

January 19, 2007

Recommendation to use Rochester as the North Regional Respiratory Care Conference (NRRCC) site for Sept 29-Oct 1, 2008

The Rochester Civic Center's exhibit hall appears superior to what we currently have been using at the Duluth Entertainment Convention Center (DECC). The vendor area is located in close proximity to the lecture rooms and can accommodate up to 140+ exhibitors. This would give the NRRCC ample room to expand in the future with the potential for increased exhibitor revenues. Currently we are limited to 85 booth spaces in the present Duluth location. In order to have access to a larger space at the DECC the vendors would have to be split into multiple rooms or be further removed from the other conference activities.

The Rochester facility also provides easy access for loading and unloading of equipment and the exhibit hall has sufficient space to provide food and beverage service in the exhibit hall. Additionally, free wireless internet access is provided.

Lecture and meeting rooms are well laid out and have adequate capacity to handle future growth in the number of attendees.

The Civic Center is located adjacent to the downtown mall and major hotels (i.e., Hilton Garden Inn, Holiday Inn Express, Kahler Grand) and connected via a skyway system. Parking is available in city/hotel ramps at reduced daily rates and ramps are accessible via the skyway system. Free parking is available next to the Civic Center in a surface lot.

The Rochester Convention & Visitors Bureau would assist with conference registration and hotel reservations for attendees and vendors. This would include the collection of funds, generating accounting reports, providing registrant and exhibitor nametags, and giving on-site registration support the mornings of the conference.

Available catering service provides all inclusive, reasonable pricing.

For future reference it was pointed out that there would be more availability and flexibility around a spring meeting time and less overall cost than a fall conference.

Respectfully submitted by,

Paul LaMere
NRRCC Executive Committee