



## REQUEST FOR PROPOSAL Annual Partner Meeting

**December 3 - 7, 2019**

**December 1 -5, 2020**

**alternate dates will be considered**

**2021 & 2022 to be considered after 2019 awarded**

### **Organization:**

Travel Alliance Partners, LLC® (TAP) is an organization of North American tour operators who have joined forces to create a very distinct organization, whose main purpose is to create tour product that is entertaining, exclusive, and fairly priced for consumers. Through buying power, created by volume purchasing, the promotion of each company's tours through the network of Partner-owners, and its diverse menu of tours and exclusive components, each TAP member enhances profitability and supplier reliability. TAP members' list of tours and options include the opportunity to offer a large array of Guaranteed Departures.

### **Objective:**

To organize the meeting of the Board of Directors of Travel Alliance Partners, LLC, its owner-partners and potential suppliers. Meal functions are organized to maximize networking between Partners and Suppliers.

### **Contact:**

Company:	Travel Alliance Partners
Primary Contact:	Stefanie Gorder, CTP, DS - Executive Director (ext. 4)
Secondary Contact:	Tracy Gruber, CTP – Meeting Coordinator (ext. 3)
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Email:	TapDance@TravelAlliancePartners.com
Website:	www.TAPintoTravel.com

Please contact via E-mail or Phone

### **Timeline for Submissions:**

2019 Proposal requested by: November 1, 2017

2020 Proposal requested by: June 1, 2018

*TAP reserves the right to award meeting contract prior to proposal requested by date based on submissions.*

**TAP Partners (effective June 2017):**

*see [www.TAPintoTravel.com](http://www.TAPintoTravel.com) for more info*

AdVance Tour & Travel, Ozark, MO  
Alki Tours, Seattle, WA  
All American Tours, Inc., Ellington, MO  
Anderson Vacations, Calgary, AB  
Atlantic Tours, Ltd, Halifax, NS  
Burlington Trailways, West Burlington, IA  
Citizen Auto Stage Co. | Gray Line of Tucson, Tucson, AZ  
CTN Travels, Midland, NC  
Custom Holidays, Allen Park, MI  
Durgan Travel Service, Stoneham, MA  
Ed-Ventures, Rochester, MN  
Fancy Free Holidays Inc., Naperville, IL  
Image Tours, Inc., Grand Rapids, MI  
Joy Tour & Travel, Inc., Cincinnati, OH  
Leisure West, Brighton, CO  
Let's Go Travelin', Hermitage, TN  
Main Street Experiences, Lakewood, CA  
Mid Atlantic Receptive Services, Arlington, VA  
OregonWest Excursions, Salem, OR  
Shebby Lee Tours, Inc., Rapid City, SD  
Shenandoah Tours, Staunton, VA  
Southwest Adventures Tours, Cedar City, UT  
Sports Leisure Vacations, Sacramento, CA  
Sports Travel and Tours, Hatfield, MA  
Talbot Tours, Inc., San Jose, CA  
Tri-State Travel, Galena, IL  
Twin Travel Concepts, Kinderhook, NY  
Wade Tours, Schenectady, NY  
Western Leisure Inc., Midvale, UT

**General Overview of Proceedings:**

Tuesday	TAP Headquarters and Pre-Night Arrivals (Monday is required for staff)
Wednesday	Partners Arrive, Committee Meetings 7am – 6pm and Evening Dinner Program hosted by DMO or community partners
Thursday	Full Day Partner Meeting 7am – 6pm and Evening Program hosted by DMO or community partners
Friday	Full Day Partner Meeting 7am – 6pm and Evening Program hosted by DMO or community partners

Saturday TAP Gives Back Program and all depart (may be merged with a lunch program on Thursday or Friday). **Note: DMO may host a post FAM for Partners.**

#### Flow by Day - Meeting Space Required:

	Rooms	Meals	Set Up	Notes
<b>Tuesday</b>	7	No	None	TAP Headquarters Arrive
<b>Wednesday</b>	50	No	3 rooms up to 16 / 1 up to 25 / U Shape for 50	Breakout Sessions
<b>Thursday</b>	50	Breakfast / Lunch	U Shape for 50	
<b>Friday</b>	50	Breakfast / Lunch	U Shape for 50	
<b>Saturday</b>	0	No	None	Departure

Other years follow similar pattern (week after US Thanksgiving)

*U-Shape room set up and prefer 6-foot tables with two chairs each, water/coffee/snack service AM & PM, need internet connection, screen, microphones, etc. (see diagram on the last page).*

#### AV Requirements

1. Power for two (2) laptops
2. Projector (1)
3. Screens (2)
4. Podium & Wireless Mic
5. Mixer
6. Up to 25 microphones
7. Sound (House)
8. VGA Switch
9. TAP laptop runs Audacity 1.3 for recording purposes
10. If sponsors of meals need AV, request podium, wireless mic, projector and screen be provided.

#### General Requests & Sponsorship Considerations:

1. TAP would prefer CVB/DMO who are Guild Members or active PPTPs and that hotels that have been represented at previous TAP DANCES and/or are affiliates of a TAP Preferred Hotel Partner. If this is not available, TAP would consider other properties willing to work with the organization.
2. TAP would request that the hotel, and/or CVB/DMO and/or partners would host the hotel rooms. If the hotel is unable to host tour operator partners, TAP is hopeful that the DMO / PPTPs would be willing to host the costs, or provide an industry rate of less than \$79/night.
3. TAP requests that the hotel, and/or CVB/DMO, and/or partners would sponsor the cost of the Meeting Space, Breakfast and Lunch for all meeting days, AM and PM Snacks, AV services and daily internet connections in meeting and guest rooms.
4. TAP would request that all dinners (Tuesday-for early arrivals, Wednesday, Thursday and Friday) be sponsored by local attractions or restaurants that are supportive of the applying

CVB/DMO. This will allow an opportunity to have TAP experience the area. Please note that our business comes first, so events should be scheduled after 6:30 with a return to the hotel by 9:30 PM. Timing may need to be adjusted based on the event and/or agenda which cannot be forecasted at this time.

5. TAP would request that ALL transportation be sponsored by the Host Hotel, local CVB / DMO or a partner company to either. (to/from airport and hotel, evening activities, fam, etc.)
6. Travel Alliance Partners will provide the host community the option to provide an educational event for 2 hours about the region of the meeting with local tourism officials and/or attractions to educate TAP Partners. It is recommended this take place during one of the evening events.

#### **Criteria for selecting cities for event:**

- ☞ Participants in TAP DANCE any time between 2006 to 2017
- ☞ Preferred Partners: Guild Members / PPTPs
- ☞ Preferred Hotel Partners or TAP Approved Services
- ☞ DMO Participation – city and/or state
- ☞ DMO Financial Incentives / Considerations
- ☞ Hub City

#### **Past Locations:**

- |        |                    |
|--------|--------------------|
| ☞ 2006 | New Orleans, LA    |
| ☞ 2007 | Grapevine, TX      |
| ☞ 2008 | Indianapolis, IN   |
| ☞ 2009 | Portland, OR       |
| ☞ 2010 | San Antonio, TX    |
| ☞ 2011 | Spokane, WA        |
| ☞ 2012 | Kansas City, MO    |
| ☞ 2013 | Baton Rouge, LA    |
| ☞ 2014 | Virginia Beach, VA |
| ☞ 2016 | Minneapolis NW, MN |
| ☞ 2016 | Pearland, TX       |
| ☞ 2017 | Portland, OR       |
| ☞ 2018 | Frankenmuth, MI    |

The Travel Alliance Partners is an organization that believes in partnerships and we understand not all proposals submitted may contain our requested services or available dates. We encourage PPTPs to submit proposals based on what can be included to host an all member Annual General Meeting. All proposals will be reviewed.



## Partner Meeting

### City State

Partner Meeting: Dates

7:00 AM to 6:00 PM

Set up : Date

### SAMPLE SET UP

- Computers—need power
- Microphones
- Mixer

Skirted 8 foot tables.

#### Also require

- 6 foot skirted table behind President
- 2—6 foot skirted tables in room for collateral (inside back)
- All coffee service / breaks inside room
- Extra chairs for guests at back of room

*\*TAP laptop runs Audacity 1.3 for recording purposes*

*\*\*Projector cord must be able to reach the Executive Director*

*\*\*\*The number of tables may change based on how many partners register for the meeting.*

