



2012 TAMPA BAY HOST COMMITTEE



HANDBOOK





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About the Host Committee

The 2012 Tampa Bay Host Committee, Inc. (“Host Committee”) is a Florida not-for-profit corporation that operates as a public charity under § 501(c)(3) of the Internal Revenue Code. The Host Committee serves as the officially designated Presidential Nominating Convention Host Committee for the 2012 Republican National Convention (“Convention”) under federal law and is a registered host committee with the Federal Election Commission. The Host Committee is not involved in any political activity and is in no way considered a political committee under any state or federal laws.

In developing and implementing its strategic action plan, the Host Committee will thoughtfully appoint professionals and volunteer leaders of various kinds to represent the community throughout Tampa Bay. The Host Committee will confirm sponsorships, execute local programs and recruit volunteers, while maintaining the primary functions of alleviating the burdens of local government, promoting the Tampa Bay area, encouraging commerce in the local community, and projecting a favorable image of Tampa Bay to the attendees and the worldwide media in attendance at the 2012 Republican National Convention. Although the main purpose of the Convention is to nominate a candidate for President of the United States, the Host Committee does not play any political role in that process.

About the Convention

The 2012 Republican National Convention will take place from August 27 – 30 in downtown Tampa, Florida. With approximately 13,000 – 15,000 members of the media in attendance, the RNC is the single largest media event in the world except for the Olympic Games. The Host Committee has more than 15,000 hotel rooms booked for *each* night of the Convention and more than 75 event venues under contract. The direct spending impact for the Convention will total approximately \$150 – \$175 million. This does not take into account the economic “multiplier” effect which can equate to 2.5 times the actual amount of hard dollars spent.



Mission Statement

The goal of the 2012 Tampa Bay Host Committee's Small Business Network is for Tampa Bay area certified Small Businesses (SBEs); specifically Women/Minority Business Enterprises (WMBEs) and Service-Disabled Veteran Enterprises (SDVEs), to maximize their opportunities for the many corporations and Convention attendees who will be coming to the Tampa Bay Area in August 2012. This program intends to foster business opportunities for Tampa Bay Area small businesses through matchmaking efforts and the legacy of our Small Business Network Directory.

Program Objectives

- To encourage ongoing business opportunities for Tampa Bay area SBEs, WMBEs and SDVEs by using the platform of the 2012 Republican National Convention through the legacy of the Small Business Network Directory.
- To educate SBEs, WMBEs and SDVEs in the Tampa Bay area by utilizing local resources, about the upcoming bid process for the business matchmaking forum.
- To serve as the conduit between SBEs, WMBEs and SDVEs and the Republican National Committee (RNC), Committee on Arrangements (COA), their affiliates and other 2012 Republican National Convention purchasing entities.
- To expose local businesses to potential opportunities available surrounding the 2012 Republican National Convention.



Program Eligibility Criteria

All registering businesses **must**:

1. Be certified as a small business enterprise (SBE), women/minority business enterprise (WMBE), or service-disabled veteran enterprise (SDVE) by one of our approved certifying entities. (See list of acceptable certifying entities on page 12.)

2. Provide one or more of the goods or services outlined in Potential Goods and Services Categories listing for 2012 Tampa Bay Host Committee. (See list of potentially requested products and services on page 11.)

3. Show proof that principal place of business and business owner's residency is located in the Tampa Bay market area - Hillsborough, Pasco, Polk, Pinellas or Manatee County.



Small Business Network Recognition

The 2012 Tampa Bay Host Committee will provide a specially designed logo to all registered and approved Small Business Network participants to utilize as an acknowledgment of their successful completion of the registration process required to become part of the program. Parameters of use will be provided along with the logos at a later time.

Small Business Network Spotlight

The Small Business Network program will choose one registered business that has been utilized by the Host Committee, Republican National Committee, Committee on Arrangements or any other purchasing entities each month to be featured on the Small Business Network section on the Host Committee website. The purpose of the business spotlight is to recognize and promote registered local businesses that have benefited from the Small Business Network.



Participant Expectations

- **Procurement is NOT promised.** While the Host Committee encourages and supports the use of businesses participating in the Small Business Network, not all businesses in the program will be awarded business. The program is designed to generate exposure to potential opportunities surrounding the Convention that may become available.
- The specific products and services needed are subject to change. Not all businesses in the program will be contacted for a bid opportunity.
- The participants in the Small Business Network in their respective product categories may be contacted to submit bids or contacted to respond to a Request for Proposal (RFP).
- Contracts are awarded on a competitive basis only.
- If you are approved, your business information will be posted online at <http://2012tampa.com/small-business-network/> in our Small Business Network Directory. A direct link from our website to your business website will be provided. The business listing will be by product/service provided.
- The Host Committee website <http://2012tampa.com/small-business-network> is your best source for important program information and updates.

Program Regulations

- You are **not permitted** to use the Republican National Committee (RNC), the Committee on Arrangements (COA), the 2012 Tampa Bay Host Committee (TBHC), the 2012 Republican National Convention or the Tampa Bay Host Committee Business Opportunities logos on your website or link from your website to the any of the above listed websites. The 2012 Tampa Bay Host Committee will provide a specially designed logo for all registered and approved business in the Small Business Network.
- You are **not permitted** to portray yourself or your business as a sponsor, agent or representative of the Republican National Committee (RNC), the Committee on Arrangements (COA), the 2012 Tampa Bay Host Committee (TBHC) and/or the 2012 Republican National Convention unless you have explicitly contracted the right to do so.
- If your current business registration is not received by the deadlines listed on page 13, you will not be eligible to participate in the program.

***Failure to abide by the above regulations provides grounds for immediate removal of the Small Business Network upon notification.**






Participant Checklist

- Hold Current Certification from Approved Certifying Entities**
 - If you are a Small, Women/Minority Business or Service-Disabled Veteran Enterprise headquartered in the Tampa Bay market area (Hillsborough, Manatee, Pasco, Pinellas or Polk County) and do not have a certification, please contact the approved certifying entities for more information on how to get certified. See page 12 for the list of Host Committee approved entities.

- Already Certified?**
 - Re-new your certification as a SBE, WMBE, or SDVE through one of the Host Committee approved certifying entities. Only businesses that have achieved certification may register for the 2012 Tampa Bay Host Committee Small Business Network. See page 12 for the list of Host Committee approved entities.

- Register Your Business Online by March 2012**
 - Registration information can found at <http://2012tampa.com/small-business-network>.
 - Proof of certification from must be included to begin registration.

- Attend the Small Business Network Forums**
 - Check website for future Small Business Network forum dates and locations at <http://2012tampa.com/small-business-network>.

- Stay Informed**
 - Review the 2012 Tampa Bay Host Committee website periodically for important updates and information at: www.2012tampa.com.
 - Review the Small Business Network monthly newsletters sent via email from business@2012tampa.com
 - Connect with us!
 -  Like us on Facebook: www.facebook.com/pages/2012-Tampa-Bay-Host-Committee
 -  Follow us on Twitter: [@2012Tampa](https://twitter.com/2012Tampa)
 -  Join our group on LinkedIn: [2012 Tampa Bay Host Committee, Inc.](#)



Goods and Services Categories

- Audio/Visual
- Balloons
- Barricades
- Carpet/Flooring
- Catering
- Cigar Rollers
- Concessions
- Decorations
- Destination Management
- Electronic (Wire and Supplies)
- Electrical Engineering
- Employment Agencies
- Entertainment
- Equipment Rentals
- Event Planning
- Fencing
- Florist/Flowers
- Food and Beverage
- Furniture (Office, Lounge)
- Generators
- Gift Items/Baskets
- Graphics
- Hardware Supplies
- Heavy Equipment
- Janitorial Services/Supplies
- Linens (Rentals)
- Merchandisers
- Messenger/Courier Service
- Office Supplies
- Photography
- Pipe and Drape
- Port-O-Lets
- PR/Marketing
- Printing
- Pyrotechnics
- Restaurants
- Security
- Set Design and Construction
- Signs and Banners
- Staffing
- Tables and Chairs
- Technical: Computer, Telecommunications, etc.
- Tenting
- Tour Services
- Trailers
- Transportation
- Waste Removal



Approved Certifying Entities Contact Information:

City of Tampa

Minority Business Development
306 E. Jackson Street
Tampa, Florida 33602
Phone: (813) 274-5522
www.tampagov.net
SBE and WMBE Accepted



City of St. Petersburg

Business Assistance Center
440 Second Avenue North
St. Petersburg, FL 33701
Phone: (727) 893-7146
www.stpete.org
SBE Accepted



Hillsborough County

Small, Minority Business Development
7402 N. 56th Street, Building 400, Suite 425
Tampa, Florida 33617
Phone: (813) 914-4028
www.hillsboroughcounty.org
SBE and WMBE Accepted



Pinellas County

Small Business Development Center
13805 58th Street North, Suite 1-200
Clearwater, Florida 33760
Phone: (727) 453-7200
www.pinellascounty.org
SBE Accepted





Key Program Dates *(tentative)*

November 7, 2011

Online registration for **buyers** for the Small Business Network opens

January 19, 2012

Small Business Network Forum I: *Introduction to the Small Business Network*

Where: The Safety Harbor Resort and Spa

Time: Doors open at 9:00 a.m.

Please note: RSVP is required to attend.

January 19, 2012

Online registration for contract **suppliers** (local certified small businesses) opens

March 1, 2012

Online registration for contract **buyers and suppliers** closes

March 2012 (specific date and location TBA)

Small Business Network Forum II: *Business Matchmaking Session*

April 2012

Publish Small Business Network Directory

August 27 – 30, 2012

2012 Republican National Convention