



2027 Free Will Baptist National Convention Request for Proposal

INTRODUCTION

The National Association of Free Will Baptists is a national, nonprofit organization representing approximately 2,200 churches. Its approximately 200,000+ members include pastors, church members and missionaries in North America.

This national convention is held each year during July. Sites are ideally balanced geographically in locations east of the Mississippi River.

The standard site selection process, which is completed 6-8 years in advance, begins with an invitation from the association's constituents in a particular state. The inviting state must be capable of providing sufficient funding and volunteers, using criteria supplied by the Executive Office of the National Association of Free Will Baptists, Inc. The site inspection team, comprised of the association's Executive Secretary and Convention Manager, examines potential sites within the state. When the site inspection team determines which city can provide the best possible experience for the national convention, they propose the selected city to the national voting body during the current national convention. The convention delegates then vote regarding the proposed location for the future convention.

GENERAL

The Free Will Baptist national convention contract will be negotiated by Ryan Lewis, Executive Administrator, who is acting as agent for the National Association of Free Will Baptists, Inc. on a noncommissioned basis. All communications will be directed to Ryan Lewis unless otherwise specified.

The following requirements provide a basis for selected facilities to submit proposals. Proposals must fall within these guidelines to merit serious consideration. Please note the detailed history of this convention in Addendums 1-2.

DATES

The dates (including move-in and move-out) for the 2027 Free Will Baptist National Convention are Friday-Thursday, July 16-22, with limited pre-conference requirements beginning Wednesday, July 14, 2027.

ROOM BLOCK, RESERVATIONS AND PATTERN

A minimum of 900 guestrooms is required with approximately 60% guest check-in on Saturday, July 17, and the remaining 40% guest check-in on Sunday, July 18, and a major departure on Thursday, July 22. The hotels must be within reasonable walking distance of the convention center. Of these, approximately 85% of the room block will be quad occupancy. Current group rates must be quoted. This will serve only as an indicating factor in the decision. It is understood that the group would not arrive for 7-8 years and many factors may change room rates. A staff room block of approximately 30 rooms at a lower than group rate is requested.

Guests will have the option of making individual reservations by contacting the hotel directly via telephone or Internet. Guests who telephone the hotel should be given confirmation immediately, if available. The housing block should not be open until the second Monday of May, 2027, at 9:00 a.m. CST / 10:00 a.m. EST.

COMPLIMENTARY POLICY

The Free Will Baptist national convention requests three (3), two-bedroom suites above the complimentary commitment of one (1) guestroom per 50 based on total room nights utilized at the headquarters hotel. These suites will be used for the three meeting planners who coordinate the National Convention and the Vertical Three Conference. Complimentary room totals are to be based on total room nights rather than on a daily total basis. Complimentary room nights will be calculated and the total deducted from the final master account, rather than assigning specific individuals to occupy complimentary rooms.

The Free Will Baptist national convention planning team (currently consisting of three members) conducts three site visits in the year prior to our convention. Complimentary sleeping rooms and a small meeting space are requested for the planners for each of these visits. The current site visits are conducted in September, January and May prior to the convention in July.

PUBLIC MEETING ROOMS

The Free Will Baptist National Convention uses standard theater, classroom, conference, and banquet style setups and requires that the setups and meeting rooms be provided at no charge. Please provide to-scale floor plans of all meeting space.

All space will be held on a 24-hour basis for the exclusive use of the Free Will Baptist National Convention. Space may be released to the facility only with permission from the Convention Manager.

A staff office is required in close proximity to the major event area. Board rooms in nearby hotels or in the convention center can be used for board meetings. The Free Will Baptist

national convention prefers all expositions and major and concurrent sessions in the same building.

Please indicate group bookings immediately preceding, during, and following the dates you are proposing for this event.

When submitting a proposal, please advise us of hotel, convention center, and local union policies that might restrict or otherwise affect the use of outside (or our own) AV equipment in any of the venues.

EXPOSITION

A large exhibition hall is required for approximately 90-100, 10' x 10' exhibit booths. The exhibit booths should be located near the major session areas.

CATERED FUNCTIONS

No liquor will be served during any Free Will Baptist national convention event. Menu bids for all meal functions will be received approximately nine months prior to the event. All properties will be allowed to compete in the bidding process. Current meal information can be provided upon request.

ROOM RESERVATION CANCELATION POLICY AND CUT-OFF

A non-refundable cancelation penalty of the first night's room and tax will be charged to any canceled reservation. This will help eliminate over-booking and drop in room pickup. While this fee is non-refundable, we do ask that reservations be transferrable between attendees.

A four week cut-off is required for individual reservations. Close contact will be maintained with the hotel, and unoccupied rooms will be released to the hotel for resale.

PRE-CONVENTION AND POST-CONVENTION MEETINGS

The Free Will Baptist National Convention requires the cooperation of the host facilities in conducting pre-convention and post-convention meetings. We view these meetings as vital to the success of our current and future meetings. These meetings will be scheduled through the Convention and Visitors Bureau.

BILLING

A credit application should be completed to establish master account billing, prior to the event, as required by the property. Final payment of the master account will be made during the post-convention meeting.

LABOR UNIONS

Please advise of any union contracts within your facilities, with the contract expiration dates.

CONVENTION CONTACT INFORMATION

Executive Administrator

Ryan Lewis
Convention Manager
P.O. Box 5002
Antioch, TN 37011
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615.731.6812

Convention Summary

SUBJECT: Basic requirements for annual 4-day convention in July

The convention includes a youth conference (approx. 2,000+ youth) in addition to the regular convention (approx. 2,500).

Auditorium: Arena, auditorium, or exhibit hall to seat approximately 4,500 or more people.

Parking: Parking facilities with reasonable rates that are not in conflict with public parking. Arrangements will also be necessary to park vans and a few buses.

Hotel Rooms: Approximately 900 hotel rooms within five blocks of convention center for walking convenience.

Meeting Rooms: Simultaneous meeting rooms not conflicting with meal functions.

1 ballroom/auditorium	2,200 people, theater style
12 rooms to accommodate	50-350 people, theater style
5 rooms to accommodate	400-600 people, theater style
Various other rooms for board meetings, offices, etc.	

Meal Functions: Rooms to accommodate approximately 2,000 catered meals:
(Based on 2018 convention statistics)

5 breakfasts	largest for 20 people
7 luncheons	largest for 200 people
7 dinners	largest for 160 people
3 receptions	largest for 250 people

- Restaurants:*** Restaurants, cafeterias, or fast-food facilities in four-block area to feed 4,500 people during a one-hour lunch period.
- Exhibits:*** Exhibit space for 90-100 educational booths (10' x 10').
- Registration:*** Convenient registration area in the convention center.



25-Year Convention Statistical Table

Year	City	Convention Value*	Room Nights	Catered Meals	Registration**
2018	Little Rock, Arkansas	\$2 million	3,730	1,950	4,717
2017	Louisville, Kentucky	\$8.1 million	4,450	2,122	4,603
2016	Kansas City, Missouri	\$3.5 million	4,192	1,804	4,192
2015	Grand Rapids, Michigan	\$3.4 million	3,692	1,943	3,475
2014	Fort Worth, Texas	\$2.4 million	3,786	2,011	4,320
2013	Tampa, Florida	\$2 million	3,840	2,116	4,850
2012	Memphis, Tennessee	\$6.1 million	3,402	2,332	5,559
2011	Charlotte, North Carolina	\$7.6 million	3,680	2,113	6,065
2010	Oklahoma City, Oklahoma	\$3.5 million	3,611	2,425	6,550
2009	Cincinnati, Ohio	\$1.7 million	4,385	1,561	5,664
2008	Charleston, West Virginia	\$3.7 million	4,378	2,201	5,834
2007	Little Rock, Arkansas	\$6.8 million	5,643	2,797	6,045
2006	Birmingham, Alabama	\$5.1 million	4,318	1,569	5,913
2005	Louisville, Kentucky	\$2 million	4,618	2,443	5,976
2004	Kansas City, Missouri	\$3.4 million	4,425	2,156	5,476
2003	Tampa, Florida	\$4.9 million	3,965	1,979	5,382
2002	Memphis, Tennessee	\$8.1 million	3,551	4,211	6,097
2001	Detroit, Michigan	\$3.7 million	3,612	2,006	4,244
2000	Anaheim, California	\$1.8 million	2,551	808	3,273
1999	Atlanta, Georgia	\$3.1 million	4,142	856	6,592
1998	Tulsa, Oklahoma	\$3.7 million	4,240	3,444	7,106
1997	Cincinnati, Ohio	\$3.1 million	4,241	3,444	6,774
1996	Fort Worth, Texas	\$2.4 million	4,641	3,952	6,771
1995	Charlotte, North Carolina	\$2.5 million	4,880	4,273	6,972
1994	Little Rock, Arkansas	\$4.1 million	5,163	3,743	7,640

*Convention value calculated by host city.

**Prior to 2004, the total registration was not a unique count.



**20-Year Analysis
Hotel Room Block / Pick-Up**

Year/City	Room Block (Peak)	Sat.	Sun.	Mon.	Tues.	Wed.	Peak Room Night	Total Room Nights
2018 Little Rock, AR	948	430	788	838	812	725	838	3,730
2017 Louisville, KY	925	446	938	1,018	1,004	918	1,018	4,450
2016 Kansas City, MO	900	429	924	959	948	880	959	4,192
2015 Grand Rapids, MI	865	476	793	832	829	762	832	3,692
2014 Fort Worth, TX	1,045	423	834	881	864	784	881	3,786
2013 Tampa, FL	1,125	474	837	875	868	786	875	3,840
2012 Memphis, TN	825	355	757	797	785	708	797	3,402
2011 Charlotte, NC	860	380	794	823	803	734	823	3,680
2010 Oklahoma City, OK	1,300*	367	748	809	801	747	809	3,611
2009 Cincinnati, OH	1,240	510	919	968	940	843	968	4,385
2008 Charleston, WV	1,027	603	1003	1033	1034	938	1034	4,378
2007 Little Rock, AR	950	444	804	854	852	754	854	5,643
2006 Birmingham, AL	995	529	891	925	918	848	925	4,318
2005 Louisville, KY	1000	503	979	1059	1029	915	1059	4,618
2004 Kansas City, MO	1068	562	925	974	943	863	974	4,425
2003 Tampa, FL	1075	459	833	883	869	782	883	3,965
2002 Memphis, TN	926	344	760	805	794	743	805	3,551
2001 Detroit, MI	1,100	383	759	811	791	742	811	3,626
2000 Anaheim, CA	800	340	488	498	510	494	510	2,551
1999 Atlanta, GA	1,100	308	878	984	949	860	984	4,142

*990 rooms were blocked in downtown OKC. The rest were overflow rooms at limited service properties with no attrition.