



Anchorage Chamber of Commerce 2020 Gold Pan Awards
Deadline to Respond: 5 p.m. Friday, January 24th, 2020

TERMS

The Anchorage Chamber of Commerce is seeking proposals from qualified Anchorage Chamber of Commerce Members to host the 63rd Annual Gold Pan Awards in 2020. The winning vendor must be an Anchorage Chamber Member in good standing and shall remain so throughout the term of the contract.

The Anchorage Chamber reserves the right to refuse any and all proposals. Selection of winning the bidder may not be based entirely on monetary considerations. Please note that the Anchorage Chamber reserves the right to change or cancel this RFP at any time.

EVENT DESCRIPTION

The Anchorage Chamber Gold Pan Awards are the most prestigious and longest standing awards given by a business organization in Alaska. This event recognizes deserving businesses, individuals, and organizations for their civic contributions and business excellence.

SPECIFICATIONS

- The venue must be available on Friday, November 6th, 2020
- Contact person throughout the planning and execution of the event
- Access to the room for set-up no later than 8 a.m. on the day of the event
- Doors for the actual event will open at 6 p.m. and the event ends at approximately at 9:30 p.m.
- Venue must have:
 - Seating for 400 people in addition to accommodating a stage, lights, and production area
 - Separate networking/mingling area for 400 people
 - 1-2 podiums with gooseneck microphones
 - Space for a small band of 3-5 members
 - Space for a medium size dance floor
 - Coat check capabilities
- Provide a floor map of entire area
- Specify if catering is done in-house or if outsourced and include the following information: sample dinner menu, bar fees, wait staff suitable for the number of guests being served
- Decorating rules/regulations
- Bid prices including gratuity and other fees
 - Include room rental, equipment rental, dining, etc.

SUBMISSION

Please email your proposal to Kaylin Smith at kaylin@anchoragechamber.org. Proposals must be received by 5 p.m. on Friday, January 24th, 2020.

Late submissions will not be considered. Please contact Kaylin Smith for all matters regarding this event and RFP.