



REQUEST FOR PROPOSAL Board of Directors Meeting

Third Week – Avoiding Holidays

March & August 2018

March & August 2019

March & August 2020

March & August 2021

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)
Address:	PO Box 221666 Anchorage, AK 99522
Phone:	907-243-7125, extension 3 - Meetings
Fax:	907-202-5273
Email:	tapdance@TravelAlliancePartners.com
Website:	www.TAPintoTravel.com

Time Line Submissions:

2018 Proposals: Submissions will be reviewed immediately.

2019, 2020 & 2021 proposals: All submissions received will be reviewed upon receipt

Profile:

The TAP Board of Directors represents the visionary core of Leadership for the organization. They include the who's who of mid-sized to large tour operators in North America. Board members have and continue to participate in national leadership positions in both the American Bus Association and the National Tour Association, including positions such as past chairmen/president.

Board of Directors (as of January 2017)

President	Kevin Murphy, CTP	Sports Leisure Vacations, Sacramento, CA
Secretary/Treasurer	Richard Arnold	Atlantic Tours Limited, Halifax, NS
Vice President of Legal/ Membership	Richard Durgan	Durgan Travel, Stoneham, MA
Vice President of Marketing	Nick Calderazzo, CTP	Twin Travel Concepts, Kinderhook, NY
Vice President of Products	Jack Hintz, CTP	Fancy-Free Holidays, Naperville, IL
At Large Director	David Burns	All American Tours, Ellington, MO
At Large Director	Jim Warren, CTP	Anderson Vacations, Calgary AB

Requested Dates:

Please be specific in your proposal as to which meeting dates are included in the bid. We always come in on a Tuesday and out on a Friday. If several weeks are available, please provide all available dates that match this format in March and August.

Peak Attendance Guest Rooms: 12 (used 9 in 2016 & 2017)

TAP will consider alternate dates as long as they do not conflict with other conferences or proposed dates during peak tour season. Depending on location, TAP may require up to 4 pre-night rooms.

General Overview of Proceedings:

Monday:	TAP Headquarters Arrives
Tuesday:	TAP Operators Arrive. Optional hosted Evening Dinner program for early arrivals
Wednesday:	Board Meeting 7am-6pm & hosted Evening Dinner/Program
Thursday:	Board Meeting 7am-6pm & hosted Evening Dinner/Program
Friday:	Departure

The TAP strategic Planning Session will take place in August 2018 & 2021 and needs to include an additional one night stay with arrivals on Monday and full day meetings Tuesday, Wednesday & Thursday. Depending on location, pre-nights may be required by staff and the TAP President on Sunday (3 rooms). **Please make sure the August 2018 & 2021 proposals include extra 5 guest rooms Tuesday and Wednesday, meals and meeting space as needed.**

Flow by Day - Meeting Space Required:

	Rooms	Meals	Set Up	Notes
Monday	7	No	None	Staff Arrives
Tuesday	12	Optional Dinner Program	None	TAP Member Arrivals
Wednesday	12	Breakfast / Lunch / AM & PM Breaks /Dinner Program	U Shape for 12	
Thursday	12	Breakfast / Lunch AM & PM Breaks / Dinner Program	U Shape for 12	
Friday	0	No	None	Departure

AV Requirements

1. Power for two (2) laptops
2. Projector
3. Screen
4. Podium & Mic
5. Mixer
6. Up to 10 microphones
7. Sound (House)
8. TAP laptop runs Audacity 1.3 for recording purposes if needed
9. Room size may not make mic and mixer a necessity as board meeting do not require recording but it helps our secretary.

General Requests & Sponsorship Considerations:

1. TAP would prefer CVB/DMO who are Guild Members or active PPTPs as well as 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 meetings 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) be sponsored by local attractions or restaurants that are supportive of the applying CVB/DMO. This will allow an opportunity to have TAP Board Members 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.

General Requirements:

1. Accommodation for 12 (only 7 rooms utilized in 2016 and 2017)
2. Breakfast/Lunch/Dinner: Largest Meeting: 12
3. No. Concurrent Meeting Rooms: 1
4. Largest Meal Function: 12
5. Exhibits/No. Booths: 0

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:

SPRING (March)

2010 Quebec City
2011 Ocean City, MD
2012 Marin, CA
2013 Yuma, AZ
2014 Myrtle Beach, SC
2015 Burlington, VT
2016 Houma, LA
2017 Atlantic City, NJ

SUMMER (AUGUST)

2008 Reno, NV
2009 Myrtle Beach, SC
2010 Detroit, MI
2011 Milwaukee, MI
2012 Chicago, IL
2013 Columbus, OH
2014 Eugene, OR
2016 Pittsburgh, PA
2015 Springfield, MA
2017 Eureka Springs, AR

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 this meeting as all proposals will be reviewed.



Board of Directors Meeting

City, State

Board of Directors Meeting: Dates

7:00 AM to 6:00 PM

Set up : Date

Skirted 8' foot tables requested. Also require extra 6' foot table behind President & possibly 2 extra chairs for guests.

Projector to be used with TAP laptop and must have a cord that will reach to the Executive Directors laptop.

SAMPLE SET UP

- Computers—need power
- Microphones
- Mixer

