



REQUEST FOR PROPOSAL

RESPOND BY June 30, 2026

DATE: 5/13/2026
TO: All FSAE Associate Member Hotels and CVB's
FROM: Trevor Maddox, CMP
RE: FLORIDA SOCIETY OF ASSOCIATION EXECUTIVES – 2027 Events
OF PAGES: 11

Florida Society of Association Executives (FSAE) is looking to secure locations for our 2027 events.

A description and the specifications for each of FSAE's events can be found on the following pages. At the end of this RFP, you will find a Response Form for you to select the event(s) you are interested in hosting, along with space to list your available date(s). **We ask that you please avoid Holidays and offer as many dates as you can.** This will improve the likelihood your property will be selected for at least one meeting.

I would encourage you to partner with your local CVB and local vendors to enhance your bids and to help offset a portion of the hosting costs.

Please Note:

By agreeing to host an event, it is understood that all guest rooms, except where otherwise indicated, meeting space, A/V, an onsite assigned AV technician in the meeting room, internet (guestrooms and inside assigned meeting space), parking, resort fees, and food and beverage as outlined in the specifications will be provided on a **complimentary** basis. This is your chance to showcase your property/venue to potential clients.

In order for your property to be considered for selection **the host hotel must have an active FSAE member on staff or be willing to join FSAE if their site is chosen.**

Send your RFP responses via email using the attached RFP Response Form by **June 30, 2026.**

For questions regarding this RFP please contact Trevor Maddox, CMP, at 850-702-0942 or trevor@fsae.org

PROFILE: FSAE is the gateway to doing business with the association market in Florida. With over 1,100 executive and associate members in the State of Florida, including those who manage trade and professional associations, individual membership societies, charitable organizations and other not-for-profit organizations, FSAE is the recognized public spokesperson and leading resource for information on associations. Florida associations generate \$3.7 billion dollars each year on meetings, travel and operations. These associations support over 88,000 jobs across the state and collectively host over 40,500 meetings annually. Learn more at www.fsae.org.

2027 FSAE Calendar

2027 Events			
Time Frame	Location	Event	Notes
April or May (not March)	Jacksonville/St. Augustine (NE FL) / Central FL	Two Consecutive One Day Summits	
August – September	Any Florida Location	CEO Retreat	
September - October	Any Florida Location	Think Tank	
November	Central Florida	Power Lunch/ FSAE Board Meeting	

MAP



Summits

April or May (not March)
Tuesday, Wednesday or Thursday
(Two Consecutive One Day Summits)
Jacksonville/St. Augustine (NE FL)/Central FL

Summits

The purpose of the Summits is to offer Two Consecutive One Day Summits immersive experience focused on learning and networking. Attendance will range from 50-75 participants for each Summit, consisting mainly of Executive members and a few Associate members. Total of potentially 100-150 participants.

Special Notes

By agreeing to host an event, it is understood that all guest rooms, except where otherwise indicated, resort fees, parking, meeting space, A/V, an onsite assigned AV technician in the meeting room, Wi-Fi (guestrooms and inside assigned meeting space), and Food and Beverage as outlined in the specifications will be provided on a **complimentary** basis.

The host hotel will have an opportunity to welcome the group and will be given recognition on the FSAE Website, in *Source* magazine, in all FSAE social media and marketing materials related to the sponsored event.

An optional tour of the property is highly recommended during the Summit for those interested in seeing the facility. The host hotel's participation during lunch (not included in counts below) is welcomed and encouraged.

We ask that properties provide a special pre and post summit rate for those attendees who would like to arrive before or stay after the scheduled summit date.

Room Block for Summit 1 & 2

	Evening Prior to Summit 1	Evening of Summit 1 and evening prior to Summit 2	Evening of Summit 2	Day After Summit 2	Total Room Nights
FSAE Staff/Speakers	10	15	10	Checkout	25 Comp
Summit Attendees	20 -30 at a discounted rate	25 -35 at a discounted rate	5 -10 at a discounted rate	Checkout	50 – 75 at a discounted rate

Summit 1 – Tuesday or Wednesday

Function	Time Frame	# of Participants	Setup
Breakfast & Registration	9:00 am – 9:30 am	50-75pp	RDS
Summit 1	9:00 am – 4:00 pm	50-75pp	Crescent RDS
Lunch	12:00 pm – 1:00 pm	50-75pp	Crescent RDS
Refreshment Break	2:15 pm	50-75pp	
Adjourn	4:00 pm		

Reception/Networking (Evening of Summit 1 – for both Summit 1 & 2)	6:30 pm – 7:30 pm	65-75 pp	

Summit 2 – Tuesday, Wednesday or Thursday

Function	Time Frame	# of Participants	Setup
Breakfast & Registration	9:00 am – 9:30 am	50-75pp	RDS
Summit 2	9:00 am – 4:00 pm	50-75pp	Crescent RDS
Lunch	12:00 pm – 1:00 pm	50-75pp	Crescent RDS
Refreshment Break	2:15 pm	50-75pp	
Adjourn	4:00 pm		

(1) CEO Retreat

August-September
(2-day event)
Friday - Sunday

All Florida Locations Will Be Considered

The CEO Retreat provides attendees with an informal and confidential setting to discuss association issues and trends. Attendees are the Association's key decision makers, the Chief Executive Officer, President or Executive Director. **Other than the possibility of one or two speakers, only individuals from an association are invited and allowed to participate.** FSAE will screen all applicants for eligibility.

Invited attendees are limited to 30 Executives. Each attendee is allowed to bring one adult spouse/guest (no children allowed). Approximately half the attendees bring a guest. Guests are invited to a reception and dinner on Friday evening, Saturday dinner and the Saturday morning breakfast, but do not attend the meeting or partake in breaks or lunch Saturday.

Special Notes

By agreeing to host an event, it is understood that all guest rooms, resort fees, parking, meeting space, A/V, Wi-Fi (guestrooms and inside assigned meeting space), and Food and Beverage as outlined in the specifications will be provided on a **complimentary** basis.

The host hotel will have an opportunity to welcome the group and will be given recognition on the FSAE Website, in *Source* magazine, in all FSAE social media and marketing materials.

It is highly recommended that a tour of the property be conducted on Friday or Saturday evening. Participation by the host hotel at certain meal functions (not included in counts below) is welcomed and encouraged. Dinners can be done in your hotel restaurants instead of private banquet rooms to avoid additional labor costs allowing the group the opportunity to experience the ambiance of your outlets.

We ask that properties provide a special pre- and post-meeting rate for those attendees who would like to arrive before or stay after the scheduled meeting dates.

If a property has a specialty, such as spa or golf, it can be offered at your option for early arrivals or before checkout.

Room Block

	Fri	Sat	Sun	Total Room Nights
FSAE Staff/Speaker	2	2	Checkout	4 Comp
CEO Retreat Attendees	30	30	Checkout	60 Comp

Friday

Function	Time Frame	# of Participants	Setup
Retreat Kick Off Meeting	4:00 – 6:00 pm	30-40pp	
Welcome Reception	6:30 pm – 7:30 pm	30-40pp	
Dinner	7:30 pm – 9:00 pm	30-40pp	RDS

Saturday

Function	Time Frame	# of Participants	Setup
Breakfast Buffet	8:00 am – 9:00 am	30-40pp	RDS
Meeting	9:00 am – 5:00 pm	32pp	U Shape
Lunch	12:00 pm – 1:00 pm	32pp	RDS
Refreshment Break	2:15 pm	32pp	
Reception	6:30 pm – 7:00 pm	30-40pp	

Property Tour (suggested/optional)	7:00 pm – 7:30 pm	30-40pp	
Dinner	7:30 pm – 9:00 pm	30-40pp	RDS

Sunday

Function	Time Frame	# of Participants	Setup
Breakfast on own – Voucher or credit to room to be provided by host hotel	8:00 am – 10:00 am	30-40pp	

FSAE FOUNDATION THINK TANK

September or October (Avoid 1st 2 weeks of October)

(2-day event)

Wednesday - Friday

All Florida Locations Will Be Considered

The purpose of the FSAE Foundation Think Tank is to gather senior executives who are association decision makers to contemplate an issue, concern, topic, or idea concerning the operation of associations and/or the association management profession. The group, with the assistance of a facilitator(s), draws conclusions and drafts a report; thereby contributing to the body of knowledge about association management. **Other than the speaker(s), only individuals from an association or AMC are invited and allowed to participate. FSAE screens all applicants for eligibility.**

Invited attendees are limited to 50 attendees. Each attendee is allowed to bring one adult spouse/guest (no children allowed). Approximately half the attendees bring a guest. Guests are invited to the reception and dinner the Wednesday and Thursday and the breakfast Thursday morning. Guests do not attend the Think Tank meeting itself or partake in breaks or lunch on the event day.

Special Notes

By agreeing to host the Think Tank, it is understood that all guest rooms, except for those reserved for staff and speakers will be at a \$109 discounted room rate. Parking, meeting space, audio visual, Wi-Fi in guest rooms and meeting space, as well as food & beverage as outlined in the specifications will be provided on a **complimentary** basis.

Host hotel will have an opportunity to welcome the group and will be given recognition on the FSAE Website, in Source magazine, and in all FSAE social media and marketing materials.

It is highly recommended that a tour of the property be conducted on Wednesday or Thursday evening. Participation by the host hotel at certain meal functions (not included in counts below) is welcomed and encouraged. Dinners can be done in your hotel restaurants instead of private banquet rooms to avoid additional labor costs allowing the group the opportunity to experience the ambiance of your outlets.

We ask that properties provide a special 3-Day pre- and post-rate for those attendees who would like to arrive before or stay after the scheduled meeting dates.

If a property has a specialty, such as spa and golf, it can be offered at your option during scheduled meeting dates and pre-post.

Room Block

	Wed	Thu	Fri	Total Room Nights
FSAE Staff/Speakers	10	10	Checkout	20 Comp
Think Tank Attendees	50	25	Checkout	\$109 room rate

Wednesday

Function	Time Frame	# of Participants	Setup
Welcome Reception	6:30 pm – 7:30 pm	50-55pp	
Dinner & Buffet Tour	7:30 pm – 9:00 pm	50-55pp	RDS

Thursday

Function	Time Frame	# of Participants	Setup
Breakfast	8:00 am – 9:00 am	50-55pp	RDS
General Session	9:00 am – 5:00 pm	40 - 50pp	HS
Break	10:15 am	40- 50pp	
Luncheon	12:00 pm – 1:00 pm	40pp	RDS
Break	2:15 pm	40pp	

Power Lunch/FSAE and Foundation Board Meetings

November
(2-day event)
Tuesday – Wednesday or Wednesday-Thursday
Central Florida Location

Power Lunch

The purpose of the Power Lunch portion of the program is to provide a forum for an educational and networking opportunity. Attendance, which usually ranges from 75-100 people, consists of both Executive and Associate members.

FSAE Board Meetings

The FSAE Board of Directors are charged with building highly effective organizations. They are led by skilled leaders who maintain fiscal stability and viability. Their focus is the success for our members and our profession through professional development, research, education, publications and public relations efforts for the association management profession.

The Board is comprised of 20 individuals. The FSAE Board Member is allowed to bring one spouse/guest (approximately half the board attendees bring a guest, and no children are allowed). Guests are invited to attend the Wednesday Reception and Dinner.

Special Notes

By agreeing to host an event, it is understood that all guest rooms, except where otherwise indicated, resort fee, parking, meeting space, A/V, Wi-Fi (guestrooms and inside meeting rooms), and Food and Beverage as outlined in the specifications will be provided on a **complimentary** basis.

The host hotel will have an opportunity to welcome the group and will be given recognition on the FSAE Website, in *Source* magazine, in all FSAE social media and marketing materials.

It is highly recommended that a tour of the property be conducted on evening prior to luncheon. Participation by the host hotel at certain meal functions (not included in counts below) is welcomed and encouraged. Dinners can be done in your hotel restaurants instead of private banquet rooms to avoid additional labor costs allowing the group the opportunity to experience the ambiance of your outlets.

We ask that properties provide a special pre- and post-meeting rate for those attendees who would like to arrive before or stay after the scheduled meeting dates,

Room Block

	Evening Prior Lunch		Day of Lunch	Total Room Nights
FSAE Staff	6		Checkout	6 Comp
FSAE Board Members	15-20		Checkout	15-20 Comp
Optional – provide special industry rate for participants of the Power Luncheon for evening prior to luncheon– historically about 5 rooms.				

Tuesday or Wednesday

Function	Time Frame	# of Participants	Setup
Kick off Board Meeting	3:00 pm – 6:00 pm	26 pp	
Welcome Reception	6:00 pm – 7:00 pm	30 pp	Reception
Hotel Site Tour -Optional	7:00 pm – 7:30 pm	30 pp	Tour
Dinner	7:30 pm – 9:30 pm	30 pp	RDS

Wednesday or Thursday

Function	Time Frame	# of Participants	Setup
Buffet Breakfast	7:30 am – 8:30 am	20-25 pp	RDS
Board Meeting	8:30 am – 11:30 am	25pp	HS
Refreshment Break	10:00 am	25pp	
Power Luncheon	11:30 am – 1:00 pm	75-100pp	RDS

PREVIOUS FSAE/FSAE FOUNDATION MEETING HOSTS

Previous host of FSAE and FSAE Foundation events can attest to the value of the investment of bringing these groups to their properties. For your reference you will find below a brief list of some of the properties that have hosted one of the FSAE or FSAE Foundation events.

B Ocean Ft. Lauderdale	The Breakers, Palm Beach
Boca Raton Resort & Club	The DAYTONA, a Marriott Autograph Collection Hotel
Busch Gardens Tampa Bay	The Grove Resort & Spa
Caribe Royale Orlando	The Peabody Orlando
Casa Marina	The Shores Resort & Spa
Disney's Boardwalk	The Villas of Grand Cypress
Doubletree Orlando Resort	Trade Winds Island Grand
El Conquistador (Puerto Rico)	Watercolor Resort
Embassy Suites by Hilton Lake Buena Vista South	Westin Fort Lauderdale Beach Resort
Embassy Suites by Hilton Panama City Beach Resort	Westin Imagine Hotel
Embassy Suites Tampa USF	World Equestrian Center
Four Seasons Resort Palm Beach	Wyndham Grand Jupiter at Harbourside Place
Hammock Beach Resort	Wyndham Orlando Resort International Drive
Hard Rock Hotel Daytona Beach	
Hilton Cocoa Beach Oceanfront	
Hilton Orlando	
Hilton Orlando / Altamonte Springs	
Hilton San Destin Beach Golf Resort & Spa	
Hyatt Place Panama City Beach	
Hyatt Regency Bonaventure	
Hyatt Regency Coconut Point	
Hyatt Regency Jacksonville Riverfront	
Hyatt Regency Sarasota	
Innisbrook Resort	
Lowe's Don CeSar	
Lowe's South Beach	
Marco Island Marriott	
Margaritaville Resort Orlando	
Marriott Bay Point	
Mission Inn	
Naples Beach Hotel & Golf Club	
Omni Champions Gate	
Pelican Grand Beach Resort	
PGA National Resort & Spa	
Plantation Inn	
Plaza Resort Daytona	
Registry Resort	
Renaissance Orlando at Sea World	
Renaissance Plantation	
Renaissance Vinoy Resort	
Riverside Hotel	
Rosen Centre Hotel	
Royal Caribbean Cruise Lines	
Sandestin Resort	
Safety Harbor Resort & Spa	
Seminole Hard Rock Tampa	
Sheraton Sand Key Resort	
Sheraton Tampa Brandon	
Sheraton Suites Fort Lauderdale at Cypress Creek	
Signia by Hilton Orlando Bonnet Creek	
Sirata Beach Resort	
Sonesta Fort Lauderdale	
South Seas Island Resort	

EMAIL: trevor@fsae.org

RE: Florida Society of Association Executives – 2027 Events

RFP RESPONSE FORM - RESPOND BY June 30, 2026

Hotel Name:			
Sales Contact:		Title:	
Email:		Phone:	

By placing available dates in the right-hand column, you are confirming availability for that date and agree to provide all the guest rooms, except where otherwise indicated in the RFP, resort fee, parking, meeting space, A/V, Wi-fi (guestrooms and inside assigned meeting space) and Food and Beverage as outlined in the specifications for that particular meeting on a **complimentary** basis. **Bidding on more than one event increases the likelihood your property will be selected.**

2027 Events			
Time Frame	Location	Event	Dates
April or May (not March)	Jacksonville/St. Augustine (NE FL) / Central FL	Two Consecutive One Day Summits	
August-September	Any Florida location	CEO Retreat	
September - October	Any Florida Location	Think Tank	
November	Central Florida	Power Lunch/ FSAE Board Meeting/	

Extras:

Would you like to offer any additional services on a comp basis (spa, golf, spouse/guest tours)?	
Tell us about your recent renovation's awards, and reasons to consider your property.	
If you're bidding on an event that requests an industry rate for those not covered by the comp roomnights, or a rate for pre/post stays, please indicate the rate.	