



AFS Unit Services Agreement for Meeting Contracting Services

The meetings industry consists of a broad range of organizers, suppliers and facilities engaged in the development and delivery of meetings, conferences, exhibitions and related events. To assist Units with navigating this sometimes confusing and complex business, AFS offers fee-for-service professional meeting contracting and advisory services.

AFS has a long history of negotiating competitive hotel meeting agreements for both itself and for its Units. Staff have developed strong relationships with regional and national hotel representatives and numerous service providers. These relationships and knowledge about how the meetings industry works save AFS tens of thousands of dollars per year in meeting expenses and can help Units obtain competitive room rates, hotel concessions and contractor discounts. Typical concessions include complimentary room nights or upgrades, reduced meeting room rental fees, discounts on meeting services such as audio-visual and reduced pricing on food and beverages.

AFS staff providing meeting contracting support are:

- Shawn Johnston, AFS Meetings Director. Shawn manages dozens of meeting proposals each year and he is the primary point of contact for Units. His ability to secure highly competitive hotel pricing and concessions are well known throughout the Society. His strong negotiation skills have helped AFS save money and deliver well-run events
- Daniel Cassidy, AFS Deputy Director. Daniel has 30 years of association management experience, including oversight of meetings ranging in size from several hundred to over 5,000 attendees. He brings strong financial, contract review and risk management experience.

Please complete the following information to retain AFS for meeting contracting services.

Unit Name: _____

Unit Contact person: _____

(Email and telephone): _____

A Request for Information (RFI) template draft will be forwarded to the above contact to provide AFS Headquarters with the details of your meeting. The purpose of the template is to describe the event (including preferred meeting dates or time of the year, peak room nights and reservation pattern, number of meeting rooms requested, program schedule with food & beverage functions and any other related needs).

TERMS AND CONDITIONS

Services

1. AFS serves in a consultative capacity and provides meeting contracting, negotiation and advisory services to the Unit.
2. AFS provides these services from its office in Bethesda, MD. The Unit may request to have a staff member attend an in-person meeting or hotel site visit at its own cost.
3. AFS will request proposals from up to ten properties depending on the meeting location and available hotels reasonably able to accommodate the event. AFS will prepare a summary of proposal responses for review by the local planning committee. Once the committee prioritizes its top three property choices, AFS will undertake another round of negotiations and reach “best and final” stage for the committee’s final selection.
4. AFS agrees to provide contracting services for the following meeting components:
 1. Hotel room rates Yes
 2. Hotel services (describe) Yes
 3. Meeting space Yes
 4. Meal functions Yes
 5. Other (describe) Yes

Responsibilities

1. Management and administration of the actual meeting and its various components are the responsibility of the Unit.
2. The Unit meeting planning team retains final approval over hotel and vendor selection and associated agreements. One or more of the Unit officers shall be the signors on all contracts.
3. The financial and legal liability for the event and its success rests solely with the Unit. AFS assumes no responsibility over registrations, meeting logistics, vendor performance, hotel facilities and quality of services from any service provider. AFS's responsibilities as defined in this agreement end once meeting contracting is completed and the hotel contract is countersigned by the hotel or one-year from the date of this agreement, whichever comes first.

Service Fees

1. As part of the negotiations for sleeping rooms, AFS will negotiate a rebate into hotel package. This arrangement is common practice in the meetings industry and typically represents a marketing fee that hotels pay. The hotel pays these rebates directly to AFS HQ to offset staff costs at no cost to the Unit . No rebate is offered on Govt rate rooms. The Unit keeps all concessions AFS negotiates on its behalf.
2. There is a \$250 deposit and a minimum fee of \$750 regardless of the size of the meeting.

Other Terms

1. Services requested for meetings scheduled fewer than 18 months in advance may not always receive the best pricing and requested meeting dates. AFS desires to work with Divisions, Chapters, and Sections scheduling meetings at least 18 months in advance and preferably longer.
2. This agreement represents the entire agreement between AFS and the Unit and may be amended by mutual written agreement and acceptance of both parties or terminated at any time and without penalty upon written notice from one party to the other.
3. Due to the time frame of the AFS Annual Meeting, AFS requests that meeting organizers avoid the time frame of June to the conclusion of the AFS meeting so the necessary time can be devoted to your meeting needs and allow enough time for the RFI and RFP process to be completed by the competing properties.

Unit Representative:

Name	Title	Date
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AFS Representative:

Name	Title	Date
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