



2026 ANNUAL MEETING

August 29 – September 2

Hyatt Regency Minneapolis | Minneapolis, MN

Request for Proposal (RFP) Audio Visual and Office Equipment Services

Background

The Governors Highway Safety Association ([GHSA](#)) is a 501(c)(3) nonprofit representing the [state and territorial highway safety offices](#) that implement federal grant programs to address behavioral highway safety issues. Every year, GHSA hosts a meeting and exposition attended by its state and territorial members, associate members and other highway safety advocates, research institutions and federal partners. The meeting attracts more than 800 attendees, and the location changes from year to year.

The purpose of this RFP is to solicit proposals from audio visual service providers for GHSA's 2026 Annual Meeting in Minneapolis, MN.

Meeting Dates

August 29 – September 2, 2026

Location

All activities will take place at the Hyatt Regency Minneapolis - 1300 Nicollet Mall, Minneapolis, MN 55403.

Activities

A draft schedule of events with specifications for each event is included below with this proposal. There are several different types of events on the schedule:

- General Sessions: There are five general sessions scheduled from Monday, 8/31 through Wednesday, 9/02.
- Awards Breakfast: There is an awards breakfast scheduled for Wednesday 9/02 at 8:30 am.
- Workshops: There will be up to 20 workshops scheduled to be held in five rooms in the hotel from Monday, 8/31 through Tuesday, 9/02.

- Other Meetings: We have three other meetings scheduled that will require AV support – an Executive Board meeting on Saturday, 8/29; a Business Meeting on Sunday, 8/29; and a member orientation Sunday 8/29.
- Reception: We will have one onsite reception scheduled for Sunday, 8/30. AV needs are TBD.

Proposal Specifications

Responses to this RFP must include the following information:

- Cost estimate that includes the provision of the items detailed in the draft schedule of events.
- Set-up/strike dates including move in and storage space capacity in sq.ft.
- Insurance Information
- Award of fees in case of litigation
- State of jurisdiction for disputes
- Cancellation provisions
- Payment policy (GHSA is a 501(c)(3) non-profit)

Response Deadline

Responses to this RFP must be received by 5:00 p.m. EST on Friday, November 21, 2025.

Please email responses to Bill McCall at bmccall@ghsa.org

Contact

Bill McCall

Meetings and Events Manager

Governors Highway Safety Association

bmccall@ghsa.org | 202-580-7932

Draft Conference Schedule and AV Requirements

Saturday, August 29

8:00 a.m. – 4:00 p.m.

GHSA Executive Board Meeting

Regency Room

Laptop, LCD projector w/support package, 2 wireless handheld microphones with table stands, speaker

Sunday, August 30

8:30 a.m. - 9:30 a.m.

State Member Orientation (time may change)

Regency Room

Laptop, LCD projector w/support package, podium w/mic

11:00 a.m. - 4:00 p.m.

GHSA Business Meeting

Northstar A Ballroom

Laptop, LCD projector w/support package, podium mic, 2 wireless handheld mics with table stands, mixer

5:30 p.m. - 7:30 p.m.

Welcome Reception & Exhibit Showcase

Exhibit Hall

TBD (most likely microphone speaker system and amplification/speakers for a DJ)

Monday, August 31

8:30 a.m. - 10:00 a.m.

Opening General Session

Nicollet Ballroom

Musical prelude and walk up music, sound mixer, in-room support technician, laptop, LCD projectors w/support package, remote clicker, 1 stage width screen, stage wash, podium mic, 2 wireless lapel mics, 2 floor mics, confidence monitor, countdown timer, branded podium
IMAG - Video camera and operator.

We are considering contracting a band for walk-in, walk-up, and walk-out music. If so, the band's director will communicate with a/v provider on sound and lighting requirements.

10:30 a.m. - 12:00 p.m.

Workshop Block 1 (5 concurrent)

Lakeshore Ballroom, Northstar A Ballroom, Greenway D/E/F/G, Greenway B/C/H/I, Greenway A/J

Laptop, LCD projector w/support package, podium mic, 2 handheld cordless mics with table stands, audio mixer

1:30 p.m. – 3:00 p.m.

Workshop Block 2 (5 concurrent)

Lakeshore Ballroom, Northstar A Ballroom, Greenway D/E/F/G, Greenway B/C/H/I, Greenway A/J

Laptop, LCD projector w/support package, podium mic, 2 handheld cordless mics with table stands, audio mixer

3:15 p.m. - 4:30 p.m.

General Session

Nicollet Ballroom

Musical prelude and walk up music, sound mixer, in-room support technician, laptop, LCD projectors w/support package, remote clicker, 1 stage width screen, stage wash, podium mic, 2 wireless lapel mics, 2 floor mics, confidence monitor, countdown timer, branded podium
IMAG - Video camera and operator.

4:30 – 6:00 pm

Afternoon Social

Exhibit Hall

TBD (most likely existing exhibit hall microphone and sound system)

Tuesday, September 01

8:30 a.m. - 10:00 a.m.

General Session

Nicollet Ballroom

Same as previous, but possibly with additional wireless lapel mics. Musical prelude and walk up music, sound mixer, in-room support technician, laptop, LCD projectors w/support package, remote clicker, 1 stage width screen, stage wash, podium mic, 2 wireless lapel mics, 2 floor mics, confidence monitor, countdown timer, branded podium
IMAG - Video camera and operator.

10:45 a.m. - 12:15 p.m.

Workshop Block 3 (5 concurrent)

Lakeshore Ballroom, Northstar A Ballroom, Greenway D/E/F/G, Greenway B/C/H/I, Greenway A/J

Laptop, LCD projector w/support package, podium mic, 2 handheld cordless mics with table stands, audio mixer

12:00 p.m. – 1:30 p.m.

GR/Director Breakout Lunch

Regency Room

Laptop, LCD projector w/support package, 2 wireless handheld microphones with table stands, speaker

1:30 p.m. – 3:00 p.m.

Workshop Block 4 (5 concurrent)

Lakeshore Ballroom, Northstar A Ballroom, Greenway D/E/F/G, Greenway B/C/H/I, Greenway A/J

Laptop, LCD projector w/support package, podium mic, 2 handheld cordless mics with table stands, audio mixer

3:15 p.m. - 4:30 p.m.

General Session

Nicollet Ballroom

Musical prelude and walk up music, sound mixer, in-room support technician, laptop, LCD projectors w/support package, remote clicker, 1 stage width screen, stage wash, podium mic, 2 wireless lapel mics, 2 floor mics, confidence monitor, countdown timer, branded podium, IMAG - Video camera and operator.

Wednesday, September 02

8:30 a.m. - 10:00 a.m.

Awards Breakfast

Northstar Ballroom (A/B combined)

Musical prelude, sound mixer, in-room support technician, laptop, 2 screens, 2 LCD projectors w/support package, remote clicker, stage wash, podium mic, confidence monitor
IMAG - Video camera and operator.

10:30 a.m. – 12:00 p.m.

Closing General Session

Nicollet Ballroom

Musical prelude and walk up music, sound mixer, in-room support technician, laptop, LCD projectors w/support package, remote clicker, 1 stage width screen, stage wash, podium mic, 2 wireless lapel mics, 2 floor mics, confidence monitor, countdown timer, branded podium
IMAG - Video camera and operator.