

36668



**ANNUAL CONFERENCE & EXHIBITION HOST OBLIGATIONS  
AND AGREEMENT**

This Agreement made as of the 19th day of December 2022 by and between Airports Council International-North America, Inc. (hereinafter "ACI-NA") and the City of Long Beach, acting through the Long Beach Airport (hereinafter "City" or "Host").

WHEREAS, ACI-NA has designated Long Beach, CA as the location for its 2023 Annual Conference & Exhibition, September 30-October 3, 2023, subject to the execution of appropriate hotel and convention center contracts; and

WHEREAS, the Long Beach Airport is a member in good standing and has paid all dues in full in a timely manner; and

WHEREAS, ACI-NA is relying on the City performing the services specified herein in order to make the 2023 Annual Conference & Exhibition a success.

NOW THEREFORE, in consideration of these premises and of the mutual promises contained herein, the sufficiency of which is hereby acknowledged, the parties agree as follows:

***Obligations of Host.*** City agrees to perform and be responsible for all activities, services and materials as set forth in this Agreement. Should City fail to provide any of the agreed-upon obligations, ACI-NA will arrange for the activities, services and/or materials and will invoice the City for the costs. City will receive notification, in writing, prior to ACI-NA arranging the purchase of any activities, services and/or materials on behalf of City.

**OPENING NIGHT EVENT**

The costs of the opening night event will be covered by the Host. Costs have historically averaged \$180,000 USD, although a specific dollar amount cannot be quoted until all aspects of the event are identified, including, but not limited to, venue, food and beverage, entertainment, décor, ground transportation, etc. All planning and execution of the event will be ACI-NA's responsibility, and ACI-NA will make the final decision and sign all contracts for all such arrangements. The Host's input will be solicited for assistance in site selection, and the Host will be able to invite up to 75 guests to attend the event who are not already registered for the conference (e.g., mayor, public officials, etc.). Host will be invoiced for half of the anticipated opening night event costs at the beginning of the year in which it is the host. The remaining balance will be invoiced at the conclusion of the event and payable within 60 days following the event.

### **CHAIRS RECEPTION**

Provide a short welcome video or destination video to be played during the 2022 Chair hand-off reception, which the City already completed.

### **BOARD OF DIRECTORS AND LEADERSHIP DINNER**

Provide a gift to the future year's host in the year in which the City is hosting the conference.

### **AIRPORT WELCOME**

Welcome the delegates in some manner (e.g., signs, banners, billboards, welcome centers) as they arrive at the Long Beach Airport. The Long Beach Airport may also encourage discounts from airport vendors, such as concessionaires.

### **SPONSORSHIPS**

The ACI-NA Board policy is that ACI-NA Conference and Exhibition Hosts must commit to funding the event, with their own monies or with funds from other sources.

In 1998, the ACI-NA Board of Directors adopted a sponsorship policy and guidelines for the organization and its members. Under the policy, ACI-NA will accept sponsorships for its conferences and events. ACI-NA Members have first preference in sponsorship opportunities. Sponsorships will be accepted from non-members in special circumstances.

ACI-NA recognizes that the Host may seek to offset the costs of hosting the event through the solicitation and collection of sponsorships. In order to avoid direct competition with ACI-NA for sponsorship dollars, the Host is encouraged to solicit only local companies, vendors, and organizations. If the Host does choose to solicit or collect sponsorships to offset costs, those sponsors will not be accorded ACI-NA sponsor benefits unless they also sponsor directly through ACI-NA. Any benefits provided to sponsors secured by Host will be the sole responsibility of Host, provided that Host may use any of its 75 allotted guest invitations to the opening night event as sponsor benefits. ACI-NA's sponsorship program covers all items and events on-site during the annual conference & exhibition and at official event hotels. The Host cannot solicit sponsorships for those items and events. Local Host sponsors may be recognized at the Host Welcome booth, the airport, and at the opening night event.

### **STAFF/VOLUNTEERS**

Host will provide a robust, energetic corps of staff or volunteers on-site. Host staff must have some sort of uniform or consistent dress to provide a strong visual identity to the attendees. Host is responsible for Host staff's attire, food and beverage, transportation/parking fees, etc. Host staff is needed for a variety of settings and responsibilities including, but not limited to:

- Greeters for individual VIP ground transfers (1 per transfer, up to 20 Long Beach Airport or Los Angeles International Airport round trip VIP transfers, list to be provided by ACI-NA)
- Select Committee meetings (1 per meeting)
- Press office (1 volunteer per day), preferably someone with airport press/public relations experience

- Registration (4 hired professional temp workers to staff the registration desk during the registration hours for the event, must be able to type and have basic database or excel knowledge)
- Exhibition hall announcer (1 volunteer per exhibition hours, Sunday- Tuesday)
- Sponsor giveaway stand monitor (1 volunteer per day)
- Host welcome desk, to be staffed appropriately by Host.
- Airport tours (1 volunteer, per bus)

Host will designate one individual to serve as the overall coordinator for the Annual Conference and primary liaison to ACI-NA.

A detailed volunteer schedule and description of volunteer staff responsibilities will be provided by ACI-NA to the Host prior to the event.

### **PROMOTIONAL EFFORTS**

ACI-NA is primarily responsible for the promotion of the conference and exhibition, with the Host's augmentation and support. Alternative or additional ideas and opportunities for promotion are welcome and can be discussed with ACI-NA. ACI-NA will develop any theme, if used and logo for the event.

Host will be responsible for:

- **Promotional Copy:** Provide promotional copy about the airport/City for ACI-NA's use in various promotional materials. Copy is to include details about the airport and local transportation, attractions, and weather. ACI-NA to also work with the CVB of the destination and their convention services team on services provided to conference organizers.
- **Photographs:** Provide color photographs of the airport, City, conference site, etc. in high-resolution electronic format.
- **Invitation/Welcome Letters:** Provide letters, including color photos and signatures in electronic format, from the governor, mayor, airport director, and/or other appropriate official(s) for use in promotion materials.
- **Airport Welcome:** Welcome the delegates in some manner (e.g. signs, banners, billboards, welcome centers) as they arrive at the Long Beach Airport. The airport may also encourage discounts from airport vendors, such as concessionaires.
- **Welcome Booth:** Welcome the delegates to the conference in 2023. The Host welcome booth is placed in the ACI-NA registration area at the main conference venue, and is open during posted ACI-NA registration hours. Construction and furnishings of the booth can be provided at a discounted rate by the show decorator. (Please see "Souvenir Gifts" below)
- **Press Relations:** Coordinate with ACI-NA in promoting media coverage of the conference, and assist with press releases and press conferences. Local media involvement in the conference will be coordinated and approved in advance by ACI-NA. All media must agree to ACI-NA media policies and procedures.

## **CONTRACTUAL AGREEMENTS**

ACI-NA will solicit the Host's recommendations regarding the selection of providers of other services relating to the conference. All selection of conference vendors, venues and providers are the responsibility and final decision of ACI-NA. The Host will not enter into any contractual obligations on behalf of ACI-NA. These can include, but are not limited to:

- Hotel and/or convention center contracts,
- Caterers, destination management companies,
- Ground transportation providers to be paid by ACI-NA, and
- Vendors, suppliers, etc. to be paid by ACI-NA.

For those contracts executed by the Host, for events, services, or other items provided as part of the Host's responsibilities in conjunction with the Annual Conference & Exhibition, ACI-NA will be named as additional insured by all parties.

## **GENERAL SESSIONS**

The Host will invite and secure VIPs for opening ceremonies, e.g. governor, mayor, other elected or appointed officials. VIP seating will be provided for Host at the general session.

## **GROUND TRANSPORTATION**

Host is responsible for providing a personal greeting and individual roundtrip ground transportation between the airport and the conference hotel(s) for no more than 20 ACI-NA top officials, including the executive committees of the ACI-NA Board of Directors, and invited dignitaries and designated VIP's. ACI-NA will provide, in writing, arrival dates, times and flight information to the Host and contact info for individuals. Host airport is responsible for providing individuals with transportation confirmations and details in advance of the event.

## **GUEST TOURS (OPTIONAL-Host to decide if it wants to provide tours)**

Host will select, with ACI-NA input and guidance, a destination management company to provide guest tours, and will also suggest specific, appropriate tours. Host will execute all contracts with Destination Management Company (DMC's) and will have final approval over all guest tours. Host will provide space for DMC staff to handle on-site ticket sales, coordinate activities and to answer questions, traditionally in the Host's welcome booth. The hours of operation would coincide with ACI-NA registration desk hours. One Host staff will be provided to accompany and monitor each tour.

## **AIRPORT TOURS**

Host will provide at least one tour of appropriate airport facilities, including roundtrip transportation, on the last morning of the conference. Luggage storage should be provided for those attendees departing that morning. At least one Host volunteer will accompany each bus. The airport tour must accommodate a minimum of 100 people and continental breakfast should be provided. Tour description will be provided to ACI-NA by host airport.

## **COMPLIMENTARY REGISTRATION FORMS**

ACI-NA will provide 30 complimentary registrations to the event for the Host to use for Long Beach Airport staff or current members of the airport board to attend the event. These complimentary registrations may not be passed on to vendors or other non-airport employees, and do not extend to spouses/guests. ACI-NA will provide the comp registration forms for use by the Host.

## **OFFICES**

Convention center space for the Host office/volunteer center is allocated by ACI-NA. All charges are the Host's responsibility, including food and beverage for volunteers, utilities, equipment rental, décor, etc. Should Host request use of any other space available, and not allocated or already contracted by ACI-NA, Host agrees to pay for any additional room rental or fee associated with such space.

## **SOUVENIR GIFTS**

The Host will provide a souvenir gift to all registered conference attendees and guests. The distribution of the gift will be from the host welcome booth in or near the ACI-NA registration area. The hours of operation will coincide with posted ACI-NA registration hours. ACI-NA will give to the Host the prior years' registration figures to assist in planning the number of gifts to be provided. The Host will provide volunteers to distribute and monitor the gift distribution. Registered attendees will be required to present a name badge for validation at the souvenir distribution desk.

Attendee souvenirs have varied widely from Host to Host. We suggest the gift be something unique to or indicative of the City, and something that can be taken through airport security in a carry-on. Past gifts have included jackets, thermoses, shoulder bags, bottles for water, and various other logo items.

## **BOARDS OF DIRECTORS**

A souvenir gift, ideally indicative of the Host/City, is to be given to each member of the ACI-NA Board of Directors, and in the case of a combined ACI-NA/ACI World meeting to the ACI Board of Directors as well. This gift is delivered via a room drop at the host hotel or hotels, the room drop is coordinated and paid for by the host airport, the evening of the Leadership Reception. The Host will receive 8 invitations to the reception for airport board members and employees of the airport.

## **ESTIMATED FINANCIAL RESPONSIBILITY OF HOST PAYABLE TO ACI-NA:**

1. HOST FEE OF \$400,000
2. ALL COSTS ASSOCIATED WITH OPENING NIGHT EVENT\*
3. PREVIOUS YEAR'S EXHIBITION LOUNGE ON SHOW FLOOR. \$12,000 \* *(already completed)*

*1 (One) 20x20 Booth to be used as the future Host lounge at ANNUAL CONFERENCE AND EXHIBITION ONE YEAR PRIOR TO HOSTED YEAR: Any booth size larger than a 20X20 and additional décor and build out over \$12,000 will be paid for by the Host. Booth is to be staffed by the Host or convention and visitors bureau of the host destination.*

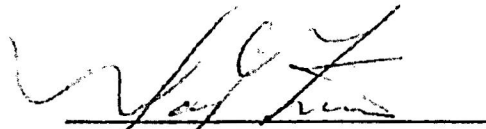
\*Host to be invoiced in advance for fees payable to ACI-NA. ACI-NA and Host to reach a mutually agreeable payment schedule with 50% payment due prior to the start of the hosted year's event and 50% on October 1, 2023. All final costs associated with the opening night event will be invoiced following the event and payable within 60 days.

**Authorized Signatures:**

Date 12/19/2022

Accepted and agreed to by:

Airports Council International-NA

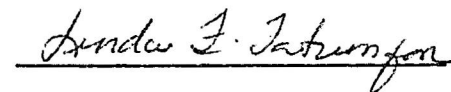


Nancy Zimini  
Chief Administration and Operations Officer

Date December 22nd, 2022

Host:

City of Long Beach, acting through the Long Beach Airport

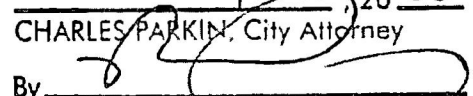


Thomas B. Modica  
City Manager

EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER.

APPROVED AS TO FORM

12-20 20 22  
CHARLES PARKIN, City Attorney

By   
RICHARD ANTHONY  
DEPUTY CITY ATTORNEY