Tim asked me to initiate a discussion about possible sites for the 2018 state conference. Based on the fact that we rotate around the state, I can suggest a couple of possibilities. One of the things I will remind the board in general is that costs anywhere continue to rise, and at the same time, some of the sites are offering fewer services as part of the package. St. Cloud, for example, did not include much of the equipment in their package nor did they include the exhibitor booths, (in Bemidji those equipment costs and booth costs were all included.) However, in St. Cloud, food was cheaper, and they did not charge us the full 15 percent catering fee that is charged in Rochester.

During this year’s conference, several people asked that we consider looking at some possible sites in the Twin Cities just for convenience sake, and because there are many more possibilities available there. We can certainly consider looking at some venues in the Twin Cities. The major reasons to not have a conference in the Cities are cost--which will likely be higher there--and the fact that in the Cities fewer people will stay overnite, therefore eliminating the evening social events or at least diminishing the need for them. I suppose the cost issue may be balanced by the fact that fewer people would need lodging.

There were also several people who asked us to consider a "resort" location again. They all said "not Arrowwood" but we could look at sites in Central MN, such as Cragun’s Grandview, and Breezy Point. At a resort, we do not have the advantage of a "downtown" activity, like walking mobile tours, and evening pub crawls. But we can do things like bonfires. Some of those same people wondered why we never look at some of the casinos, which usually offer good rates. Our answer was that some agencies and employers do not wish us to be at a casino because of public perception. But we can certainly get a bid from a casino, if you like.

In addition, Rochester has contacted me several times recently to see if we would consider coming back there soon. Rochester has many advantages because it is a larger city with many possibilities for entertainment and mobile tours. However, the last time we were there, in 2013, the costs for the conference were much higher than other sites we have been to, especially for food. I hear that complaint also from other groups that have held their conferences there. Also, when we had the evening reception at the art institute right next to the convention center, they charged us per head above and beyond the original rental costs and the food, just for entering the site. Certainly, the chairs of the conference can look at different possibilities for catering, etc. so that we would avoid the high costs of the Kahler catering. I think we all agree we do not want to hold the conference at the Kahler, like we did in 2007, as we were primarily in their underground conference area. But with all the building they have going on, there may be other hotels downtown now that have larger conference areas, like the Hilton. Finally, the lodging in Rochester has usually been higher than at some other sites, but again, as there are now more rooms to fill, they may offer some lower rates. The Civic Center is a good location, but is expensive.

So just some thoughts for you to consider.
CONFIRMATION EMAIL

Hi Andrew,
We have received your group request form and are excited to have your group here! Your group is on our calendar for **January 18th at 4 pm for 50 adults at $14 each**. We will contact you for your credit card information or you may pay by check. Please make checks out to U.S. Bank Stadium/SMG and mail them to U.S. Bank Stadium, Attn: Tours 1005 4th Street South, Minneapolis, MN 55415. Payments are due 2 weeks prior to your scheduled tour. Please enter through the Lower Pentair Gate located on the South side of the Stadium. For more information regarding your tour, you may check our website at [http://www.usbankstadium.com/stadium-tours/faqs](http://www.usbankstadium.com/stadium-tours/faqs).

If you have any other questions, please call **612-777-8776**. We look forward to working with you!

Dianna Delaney

---

From: Andrew Mack <andrewmack@hotmail.com>
Sent: Tuesday, October 25, 2016 3:12 PM
To: tours@usbankstadium.com
Subject: Fw: Vikings Stadium Tour Request for APA MN

Beth or To Whom it may Concern,

I'm looking to schedule a stadium tour date in January for a program for our organization.

Is there a limit on how many can be accommodated on the tour?

Would like to shoot for a tour time somewhere between 3-4:30 p.m. on Tuesday, Wednesday, or Thursday afternoon somewhere around the mid to late January.

Thank you and look forward to hearing back from you soon.

Best Regards,

Andrew Mack, AICP
Minnesota Chapter American Planning Association
Legislative & Law Committee Co-Chair
218-766-8993

---

From: Shannon Corrigan <scorrigan@usbankstadium.com>
Sent: Monday, October 24, 2016 10:27 AM
To: Andrew Mack
Subject: RE: Vikings Stadium Tour Request for APA MN

Hi Andrew,

You can email [tours@usbankstadium.com](mailto:tours@usbankstadium.com) or call 612-777-8776 to schedule a private group tour at U.S. Bank Stadium.

Best,

Shannon
Andrew Mack, AICP
218-766-8993

From: Shannon Corrigan <scorrigan@usbankstadium.com>
Sent: Friday, October 14, 2016 10:27:48 AM
To: Andrew Mack
Subject: RE: Vikings Stadium Tour Request for APA MN

Hi Andrew,

I’m in the office today.

Here is some more information about our larger club spaces:

- **Medtronic Club** is 11,555 square feet, and capacity in banquet configuration is 150. Main features of the space include natural stonework, a neutral color palette, fireplaces and a chef’s table. There are large couches and lounge furniture throughout the space, perfect for an upscale gathering with an executive feel. Medtronic is a two-story club, so has plenty of space for everyone to flow throughout the space.
  - All-inclusive rental rate: **$5,700**
  - Food and beverage minimum: **$6,500**

- **Hyundai Club** is 20,000 square feet, and capacity in banquet configuration is 370. Hyundai Club runs from the 30-yard line to the 30-yard line and feels very open and spacious, with a full glass wall (can open or close) facing the stadium field, and full wall of windows facing the north side (Gold Medal Park, Guthrie Theater). Would have plenty of room for your group and entertainment.
  - All-inclusive rental rate: **$8,500**
  - Food & beverage minimum: **$10,000**

- **Mystic Lake’s Club Purple** is 10,500 square feet, and capacity in banquet configuration is 310. This is our most contemporary, high-tech club. Located on the front (west side) of U.S. Bank Stadium, Club Purple offers a full view of the stadium field and has a wall of windows facing the downtown skyline. There is an outdoor patio and “couch” seating in the stadium bowl to offer excellent gathering spaces for your cocktail reception.
  - All-inclusive rental rate: **$5,000**
  - Food & beverage minimum: **$5,000**

- **Delta Sky360 Club** is 16,500 square feet, and capacity in banquet configuration is 320. This club is right on the field level, with full glass wall facing the stadium field – direct access to the turf. Delta Club is adjacent to the Vikings locker room and the Vikings interview room, so your guests will really feel like they are “behind the scenes”.
  - All-inclusive rental rate: **$7,400**
  - Food & beverage minimum: **$10,000**

- **FMP Club** (previously named Fire Club) is 11,600 square feet, and capacity in banquet configuration is 320. The FMP Club is located on the south side of the stadium, and guests can walk directly out to the stadium bowl to see the field. FMP Club features floor to ceiling video walls. Nice open space where everyone can be seated close. The FMP Club has LED lighting, so the color palate can be changed to fit your event.
  - All-inclusive rental rate: **$4,200**
  - Food & beverage minimum: **$5,000**

The rental rate is for an event up to 4 hours plus two additional hours to move in and one hour to move out. The rate also includes the use of in house furniture (game day furniture or banquet rounds) as well as basic staffing.

M Hospitality is our exclusive caterer, and I’ve included their catering menu for your reference.

Don’t hesitate to reach out if you have any questions or would like to discuss any of these spaces further.
Shannon,

Thanks for touching base. Would love to chat further. Are you in the office tomorrow or Friday? I'll be in the Twin Cities this weekend.

Best Regards,

Andrew Mack

218-766-8993

Hi Andrew,

My colleague Beth mentioned that you are looking to host a tour at U.S. Bank Stadium and may also be in need of some event space with your tour.

I’d be happy to share some information about our available event spaces and F&B options if you are interested in adding on an event in one of our clubs before or after the tour. With the club rental, we do offer discounted tours at $10 per person.

Best,

Shannon
Beth,

I am contacting you regarding the possibility of setting up a tour program for our organization. The Minnesota Chapter of the American Planning Association represents the primary group of professional city/county/township/regional/state and education planners in Minnesota. Details about our organization can be viewed at: http://www.planningmn.org/

It is my hope that I could visit/communicate with you about a simple guided tour of our new premier stadium facility. If it could still be arranged yet this fall that would be awesome. I need about 3-5 weeks lead time to get the word out to our 800+ members. Not sure how long a tour would take but, we normally do a learning program of about 60-90 minutes for our members.

Please let me know if this would be a possibility.

Best Regards,

Andrew Mack, AICP

Co-Chair APA MN Legislative &

Law Committee