



KANSAS TOURISM CONFERENCE INVITATION FOR PROPOSALS and EVENT BID SPECIFICATIONS

Statement of Purpose: The Travel Industry Association of Kansas and the Kansas Department Wildlife, Parks & Tourism—Tourism Division are partnering to produce an annual conference that brings tourism professionals and those who support the tourism industry through marketing, products, or services together with a focus on timely educational topics related to tourism and economic development; while promoting an atmosphere that fosters relationship building among attendees and the various sectors of the travel and tourism discipline across Kansas.

Proposals are being sought for the **2018 Kansas Tourism Conference**. **Proposals are anticipated to be submitted through coordinated community efforts of the local DMO** (Destination Marketing Organization) such as the Chamber, CVB, City in cooperation with lodging, meeting and attractions facilities to be considered. CVB's and DMO's that are TIAK members will be given preference. The *general* specifications for the conference are as follows:

The conference generally includes two breakfasts, two lunches, and three events. Evening event may be held off-site from Conference headquarters. Special consideration will be given to locations where the conference headquarters can accommodate the general session meetings and meal functions in separate rooms.

A **bid fee of \$5,000** will be required to host the Kansas Tourism Conference. In addition, the host community will be responsible for **one of the three evening event** to showcase their community.

Consideration will be given for creativity, regional partnerships and willingness to commit local resources, including staff and volunteer support, in hosting the event. Provide transportation information that may be relevant in bringing presenters to the conference, including nearest airport, local air shuttle service, etc.

Conference Date

The conference is two and one-half days in length. The preferred dates are Monday through Wednesday, in either September, October or November. The committee will consider other dates if there is a significant savings to be realized in room rates, facility costs, and so forth or if there is an opportunity to coordinate with other event(s).

Basic Requirements

Accommodations

1. A minimum of 80-95 quality sleeping rooms will be required for each night of the conference. Actual room pick-up will be approximately 225 room nights. Rooms do not have to be in the same facility but preference will be given to properties that can accommodate all sleeping room requirements. One property should be the designated headquarter facility and all other proposed accommodations should be included in this proposal. If multiple facilities are used, adequate transportation to the conference facility and between hotels will be provided at the cost of the host community.
2. Allowance should be made for a minimum of one complimentary room per 30 room nights utilized; reduced rates for presenters' and staff rooms throughout the conference; and 2-3 room upgrades for designated VIP's.

2015 Room Flow

Date	Actual Room Pick-up
Sunday	12
Monday	87
Tuesday	89
Wednesday	67
<i>Totals</i>	255

2014 Room Flow

Date	Actual Room Pick-up
Saturday	11
Sunday	90
Monday	88
Tuesday	52
<i>Totals</i>	241

Meeting Space

1. Although an 'under one roof' approach is optimal, consideration will be given to creative proposals using multiple venues. General meeting rooms must concurrently accommodate 180 people banquet style, preferably at rounds, and 180 classroom style; Meeting rooms do not have to be in the headquarter facility (if meeting rooms are off-property, transportation must be provided by host community). A minimum of 3 to 5 additional rooms for break out sessions, with classroom style seating of 30-50 each is needed. Finally, a secured room for office and storage for conference organizers is required at no cost.
2. In addition, we will need room for auction display generally requires 450 square feet of space and may be incorporated into the general session or dining area throughout the conference. The auction area needs to be in a securable room, as items will remain in place throughout the conference.
3. Finally, we will need space and tables for 15-30 exhibitors, with some access to electricity. These tables will need to be either in the room where meals are served or in a hallway where there will be considerable conference traffic.

Food & Beverage Service

1. Adequate food preparation and service facilities to prepare and serve quality meals for up to 200 pp within the time periods specified is required.
2. Sufficient round tables, chairs, linens for meal service for 200 pp – in addition to general sessions is required.

Shipping & Receiving

- 1) Complimentary receipt, storage and delivery of meeting materials will be provided by meeting facility.

Lodging/Meeting Facility Proposal – Specific Components

Proposals must be submitted in writing from each interested facility to include:

1. Number of sleeping rooms that will be blocked for the conference and the block release date.
2. A firm quote on room rates.
3. Provision for one complimentary room per 30 room nights utilized, plus reduced rates for speakers' rooms throughout the conference.
4. Detail of meeting facilities that will be blocked with facility diagram and room names and actual capacities chart.
5. Sample menus and meal price quotation details.
6. List of linens that will be available.
7. List of audio-visual equipment that will be available.
8. Sizes and availability of tables for the auction and exhibitors
10. Any special considerations the hotel will offer in addition to those outlined in this RFP

Note: A previous conference agenda is attached to this proposal to provide you with a working knowledge of our event.

DMO Services & Support Proposal – Specific Components

The proposal should include a description of services and sponsorships that will be provided by the local City, Chamber and or CVB. The host community is responsible for developing and providing one evening event for the conference. The host community must provide transportation to this event, if needed. The event should be designed to showcase the host community and may be paid for by in-kind contributions or sponsorships solicited by the host community.

The host community shall have one member on the Conference Sponsorship Committee.

The host community should designate one or more staff persons who will be on the conference planning committee for three years, one year prior to hosting, host year, and one-year post host conference year.

Other items that could be included are registrations services, registration bags, promotional publications, such as travel guide or brochures that may be used to market conference registration, and transportation for speakers and guests.

Additionally, your proposal should:

1. Suggest a theme for the conference.
2. Propose an outline for events, including special activities and events.
3. Include list of prospective local sponsors you are willing to contact.
4. Include letter of support from your DMO (Destination Marketing Organization, as Chamber, CVB, City or County)
5. Include a city or area map, if separate facilities are being proposed.

Written Proposals and Ranking by the Committee

Your written proposal should be delivered to the TIAK address listed below, no later than the close of business, **Monday, August 15, 2016.**

Based on the written proposals received, the Site Selection Committee will rank the proposals and choose the number one ranked community with which to negotiate.

The Negotiation Procedure

The negotiation procedure **may** include an on-site visit by planning committee members, on a date to be determined. The community may need to provide 2-3 complimentary lodging accommodations for that date.

A site inspection would include:

1. Viewing the property(ies) sleeping and meeting rooms.
2. Meeting with hotel and catering management, reviewing and sampling menus.
3. Reviewing attractions and, where practical, sampling recommended events.

If an agreement cannot be reached with the number one ranked community, the committee will terminate negotiations with that community and approach the number two-ranked community, and so forth.

Final Note: Since many items do not copy well or are unreadable after duplication, we ask that you please submit 3 copies of your proposal to conference headquarters.

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