



AMERICAN PUBLIC WORKS ASSOCIATION

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Minimum Logistical Requirements—APWA North American Snow Conference

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THIS IS NOT AN RFP. This document includes the minimum logistical requirements only. It does not address all criteria used in site selection for the North American Snow Conference. Hotels and convention centers should not hold space unless requested by the convention bureau or APWA's Meetings Department. Room rates, room blocks, and function space must be arranged through the APWA meetings department. Contracts can only be signed by APWA's CEO. Space for on-site registration, exhibits, and education sessions must be in one facility, with hotels within walking distance if possible. APWA uses established criteria to evaluate proposed sites. The criteria are very specific and designed to generate the greatest participation at the most reasonable costs to the association, our members, and exhibitors.

Dates: Prefer mid-April to mid-May dates, avoiding all religious holidays.

Will consider early April or early May.

Official Conference Days: Sunday/Monday/Tuesday/Wednesday
(technical tours only on Wednesday).

Exhibit and Education Session Days: Sunday/Monday/Tuesday.

Attendance: 1,500+ attendees plus 600+ exhibitors (representing 180+ companies)

APWA will not consider convention center space that is not yet built unless the construction is far enough along at the time of site selection that it is available for an in-person walk-through site inspection.

Exhibit Floor (indoor exhibits include vehicles and heavy equipment)

- Minimum 140,000 gross square feet of uninterrupted, continuous exhibit space (to accommodate 50,000 net square feet of sold exhibits plus aisles, F&B service area, APWA booth, exhibitor solutions theater, new product showcase and theater, lounge areas, etc.)

- Floor load: minimum 350 lbs. per square foot
- Ability to close and secure the entire exhibit hall
- Move-in and set-up: begins Thursday prior to conference
- Exhibits open: Sunday afternoon through Tuesday afternoon
- Move-out: Tuesday afternoon and evening

Function/Meeting Space (must be in one facility, and must be in same facility as exhibits)

- Registration: near exhibit entrance (Thu–Tue)
- Various activities in lobby areas near registration and/or exhibit entrance (host chapter hospitality, APWA Store, lounge area, future events, etc.)
- Five (5) meeting rooms for offices and committee meetings: near education sessions (Thu–Tue)
- One (1) ballroom for general sessions: seating minimum 600 theater plus staging and audiovisual (Sunday–Tuesday)
- Five (5) meeting rooms for breakout education sessions: seating minimum 200 theater each plus staging and audiovisual (Sunday–Tuesday)
- One (1) meeting room for full-day workshop: seating minimum 200 rounds plus staging and audiovisual. Possible that space designated for the five breakouts can be used for this workshop (Sunday)
- Off-site venue for Snow Celebration social event for 600 people: Prefer fun location with built-in entertainment and seating for minimum 400 plus bars and buffet food. Examples: Harley Davidson Museum in Milwaukee, Upstream Brewing Company in Omaha. (Tuesday evening)

Guest Room Block – 2,478 Total Room Nights

Tuesday:	13 – 2% of peak
Wednesday:	26 – 4% of peak
Thursday:	33 – 5% of peak
Friday:	98 – 15% of peak
Saturday:	475 – 73% of peak
Sunday:	650 – 100% peak night
Monday:	650 – 100% peak night
Tuesday:	455 – 70% of peak
Wednesday:	65 – 10% of peak
Thursday:	13 – 2% of peak