

Site Selection

Report to 16 Jan 2010 Meeting of TLSSC

Robert Fossum

January 14, 2010

1 Introduction

The members of the site selection committee have visited venues in Sioux Falls, SD., and Duluth, MN. Jim Olson has reported on his meeting with the Ramkota Facility in Sioux Falls. This portion reports on Duluth and on communication with the Ramada hotel in Fargo.

2 2011

The contract reported on by Jim appears to be excellent. The public space will cost nothing if we pick up 80% of the rooms. The room rate is a bit high, but the reasons given for this are good.

Action: Agree to sign the contract (perhaps with some modifications).

3 2012

No venue as yet.

4 2013

Attached at the end of this report is a proposal from the Fargo Ramada for 2013. They did not have public space needed for 2012. Attached also is the reply from April Gervais concerning the rates. Ms. Gervais is expecting some sort of response later this month. The rates for the public space are also quite high. Further negotiation is necessary.

5 Duluth

Robert Fossum visited Duluth/Superior just prior to Thanksgiving. It was foggy all the way from Rice Lake to Duluth and back. But he met Sue Ellen Moore, who is director of the Duluth Entertainment Convention Center (for lunch at a downtown Duluth restaurant called "Takk for Maten"). She gave a tour of the DECC facility, which is about 2 blocks from a number of lake side hotels in the center of the Duluth harbor.

The DECC is a wonderful facility but would cost too much for our group. Also it is a long walk from any of the hotels nearby and so not suitable for our members who have mobility problems.

There are not hotels with sufficient public space for our group. Also the University of Minnesota–Duluth campus presents the same distance problems, not to mention that dorm rooms are probably not air-conditioned, and bath facilities are shared. (Sue Ellen Moore reported that UMD would have the same walking problems as DECC.)

On the other hand, Duluth has many other features that we would appreciate as a group.

6 Summary

TLSSC should act somehow on the Ramkota proposal for Sioux Falls, SD., in 2011.

It should consider the Fargo Ramada Inn proposal with instructions to the Site Committee on how it should proceed.

It can give advice for a venue for 2012.

On behalf of the committee.

Robert Fossum

RAMADA PLAZA SUITES & CONVENTION CENTER

1635 42nd Street South Fargo, ND 58103
Reservations Telephone: (701) 277-9000
Sales Telephone: (701) 281-7164 Fax: (701) 281-7144
Web Site: www.ramadafargo.com

Account Name: Tre Lag Stevne
Contact Name: Mr. Robert Fossum
2043 Beckman Institute 405
N. Mathews Ave.
Urbana, IL 61801
Phone: 217.359.4270 Fax:

Arrival Date: August 7, 2013

Departure Date: August 10, 2013

Overnight Accommodations

	Run of House	Standard Non-Smoking King	Standard Non-Smoking 2 Double Beds	2 Room Suite Non-Smoking King	2 Room Suite Non-Smoking 2 Queen Beds
Wed 08/07	0	10	10	20	60

Rates

Room	Single Rate	Double Rate
Run of House	0	0
Standard Non-Smoking King	125	0
Standard Non-Smoking 2 Double Beds	125	0
2 Room Suite Non-Smoking King	125	0
2 Room Suite Non-Smoking 2 Queen Beds	125	0

All rooms not reserved by Monday, July 8, 2013 will be released. After this date, reservations will be taken on a space available basis.

Guest room billing: Individual Pay

Method of Reservations: Individual Call

I understand my billing will reflect a \$1.00 (plus tax) charge for the \$5000.00 safe warranty. Upon request, the safe warranty can be removed at check-out.

Meeting Room Accommodations

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
8/7/2013	8:00 AM	10:00 PM	Lab	Crystal Ballroom I	Special	250	\$500.00
8/8/2013	8:00 AM	5:00 PM	Breakout	Mozart I	Classroom	50	\$300.00
8/8/2013	8:00 AM	5:00 PM	Breakout	Mozart II	Classroom	50	\$300.00
8/8/2013	8:00 AM	5:00 PM	Breakout	Brahms	Classroom	50	\$300.00
8/8/2013	8:00 AM	5:00 PM	Breakout	Etude	Classroom	50	\$300.00
8/8/2013	8:00 AM	5:00 PM	Vendors	Bach	Special	20	\$300.00
8/8/2013	8:00 AM	10:00 PM	Lab	Crystal Ballroom I	Special	250	\$500.00
8/9/2013	8:00 AM	5:00 PM	Breakout	Mozart I	Classroom	50	\$300.00
8/9/2013	8:00 AM	5:00 PM	Vendors	Bach	Special	20	\$300.00
8/9/2013	8:00 AM	5:00 PM	Breakout	Mozart II	Classroom	50	\$300.00
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8/9/2013	8:00 AM	5:00 PM	Breakout	Etude	Classroom	50	\$300.00
8/9/2013	8:00 AM	10:00 PM	Lab	Crystal Ballroom I	Special	250	\$500.00
8/9/2013	6:00 PM	10:00 PM	Dinner	Mozart I, II & Brahms	Ovals	150	\$.00
8/10/2013	8:00 AM	5:00 PM	Breakout	Mozart I	Classroom	50	\$300.00
8/10/2013	8:00 AM	5:00 PM	Breakout	Etude	Classroom	50	\$300.00
8/10/2013	8:00 AM	5:00 PM	Breakout	Brahms	Classroom	50	\$300.00
8/10/2013	8:00 AM	5:00 PM	Breakout	Mozart II	Classroom	50	\$300.00
8/10/2013	8:00 AM	5:00 PM	Vendors	Bach	Special	20	\$300.00
8/10/2013	8:00 AM	10:00 PM	Lab	Crystal Ballroom I	Special	250	\$500.00

If a food and beverage minimum () is set for your group, it must be met or the difference will be assessed in room rental charges.

The Ramada Plaza Suites reserves the right to change meeting rooms as needed in order to best accommodate all of our guests. Meeting room names will be confirmed when final meeting details are coordinated. Please notify the Sales and Catering Department with any questions.

In order to consider this booking confirmed in our records, please sign and return this contract **NO LATER THAN Monday, December 21, 2009**. If a signed copy is not received by this date, we reserve the right to release all meeting space and sleeping rooms being held. Please refer to cancellation policy:

CANCELLATION POLICY: If cancellation becomes necessary, we require written notification and the following policy will be assessed:

- **120 days prior to the event:** No charge
- **91-120 days prior to the event:** 25% of the meeting rental and estimated food and beverage costs
- **61-90 days prior to the event:** 50% of the meeting rental and estimated food and beverage costs
- **30-60 days prior to the event:** 75% of the meeting rental and estimated food and beverage costs
- **29 days prior to the event:** Full cost of meeting rental and estimated food and beverage costs

Please sign contract and conditions of agreement. Keep one copy for yourself and fax one to (701) 281.7144

April Gervais

Date

Mr. Robert Fossum

Date

CONDITIONS OF AGREEMENT

A. RESERVATIONS

1. The stated block of rooms will be held until date listed on signed contract. After that date, the unused portion of the room block will be released and made available for general sale. After the cut-off date, reservation requests will be confirmed contingent on availability. Room reservations will be held until 4 p.m. local time unless the reservation is accompanied by a deposit equal to the first night's lodging or the reservation is guaranteed with a credit card.
2. Advance deposit may be required during major demand periods as determined by the Hotel. The following procedures may be used to guarantee room reservations: major credit cards including American Express, MasterCard, Visa, Discover or prepayment.
3. Check-out time is 12:00 noon. Rooms may not be ready for occupancy until 3:00 p.m. on the day of arrival. We ask that your attendees honor our 12:00 noon check-out time on the day of departure or a half day rate will be assessed to the individual folio. After 6:00 p.m., a full day's rate will be charged.
4. It is important to notify the Hotel in advance of the guest and/or group arrival times. If the group is arriving or departing all at the same time, special arrangements need to be made.

B. MEETING AND BANQUET ARRANGEMENTS

1. Please advise our catering manager of any special requirements you may have in the areas of audio/visual equipment, display equipment, labor, etc. Function rooms are being held only between the hours indicated on the contract under Meeting Room Requirements. All arrangements must be given to the Hotel in writing and may necessitate a re- evaluation and changes in rental fees.
2. We require a 24 hour notice on any cancellation of audio/visual equipment ordered through the Hotel. Failure to adhere to the aforementioned policy will result in charging the full amount of the equipment on a per day basis.
3. Meeting and Banquet materials may be delivered no earlier than 7 days prior to your function. All deliveries must be coordinated through and addressed to the Catering Department with the name of your group and event date clearly stated on the outside of the delivery. The Hotel will not assume any responsibility for the damage or loss of merchandise sent to the Hotel for storage.
4. It is our policy not to permit food and beverages to be brought into the function rooms from outside the Hotel.
5. Function rooms are assigned according to room blocks and anticipated attendance. We maintain the option to reassign space based on attendance changes.
6. Final guarantees are due **3** business days prior to the event. *You must specify the guarantee for all functions involving food and beverage or your expected count will be used.* After this date, the number can be increased based on availability of space, food, beverage and/or staff. An automatic 15% gratuity will be added to all food & beverage along with the applicable tax.
7. Menu prices are not guaranteed more than 90 days from date of function.
8. The Hotel has the following policy with respect to signs: signs displayed outside function rooms should be freestanding or on an easel. No adhesive other than Hotel

approved tape should be used to affix a sign to a wall, unless otherwise approved by the Hotel Management. Damages to property may result in charges. The Hotel will approve and assist in the placement of all signs. Depending upon labor and equipment involved, a charge for the services may apply.

C. BILLING ARRANGEMENTS

1. Payment shall be made 72 hours prior to the function unless satisfactory credit has been established a minimum of 14 business days prior to the function. Payment for the balance of the account is due and payable upon receipt of the invoice. Non-compliance of advance deposit or prepayment request, whether specified in the agreement or not, shall be grounds for the Hotel to release the space specified.
2. Accounts over 30 days will accrue interest at 1 ½ percent per month or 18% per annum.

D. LIABILITY

1. The patron assumes the entire responsibility and liability for losses, damages and claims arising out of injury, damage to, or loss of its or any exhibitor's displays, equipment or other property brought upon or sent to the premises of the Hotel; and shall indemnify the Hotel, its agents and employees from any and all such losses, damages and claims.
2. The patron agrees to be responsible for any damage do to the Hotel by him/her or his/her guests during the period of time he/she/they are under due control of any independent contractor hired.

E. CANCELLATION

1. A one night's room rate for each room blocked on the peak night will be assessed if this booking contract is cancelled after the date indicated on signed contract.
2. The Hotel requires a notice of 8 hours for a cancellation or reduction of the guaranteed number due to acts of God: namely, excessive weather conditions.
3. Meeting room space or food or beverage cancellations after the written notification date listed on signed contract will be assessed the appropriate charges, unless otherwise waived in writing by the Hotel.
4. 20% reduction or more in number of guests/attendees with food and/or beverage listed on original signed contract will be assessed the appropriate room rental charges.

Rev. 11/1/06

April Gervais

Authorized on Behalf Group

From: "April Gervais" <amumm@RamadaFargo.com>
Subject: **Contract and Menu Tre Lag Stevne 2013**
Date: 7 December 2009 15:37:05 CST
To: <robertfossum@gmail.com>
▶ 2 Attachments, 1.4 MB

<<Form1.docx>> <<2009 Ramada Menu.pdf>>

After further research 2013 works best for us. I would like for us to be in the 4 year rotation, and think 2013 has the best amount of space available. Please review and let me know if you are interested in moving forward. Keep in mind the rates are for 3 years from now. Thank you and I look forward to a great working relationship.

April Gervais

Outside Sales Manager
Ramada Plaza & Suites
1635 42nd St S
Fargo, ND 58103
(701)281-7112 phone
(701) 281-7144 fax
agervais@ramadafargo.com

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[Form1.docx \(23.4 KB\)](#) [2009 Ramad....pdf \(1.4 MB\)](#)

From: "April Gervais" <amumm@RamadaFargo.com>
Subject: RE: Contract and Menu Tre Lag Stevne 2013
Date: 4 January 2010 08:24:37 CST
To: "Robert Fossum" <robertfossum@gmail.com>

Hi Robert!

Thank you for letting me know where you are at with this. I know that I will not be able to match the \$80 rate, but I may be able to go down to a \$109 standard/ \$119 suite rate with approval from the General Manager. Let me know what your group thinks about this. Thank you and I will see what I can do.

I look forward to working with you!

April Gervais

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From: Robert Fossum [mailto:robertfossum@gmail.com]
Sent: Sunday, January 03, 2010 11:33 AM
To: April Gervais
Subject: Re: Contract and Menu Tre Lag Stevne 2013

Dear April,

I have sent these attachments to fellow site committee members. We have not yet acted on anything. The full committee meets in mid January after which I hope to have something positive to write. We do have a proposal for the 2011 meeting.

One item that may be a problem is the room rate. We have been paying rates in the neighborhood of \$80. I know that rate cannot be sustained in 2013. But at the present time a \$125 rate looks a bit high for our members even though you note that these are rates for 3 years out.

Without full committee approval, it was not possible to get a signed contract returned to you.

I will be in communication with you later this month.

Best regards for the new year.

robert

PS: Please change my address to

2108 O DONNELL DR
CHAMPAIGN, IL 61821

Thanks.

robert

On 07 Dec 2009, at 15:37 , April Gervais wrote:

<<Form1.docx>> <<2009 Ramada Menu.pdf>>

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April Gervais

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<Form1.docx><2009 Ramada Menu.pdf>