

OAPN 2018 Showcase Conference Request for Proposal

A. Statement of Purpose

The Ohio Artist Presenters Network (OAPN), a non-profit 501(c)(3) organization, is seeking a conference location to hold the 30th showcase conference in October 2018. Location should be able to accommodate live performing showcase location, exhibit hall, lunch/dinner location, and meeting spaces. OAPN expects in the neighborhood of 300+ artist performers, artist managers, presenters, and industry representatives, and enthusiasts who come together for the purpose of networking the performing arts community in Ohio and the surrounding states.

The 30th Showcase Conference includes 35 showcase concerts, 8 clinics, exhibit hall, and many networking opportunities. If you are interested in hosting the 2018 OAPN Showcase Conference please submit your proposal by September 1, 2017. Please include facility information, hotel information in the area, and catering information.

B. Background Information

Founded in 1960, OAPN is a professional association that provides a forum for developing business relationships, partnerships, and cooperative ventures among organizations that present arts and entertainment programming as well as performers; arts service organizations, and artist management agencies doing business in Ohio and nearby states. OAPN is a non-profit, 501(c)3 organization.

Our purpose is to provide programs and services that strengthen the quality and scope of the performing arts in Ohio. We serve our membership, which includes presenters (organizations that engage performing artists), as well as artists, management agencies, and service organizations.

Currently our membership includes presenters consisting of theaters, community arts councils, parks and recreation commissions, libraries, museums, universities, and schools. Our artist membership and artist management membership represent the fields of dance, music, family entertainment, and theatre.

Membership in OAPN offers easy access to a variety of services and substantial discounts on conference fees, workshops and advertising in our publications. In addition, we partner with many other statewide arts organizations, such as Ohio Arts Council and Ohio Citizens for the Arts, on other programs and services.

C. Objectives to be Accomplished

Objective 1: Provide a performance space for conference showcases.

1. Performance location could be a theatre, concert venue, and conference center.
 - 1.1. Location must have staging, lighting, sound, and video capabilities or capability to provide power for a production company to provide these needs.
 - 1.2. Location should have the capability to seat 500 -1000 people.
 - 1.3. Location should have alternative space for meetings, smaller showcase location, exhibit hall, and/ or dinner location.
 - 1.4. Location should have capability to have registration location within the facility.
2. If location does not have the capabilities to provide all alternative spaces, location must be in close vicinity of a space that could be used for these needs.

Objective 2: Provide Exhibit Hall location for conference exhibitors.

1. Location could be at a hotel near performance location.
 - 1.1. Location must be able to provide tables or have a service to provide tables.
 - 1.2. Location must be able to provide power for exhibitor tables.
 - 1.3. Location or service to provide currents for aisle separation.
 - 1.4. Location must be able to provide Internet connection or offer Wi-Fi.
2. Location could be the same location as the performance space.

Objective 3: Hotels that are in close proximity of the performance location.

1. Hotel could expect approximately 200 rooms booked for the conference.
2. Hotel should have ability to provide breakfast and Wi-Fi.
3. Hotel could have the ability to host the exhibit hall and/ or meeting locations for the conference.

Objective 4: Catering services in the area.

1. Catering services should be able to provide lunch and dinner.
 - 1.1. Lunches could be boxed lunches.
 - 1.1.1. Vegetarian and non-vegetarian
 - 1.2. Dinner could be buffet or plated
 - 1.2.1. Vegetarian and non-vegetarian

E. How to Submit a Proposal

Please submit the following no later than September 1, 2017 to Arica Pfirsch, OAPN Executive Director, P.O. Box 10606, Columbus, Oh 43201; arica@oapn.org. Electronic versions welcome.

1. Contact information for performance location, catering services, and for nearby hotels. Please include websites, if available.
2. Pictures of performance location and/or conference center.
3. Concert venues in the area.

If you have any questions please email them to arica@oapn.org.