

K14-635

2014 NACo Annual Conference and Exposition

July 11-15, 2014

MEMORANDUM OF UNDERSTANDING

Between Orleans Parish, Louisiana and the National Association of Counties

I. Purpose

The purpose of this Memorandum of Understanding is to encourage and facilitate cooperation between the National Association of Counties (NACo) and Orleans Parish, who will host the 2014 NACo Annual Conference and Exposition in New Orleans, Louisiana. This special partnership and long-range commitment will result in a well-planned, adequately budgeted, high-quality event. This Memorandum of Understanding will clarify the responsibilities of each party.

II. Background

In December, 2008, Orleans Parish submitted a proposal to host the 2014 NACo Annual Conference & Exposition, supported by a resolution of the Council of the City of New Orleans, and the proposal was accepted by the National Association of Counties by resolution of its Board of Directors.

III. Roles and Responsibilities

The parties to this Memorandum of Understanding will work together as partners to promote the 2014 NACo Annual Conference. The host county will manage and implement the host county requirements with the guidance and approval of NACo.

The following table lists the specific tasks and activities taken from the Annual Conference "Request for Proposal" that each party has agreed to perform. The activities and events delineated in the column on the left, under the heading "Host County Responsibilities," will be funded, planned and executed by Orleans Parish. The activities and events delineated in the column on the right, under the heading "NACo Responsibilities," will be funded, planned and executed by NACo.

PROMOTION

HOST COUNTY RESPONSIBILITIES	NACo RESPONSIBILITIES
Arrange for and staff promotional booths at NACo Conferences in 2013 and 2014. <ul style="list-style-type: none"> • July, 2013- NACo Annual Conference in Fort Worth, Texas. • March, 2014- NACo Legislative Conference in Washington, DC • May, 2014 - Western Interstate Region Conference, site TBA. <i>(Note: Staffing will not be necessary for this conference; however, promotional materials can be supplied.)</i> 	Provide all tables for promotional efforts at the NACo Conferences. <ul style="list-style-type: none"> • NACo will provide 5 complimentary registrations for the 2014 Legislative Conference. • NACo will provide 25 complimentary registrations for the 2014 Annual Conference.

HOST COUNTY RESPONSIBILITIES	NACo RESPONSIBILITIES
From time to time during the year prior to the conference, provide promotional copy to NACo for insertion in <i>County News</i> and inclusion on the NACo website and on-line media outlets, according to a schedule provided by NACo.	From time to time during the year prior to the conference, publish promotional materials about New Orleans and the 2014 NACo Annual Conference & Exposition in <i>County News</i> and on NACo's website.
Provide NACo with promotional copy for inclusion in the conference promotional piece (normally a multi-page color brochure which is placed on the NACo website and mailed in January/February by NACo.	Develop (with the assistance of Orleans Parish (and New Orleans Convention and Visitors Bureau) and disseminate via mail/email/website a conference promotional piece.
Maintain welcome booths at the New Orleans International Airport baggage areas on Thursday, Friday and Saturday during the conference.	
Maintain a tourist information booth/host county information booth at the conference registration area throughout the conference during registration hours.	

SPECIAL EVENTS

HOST COUNTY RESPONSIBILITIES	NACo RESPONSIBILITIES
Under NACo's direction and with its approval, plan and host a special invitation-only VIP cocktail party and dinner on Saturday evening, to be attended by members of the NACo Board of Directors, other NACo invitees and their guests, and by invited guests of the host county. The total number of NACo directors, invitees and guests will not exceed 300 persons.	Provide invitation list to host county.
	Plan and implement the Opening General Session ceremony.
. This has been replaced with the Conference Celebration Event. See separate MOU outlining responsibilities.	

HOST COUNTY RESPONSIBILITIES	NACo RESPONSIBILITIES
Provide outlets for people to make their own tour arrangements. "Outlets" refers to suggested websites, tour companies, etc.	NACo will promote the tour companies and/or websites.
Host County will host a dinner for the NACo Conference Advisory Committee (35 people) to be held in the fall of 2013.	

MEETING FACILITIES

HOST COUNTY RESPONSIBILITIES	NACo RESPONSIBILITIES
Provide all convention center meeting facilities without rental cost to NACo.	NACo will arrange for and provide other meeting space for conference activities, as needed. Extraordinary costs for the convention center facility, including certain costs for additional room sets, electricity, audio-visual equipment, etc., will be the responsibility of NACo.

TRANSPORTATION

HOST COUNTY RESPONSIBILITIES	NACo RESPONSIBILITIES
	NACo will arrange and pay for transportation and shuttle bus service for delegates throughout the conference, as needed, for which the host county will reimburse NACo in full following the conference, in an amount not to exceed \$40,000.00. NACo will arrange and pay for any special airport transfers for VIPs, speakers, etc.

PERSONNEL

HOST COUNTY RESPONSIBILITIES	NACo RESPONSIBILITIES
Provide support staff and volunteers needed by NACo and host county during the conference, such as clerks, cashiers and registration personnel, at the times and in the numbers required, all according to schedules provided by NACo	Provide sufficient NACo personnel to conduct the conference.

HOST COUNTY COORDINATOR

HOST COUNTY RESPONSIBILITIES	NACo RESPONSIBILITIES
Designate a single person to be the liaison between Orleans Parish and NACo.	

CONFERENCE PROGRAM CONTENT

HOST COUNTY RESPONSIBILITIES	NACo RESPONSIBILITIES
Recommend workshop topics which highlight local or regional issues and programs; suggest speakers and presenters.	Develop, conduct and pay for the Annual Conference program, including the schedule of events, educational offerings and speakers.

SECURITY AND MEDICAL

HOST COUNTY RESPONSIBILITIES	NACo RESPONSIBILITIES
Under NACo’s direction and with its approval, provide and pay for delegate security during hosted events, and on the streets, sidewalks and public property immediately surrounding the convention center, as required by city/parish and convention center, including bus loading and unloading locations.	Provide and pay for security guards as necessary inside the convention center facility, including the exhibit hall and loading dock areas.
	Determine, arrange and pay for first aid services at the convention center.

INSURANCE

HOST COUNTY RESPONSIBILITIES	NACo RESPONSIBILITIES
	Provide and pay for insurance for certain perils and in sufficient amounts, with Orleans Parish, the New Orleans Convention and Visitors Bureau and the New Orleans Convention Center as named additional insureds.

IV. Fund Raising Responsibilities

Orleans Parish, with the support of the New Orleans Convention and Visitors Bureau, is responsible for raising the funds and in-kind services necessary to plan, implement and execute the activities and events listed under “Host County Responsibilities”. NACo is responsible for paying for, planning, implementing and executing the activities and events listed under “NACo Responsibilities”. NACo will offer its assistance in budgeting and pricing for the items for which Orleans Parish is responsible.

V. Planning Meetings

The parties agree to meet at least quarterly during the year preceding the NACo Annual Conference in 2014. During said meetings, NACo will review and approve the progress being made by Orleans Parish in its planning, fund-raising and implementation efforts toward hosting the NACo Annual Conference in 2014. Fund-raising brochures, informational materials and other written materials designed to solicit


funds, goods or services which are prepared by Orleans Parish and/or New Orleans Convention and Visitors Bureau must be approved by NACo prior to their distribution.

VI. Authority


The roles and responsibilities covered in this Memorandum of Understanding are intended to improve the coordination, implementation and execution of the 2014 NACo Annual Conference. This Memorandum of Understanding is not intended to create any right or benefit or to diminish any existing right or benefit. Nothing in this Memorandum of Understanding alters the responsibilities or statutory authority of the parties.


Agreed to this 23rd day of June, 2014.

Authorized Representative of Orleans Parish:

Signature: 
Name: STACY S. HEAD
Title: COUNCIL PRESIDENT

National Association of Counties

Signature: 
Name: Matthew S. Chase
Title: Executive Director

FORM AND LEGALITY APPROVED

Law Department, City of New Orleans