

# 2024 Florida Charter School Conference Request for Proposals



The Florida Charter School Conference (FCSC) is an annual event sponsored by the Florida Department of Education’s Office of Independent Education and Parental Choice (FDOE/IEPC) and the Florida Education Foundation (FEF). The conference has been in existence since the creation of charter schools in Florida in 1996 and is designed to provide Florida charter school authorizers, operators, administrators, and teachers the opportunity to network with each other and DOE staff, share best practices and gather information from key DOE personnel during one-hour breakout sessions, and meet with exhibitors who offer goods and services designed for the charter school community.

The conference averages 700+ attendees and 180 exhibiting companies with 400 representatives. Total participation of the attendees and exhibitor representatives averages 1100 individuals. History shows 50-55% of the participants stay at the host hotel. The others drive in for the day or stay at other hotels.

**The Florida Charter School Conference is a state government sponsored event; therefore, it must adhere to state statutes regarding all aspects of the event.** All contracts are required to go through a FDOE procurement process and legal review.

The Florida Education Foundation (FEF) is the primary fiscal agent for the event. When approved by FDOE, the executive director of FEF will sign the facility contract. This is a lengthy process that may take up to two months to complete.

**Contact:**

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**Preferred Dates and Pattern:**

Dates to avoid are Halloween, Election Day, Veterans’ Day, and FTE week, which is the 2nd week of October. A Tuesday-Thursday pattern with setup on Monday is preferred. A Wednesday-Friday pattern will be considered.

**For 2024**

First Choice ..... September 17-19 with set up on September 16, 2024  
Second Choice ..... September 24-26 with set up on September 23, 2024  
Third Choice ..... September 10-12 with set up on September 9, 2024

**Facility Requirements:**

- DEP Green Lodge certification required by Governor’s Executive Order #07-126.
- Use FLDOE’s contract which will provided to the selected facility.
- Free parking for all participants.
- Free wireless Internet for participants.
- Reasonable electric and Internet rates for exhibitors and show management.

# 2024 Florida Charter School Conference

## Tentative Schedule of Events:

### Sunday

Planner and assistant leave Tallahassee for facility, arrive mid-afternoon.

### Monday

8:00 a.m. – 8:00 p.m. .... Set up

- Planner and assistant set up office and attends pre-con
- General contractor set up of exhibit hall with 180-200 booths
- AV contractor set up of general session room and breakout rooms
- Staff members leave Tallahassee for facility, arrive mid-afternoon.

3:00 p.m. – 6:00 p.m. .... Bag stuffing by Staff members

7:00 p.m. – 8:30 p.m. .... Staff Dinner for 20

### Tuesday

8:00 a.m. – 7:00 p.m. .... Registration/Information Desk Open

8:00 a.m. – 3:00 p.m. .... Exhibitor Set Up

9:00 a.m. – 12:00 p.m. .... Pre-Conference Workshops & Auxiliary Group Meetings\*

2:00 p.m. – 4:00 p.m. .... Opening General Session (*rooms set for 800*)

4:00 p.m. – 7:00 p.m. .... Exhibit Hall Open

5:00 p.m. – 7:00 p.m. .... Welcome Reception in the Exhibit hall

### Wednesday

7:00 a.m. – 4:00 p.m. .... Registration/Information Desk Open

7:00 a.m. – 8:00 a.m. .... Continental Breakfast

8:00 a.m. – 9:00 a.m. .... General Session (*rooms set for 800*)

9:15 a.m. – 10:15 a.m. .... Breakout Session 1 (*10 rooms set for 100 each*)

10:00 a.m. – 4:00 p.m. .... Exhibit Hall Open

10:15 a.m. – 12:15 p.m. .... Dedicated Exhibit Hall time

12:15 p.m. – 1:15 p.m. .... Lunch

1:15 p.m. – 2:15 p.m. .... Breakout Session 2 (*10 rooms set for 100 each*)

2:30 p.m. – 3:30 p.m. .... Break

3:30 p.m. – 4:30 p.m. .... Breakout Session 3 (*10 rooms set for 100 each*)

4:45 p.m. – 5:45 p.m. .... Breakout Session 4 (*10 rooms set for 100 each*)

### Thursday

7:30 a.m. – 11:00 a.m. .... Registration/Information Desk Open

7:30 a.m. – 8:30 a.m. .... Breakfast Buffet

8:30 a.m. – 9:30 a.m. .... Session 5 (*8 rooms set for 100 each*)

9:45 a.m. – 10:45 a.m. .... Session 6 (*8 rooms set for 100 each*)

10:45 a.m. – 11:00 ..... Coffee Service

11:00 a.m. – 12:30 p.m. .... Closing General Session (*rooms set for 500*)

### Friday

Planner and assistant depart facility.

*\*Please note, exhibitors and auxiliary groups may wish to hold events in conjunction with the conference.*

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## Sleeping Room Needs:

- 500 rooms on peak night.
- Group room rate as close to government per diem as possible. Government rate per <http://www.gsa.gov/portal/content/104877> .
- 1 per 40 comp nights earned on a cumulative basis.
- 24 staff rate rooms for the duration of the event at the lower of government rate or 10% below group rate, and not to be excluded from the 1 per 40 comp count.
- 6 1-bedroom suite upgrades at standard room group rate for the event.
- 1 complimentary 2-bedroom suite for duration of the event (Sunday to Friday).

	Monday	Tuesday	Wednesday	Thursday
<i>Run of House</i>	70	480	380	10
<i>Staff Rooms</i>	20	20	20	0
<b>TOTAL:</b>	90	500	400	10
<b>Total Room Nights:</b>	<b>1000</b>			

## Meeting Room Needs:

	Monday 12:00 a.m. – 11:59 p.m.	Tuesday 12:00 a.m. – 11:59 p.m.	Wednesday 12:00 a.m. – 11:59 p.m.	Thursday 12:00 a.m. – 11:59 p.m.
1 locked show office, lock change	✓	✓	✓	✓
1 tech support room	✓	✓	✓	✓
1 locked AV storage room	✓	✓	✓	✓
1 registration area	✓	✓	✓	✓
1 General Session room set for 800 theater	✓	✓	✓	✓
1 F&B room set for 800 in rounds	✓	✓	✓	✓
10 Breakout Session rooms set theater for 100	✓	✓	✓	✓
1 Exhibit Hall room for up to 200 booths (8' x 10')	✓	✓	✓	✓

All space is on a 24-hour hold. No meeting room rental fees if event generates a minimum of \$75,000 in Food & Beverage.

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## Services Needed:

- Internet: wireless for all presenter stations (breakouts and general session rooms), registration area and exhibit hall; for all participants
- Electric: if needed by audio/visual company; exhibit hall booths
- Audio/Visual: provided by external contractor, *American AV, Garrett Stokes*
- Exhibit Hall Setup: provided by external contractor, *AGS Expo, John Green*

## Anticipated Food & Beverage:

### Tuesday

- Lunch is on attendees' own
- Welcome Reception with cash bar with one complimentary drink coupon per person (\$70 per person)

### Wednesday

- Continental Breakfast (\$30 per person)
- Coffee Service (\$8 per person)
- Buffet Lunch (\$45 per person)
- Break (\$20 per person)

### Thursday

- Breakfast Buffet (\$35 per person)
- Coffee Service (\$8 per person)

## Food and Beverage Payment Method:

The Florida Department of Education is not allowed by law to pay for food or entertainment. The Florida Education Foundation as the fiscal agent for the event will pay the event's expenses out of the fees collected for the event.

## Tax Exempt:

The Florida Education Foundation is tax exempt and will provide selected venue with tax exemption certificate.

## Group History and References:

2018-2023	The Caribe Royale Orlando
2016-2017	The Ocean Center & Hilton Daytona Beach Resort/Ocean Walk Village
2012-2015	Caribe Royale All-Suite Hotel and Conference Center
2008-2011	DoubleTree Hotel at the Entrance to Universal Orlando
2007	Hilton in the Walt Disney World Resort
2006	Wyndham Orlando Resort