	80
AM/PM Beverages	\$487.45	80
Group Lunch	\$6,792.04	115
Officer's Luncheon – private restaurant off-site, charges not billed to Master	n/a	5
Total F&B (without tax & service charge)	\$15,782.42	
Total F&B (includes service charge)	\$20,459.25	
Total AV (includes tax & service charge)	\$5,548.76	

ACAA FALL 2012 Sheraton Kansas City Hotel at Crown Center Kansas City, MO	Total Expenditures	Guaranteed F&B
Executive Committee - Continental Breakfast	\$637.92	20
Full Committee Meetings AM/PM Beverages	\$1,256.41	70
Women's Leadership Forum Luncheon (Not a Sponsored Event)	\$165.00	11
Welcome Reception	\$5,006.84	70
General Session - Continental Breakfast	\$1,661.14	70
Total F&B (includes service charge)	\$9,239.85	
Total AV (includes tax & service charge)	\$2,922.07	

ACAA SUMMER 2012 Renaissance Portsmouth Hotel & Waterfront Conference Center Portsmouth, VA	Total Expenditures	Guaranteed F&B
Executive Committee - Beverages	\$240.39	20
Full Committee Meetings AM/PM Beverages	\$857.40	75
Women's Leadership Forum Luncheon (Not a Sponsored Event)	\$454.07	20
Welcome Reception	\$8,892.91	125
General Session – Continental Breakfast	\$2,944.78	140
AM/PM Beverages	\$1,221.99	140
Plated 3 Course Lunch	\$5,375.39	140
Total F&B (includes service charge)	\$19,986.93	
Total AV (includes tax & service charge)	\$2,210.10	

ACAA WINTER 2012 DoubleTree by Hilton Tampa Airport- Westshore Tampa, FL	Total Expenditures	Guaranteed F&B
Full invoice with breakdown of all charges not available – meeting was not handled by CAM		180
Total Hotel Invoice with F&B and AV (includes tax & service charge)	\$28,990.00	
Total Room Revenue: (includes revenue not to Master)	\$30,107.00	