

# Connecticut Regional Convention Committee, Inc.

## REQUEST FOR PROGRAMMING PROPOSAL FOR 2024 CONVENTION

[This form can also be downloaded at [www.ctnac.org](http://www.ctnac.org)]

**Organization.** Connecticut Regional Convention Committee, Inc. (CRCC, Inc.)

### **Contact Information.**

Robert M. Subcommittee Chairperson (203) 470-8030

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Or mail to:

37th CTCNA

Post Office Box 3462

Danbury, Connecticut 06813

**Timetable.** The following timetable will govern all Proposals submitted.

<b>EVENT</b>	<b>Jan. 5, 6, 7 2024</b>
Issue Request for Proposal	<b>May 1, 2023</b>
Deadline to Submit Proposal	<b>August 1, 2023</b>
Deadline to Negotiate Contract	<b>September 5, 2023</b>
Selection of Vendor(s)	<b>September 11, 2023</b>



## PROGRAMMING PROPOSAL FORM

**Profile.** CRCC, Inc. is a non-profit Connecticut corporation operating exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. CRCC, Inc. is formed to manage and direct a Regional Convention for the Connecticut Region of Narcotics Anonymous.

**Purpose.** This Request for Proposal (“Proposal”) is designed to obtain bids from vendors (“Vendors”) to provide taping services for the 2024 Connecticut Regional Convention of Narcotics Anonymous (“Convention”).

**The Event.** CRCC, Inc. has conducted 36 Regional Conventions in the State Connecticut. The Convention is held on the first full weekend after the New Year (*January 1<sup>st</sup>*). The Convention runs from Friday afternoon (*around 3:00 p.m.*) until Sunday at noon. The Convention consists of non-stop meetings and workshops geared toward the primary purpose of Narcotics Anonymous, which is to carry the message of recovery from addiction to the addicts who still suffer.

**Convention Dates.** The dates for the Convention are January 5, 6, & 7 of 2024.

The **Friday Night Opening Meeting** is held in Main Ballroom with a theatre-style set-up. The approximate attendance is between 1,000 – 1,200 attendees. It begins at 8:00 p.m. and runs for approximately 2 hours.

The **Saturday Night Main Meeting** is also held in the Main Ballroom beginning at 8:00 p.m. and running for approximately 2 hours. The meeting is scheduled after the Convention Banquet. Attendance at the Saturday Main Meeting can range from approximately 1,600 to 1,800+.

The **Sunday Morning Spiritual Meeting** is also held in the main ballroom at 9:00 a.m., in theatre-style set-up for approximately 1,000 in attendance.

The **Regular Meetings.** In addition to the Main Meetings, the Convention will also conduct approximately 60 Regular Meetings, each running for an hour and 15 minutes in length. All Regular Meetings are speaker meetings and are held in conference rooms with seating capacities ranging from 40 to 80 attendees. Between the hours of approximately 9:00 a.m. 6:00 p.m. on Saturday there are 4 to 5 Regular Meetings running simultaneously.

## VENDOR INFORMATION/PROPOSAL

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ - **Contact Person:** \_\_\_\_\_

**Telephone:** (     ) \_\_\_\_\_ - **Email:** \_\_\_\_\_

**Check The Option You Proposed To Offer**

**Proposed** *(Provide Your Proposed Pricing)*

Sell all CD's for \$\_\_\_\_\_ each, 2 for \$\_\_\_\_\_, sets of 6 for \$\_\_\_\_\_, sets of 12 for \$\_\_\_\_\_  
Donation to Convention \$ \_\_\_\_\_

**Our Preference**

Sell all CD's for **\$7.00** each, 2 for **\$13.00**, sets of 6 for **\$30.00**, sets of 12 for **\$55.00**  
No cash donation to CRCC, Inc.

**Check Each Item You Propose to Donate**

Donate a complete set of CDs and an MP3 Download of the Convention to CRCC, Inc.

Donate a CD to the designated speaker(s) of each recorded meeting

Donate one coupon, good toward the purchase of one CD, to each newcomer at the clean time countdown (*Limit \_\_\_\_\_ coupons, newcomers defined as those persons with less than 30 days of continuous cleantime*)

Other: \_\_\_\_\_

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**Copyright.** CRCC, Inc. shall own the copyright to all recordings from the Convention.

**CD Sales After Convention.** Vendor shall be permitted to sell Convention CDs after the Convention dates.

**Area for Tape Sales, Etc.** CRCC, Inc. will provide the Vendor with a space for CD sales that is highly visible with high traffic, well light, and secured. The space will be equipped with a minimum of four electrical outlets, wireless internet service for credit card processing, and furnished with sufficient rectangular banquet tables. Each meeting room will be furnished with a small table close to the speaker location for recording equipment.

**Special Requests, Accommodations, etc.**

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**Acknowledgements.** This Proposal has been designed to include the specific terms upon which CRCC, Inc. is willing to negotiate. Acceptance of these terms, and the Vendor's ability to perform, is hereby acknowledged by the submission of a Proposal.

All Proposals must be submitted with the use of this form and all sections must be filled out completely. All Proposals are binding by the terms proposed. If accepted, the terms of the Proposal (*or the terms negotiated therefrom*) shall establish the Contract between the Vendor and CRCC, Inc. This Proposal will only become a valid Contract between the Vendor and CRCC, Inc. when signed by an authorized member of CRCC, Inc.'s Board of Directors.

As a condition to any Proposal being considered and selected, neither the Vendor, nor anyone working with the Vendor, will possess, consume or otherwise engage in the use of any drugs (*including alcohol*) before or during performance. The Vendor further acknowledges that, if they remain at the Convention after services have been rendered, that they will remain bound not to possess, consume or otherwise engage in the use of any drugs (*including alcohol*) while on the premises of the Convention site.

**Indemnity.** All Vendors hereby agree to indemnify and hold CRCC, Inc. and the hosting Hotel harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action associated with their equipment and/or personnel.

**Description of Equipment.** Attach a detail description of the equipment that will be used to provide the services being proposed.

VENDOR:

BY: \_\_\_\_\_  
Duly Authorized Date

CONNECTICUT REGIONAL  
CONVENTION COMMITTEE, Inc.

BY: \_\_\_\_\_  
Duly Authorized Date