



TTIA

Life's Better in a State of Travel

**REQUEST FOR PROPOSAL
2019 and 2020 TEXAS TRAVEL INDUSTRY ASSOCIATION TEXAS TRAVEL SUMMIT
HOST CITY & HOST HOTEL REQUIREMENTS**

Meeting Purpose: The annual TTIA Texas Travel Summit is the premier trends and innovation conference for the Texas travel industry. Travel Summit provides industry professionals the opportunity to network with other industry leaders and to learn about a vast array of travel and tourism industry topics including trends, marketing and promotions, innovations, best practices, new products and services, and more to help the industry grow and prosper. Our mission is to EDUCATE, INNOVATE, and COMMUNICATE.

Dates: The Texas Travel Summit is typically held from Monday-Wednesday with a Board Dinner and a few meetings held on the Sunday prior during the 3rd or 4th week in September. We may be able to consider early October as well, but prefer September.

Projected Attendance: We expect to have approximately 500+ in attendance. Attendance will also vary depending upon location and travel costs to attendees.

HOST CITY REQUIREMENTS:

To bid on the 2019 or 2020 Texas Travel Summit conference, Host City must:

- Be a TTIA member in good standing
- Provide bid packet with hotel and other venue information (including room specs, menus, floor plans, audiovisual pricing, and brochures). Bid must include a Summary Sheet outlining the dates, hotels, and activities proposed.

If chosen as the 2019 or 2020 host city, your CVB must:

- Sponsor a sit-down luncheon at the 2018 Texas Travel Summit (if hosting 2019) or 2019 Texas Travel Summit (if hosting 2020) (plated meal) – sole sponsorship of lunch estimated at \$18,000+ (depending on the experience created for the attendees). *Some host cities sponsored jointly with other organizations, possibly reduce sponsor amount to \$13,000+.* Host city to provide centerpieces for tables.
- Sponsor and Host the Sunday evening board dinner during the year of hosting including food, drinks, transportation, music and entertainment for 75 – 80 people – cost could be up to \$6,000+ (depending on the experience created for the attendee). *Can be sponsored by host city or jointly with other organizations. Count includes opportunity for 5+ local elected officials or host city's board members to attend.*
- Sponsor and Host the Opening Night Reception during the year of hosting on Monday (approximately 1.25-1.5 hours in length) including hors d'oeuvres, drinks (host bar), transportation, and music/entertainment (typically up to 425+ in attendance) – cost estimated between \$16,000-\$22,000+ (depending on the experience created for the attendee). *Can be sponsored by host city or jointly with other organizations.*
- Suggest venues other than host hotel that can possibly hold the Wednesday Night Awards Dinner Gala (typically 475+ in attendance), if requested. TTIA will coordinate and secure sponsors for event. Host to sponsor entertainment for the Awards Dinner.

If chosen as the 2019 or 2020 host city, your CVB must (continued):

- Provide complimentary continuous shuttle service during the specified program hours to the convention center if the meeting is not held in the host hotel.
- Designate a CVB liaison to work with TTIA for conference planning.
- Work with TTIA to market conference to local and surrounding areas.
- Designate a minimum of two people for assistance with conference registration where needed.
- Designate CVB liaisons on motor coaches to evening venues to explain what to expect, etc.

HOST HOTEL/CONVENTION CENTER REQUIREMENTS

Hotel/Sleeping Room Requirements:

- Must be a TTIA member in good standing.
- Must be a full-service property (contains bar and restaurant on site).
- Sleeping room rate to be same for single and double rooms. Rate to also be available two days prior and after event dates based upon space availability.
- Number of sleeping rooms to be blocked:
 - Saturday – 9 rooms (staff, including President/CEO and Board Chair)
 - Sunday – 120
 - Monday – 250
 - Tuesday – 250
 - Wednesday – 220
 - 48 of the above rooms listed for Sunday – Wednesday nights must be reserved for state employees at the prevailing per diem rate

NOTE: Page 5 shows a history of the room block pick up. New starting in 2018 will be moving the Awards Gala to Wednesday night which increases the room block from previous years.
- Sleeping room block cut-off deadline to be 2 weeks prior to event start date. 75% attrition (if attrition is required).
- Individual payment except those approved for master account by TTIA.
- Direct bill, no deposit required.
- Concession requests:
 - 1 complimentary upgrade to a VIP suite and amenity for Board Chair (Saturday – Wednesday).
 - 1 complimentary upgrade to a VIP suite and amenity for President/CEO (Saturday – Wednesday).
 - 1 complimentary Hospitality Suite to accommodate flow of up to 75-100 people for Monday, Tuesday, and Wednesday nights.
 - Complimentary suite upgrades for up to an additional 15 VIPs.
 - Up to 15 complimentary amenities for VIPs.
 - 13 complimentary or discounted rate rooms for TTIA staff and speakers OR 1 complimentary room per 40 room nights sold.
 - Complimentary WIFI in sleeping rooms.
 - Waive resort fees and offer discounted self-parking rates.

Meeting Space Requirements:

- **See excel spreadsheet for Meeting Space Requirements.**
- Complimentary meeting space with complimentary WIFI/Internet service (including in prefunction areas) plus one hardwire connection in General Session, breakout rooms, and Lunch/Dinner rooms at tech table. Must have enough bandwidth to accommodate group (500+ attendees, speakers, etc.) as many use their smart phones, iPads, tablets, laptops, etc. during the conference. TTIA also has an event APP that we encourage everyone to use throughout the conference.
- Complimentary water set ups in all meeting rooms with pads and pens on tables.
- Complimentary easels for all meetings based on inventory available.
- Must have space to accommodate a simultaneous luncheon and general session with the following specs in both rooms:
 - Rounds of 8 or 10 for 450-500 attendees - must have room to comfortably move in between tables (if the General Session can accommodate crescent rounds of 6 that would be ideal, if not we will use rounds of 8 or 10)
 - 16 x 24 x 2 stage (must have space behind stage for a backdrop and accommodate a panel up to six people on stage)
 - 2 large projection screens (prefer rear screen projection if possible)
 - Both rooms must be available 1-2 days prior to event date for AV and room setup
 - General Session room to have space for up to 40 classroom tables for vendor information in back of room, as well as space to accommodate three food/beverage stations in back of room (i.e. breakfasts, breaks, beverage stations, etc.). Fee to be waived for classroom tables and linens.
- Will have additional meeting space needs (see spreadsheet that lists sample specs).
- TTIA allowed to bring in own A/V equipment at no charge (projectors, laptops, remotes).
- TTIA allowed to bring in donated non-alcoholic beverages and have hotel serve them at various meal functions (e.g., bottled water, soft drinks, etc.) at no charge.

Additional Information to Send with Proposal:

- Catering menus
- Audiovisual pricing
- In-house menus
- Hotel restaurant menus
- Valet and self-parking fees (per day and per overnight)
- Airport shuttle information (if offered by hotel)

Additional Clauses to include in Contract:

- The room rate and other charges and fees specified in this agreement (plus applicable taxes) shall be the only mandatory fees or charges assessed by the Hotel in order for the Group's guest to check into a guest room.
- Hotel agrees to not offer other groups and call-in guests a room rate lower than Group's room rate over the event dates.
- Hotel will cross check group's attendee list to see if any rooms were made outside of the block and will count them towards group block commitment, including those that were made from a travel website.
- In the event the hotel must relocate any guests who have reserved rooms at the hotel under the TTIA room block, the hotel must first obtain TTIA's prior approval and upon TTIA's approval, must provide satisfactory financial compensation (e.g., one night's room expense at the relocated property for each guest displaced) to TTIA or the displaced guests and transportation to hotel if events occurring at the host hotel.

Please note that the TTIA membership is a price conscious group so the following items will be some of the deciding factors in the overall decision of where the conference will be held:

- Sleeping room and parking costs.
- Overall travel/hotel cost to attendees.
- Complimentary WIFI/Internet available in sleeping rooms and meeting space.

Deadline to receive proposals is April 30, 2018. Please send all bid proposals including include a Summary Sheet outlining the dates, hotels, and activities proposed to the following:

Jennifer Roush, Senior Director of Operations and Events
Texas Travel Industry Association
3345 Bee Caves Road, Suite 102 A
Austin, TX 78727
Email: jenniferr@ttia.org

For questions, please contact Jennifer Roush at 512-328-8842, extension 105.

TTIA TEXAS TRAVEL SUMMIT ANNUAL CONFERENCE HISTORY

Year/City	Room Night Pick-Up	Registrants (includes exhibitors and conference attendees)
2017 Arlington	8 on Saturday 130 on Sunday 225 on Monday 225 on Tuesday 3 on Wednesday	Approximately 385
2016 Houston	10 on Saturday 133 on Sunday 276 on Monday 249 on Tuesday 14 on Wednesday	Approximately 500 NOTE: New schedule format introduced.
2015 San Antonio	20 on Friday 49 on Saturday 217 on Sunday 236 on Monday 197 on Tuesday 5 on Wednesday	Approximately 462
2014 Galveston	24 on Friday 70 on Saturday 256 on Sunday 275 on Monday 231 on Tuesday	Approximately 437 Note: Last year to hold a Friends of Travel – Give Back event on Saturday morning at 8am. 1 st time to not have a Trade Show.
2013 Corpus Christi	25 on Friday 69 on Saturday 238 on Sunday 262 on Monday 214 on Tuesday 2 on Wednesday	Approximately 420 Note: Held a Friends of Travel – Give Back event on Saturday morning at 8am
2012 Austin/Bastrop	11 on Friday 58 on Saturday 206 on Sunday 236 on Monday 172 on Tuesday 6 on Wednesday	Approximately 413 Note: Held a Friends of Travel – Give Back event on Saturday morning at 8am
2011 San Antonio	4 on Friday 46 on Saturday 208 on Sunday 231 on Monday 209 on Tuesday 4 on Wednesday	Approximately 399
2010 Galveston	5 on Friday 49 on Saturday 212 on Sunday 218 on Monday 280 on Tuesday 1 on Wednesday	Approximately 337