



REQUEST FOR PROPOSAL

June 6-11, 2020

June 12-17, 2021

June 11-16, 2022

June 10-15, 2023

June 15-20, 2024

**Alternate June dates may be suggested
(holidays and IPW should be avoided)**

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 member's list of tours and options include the opportunity to offer a large array of Guaranteed Departures.

Objective:

To organize and hold an annual meeting of the Travel Alliance Partners, LLC dubbed, TAP DANCE; the meeting will include sessions for the General Partners, appointments between owner-partners and potential suppliers, and meal functions that are organized to maximize networking between Partners and Suppliers (referred to as PPTP's – Preferred Professional Travel Providers). TAP Dance is the most innovative business event in the hospitality industry.

Contact:

Company:	Travel Alliance Partners LLC®
Primary Contact:	Stefanie Gorder, CTP, DS – Executive Director
Meeting Contact:	Tracy Gruber, CTP – Meeting Coordinator
Address:	Box 221666 Anchorage, AK 99522
Phone:	907-243-7125, ext 3 – Meetings – Tracy
Fax:	907-202-5273
Email:	TapDance@TravelAlliancePartners.com
Website:	www.TAPintoTravel.com

Please contact by e-mail & phone

Time Line for Submissions:

2019 & 2020 Proposal needed by: ASAP

2021-2024 Proposal needed by: November 1, 2018

TAP reserves the right to award contracts prior to proposal requested by date based on submissions.

TAP Partners (effective June 2017):

See 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
- Shabby 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

Requested Dates based on dates provided:

	Day	Who	# of Rooms	
Arrival:	Wednesday	TAP Headquarters	1	
	Thursday	TAP Headquarters	3	
	Friday	TAP Headquarters & Operator Pre	7	
	Saturday	Tour Operators Plus Headquarters	45	
	Sunday	Tour Operators Plus Headquarters	45	
	Sunday	Delegates (direct book)	185	
	Monday	Tour Operators Plus Headquarters	45	
	Monday	Delegates (direct book)	185	
	Tuesday	Tour Operators Plus Headquarters	45	
	Tuesday	Delegates (direct book)	185	
	Wednesday	Tour Operators Plus Headquarters	45	
	Wednesday	Delegates (direct book)	185	
	Wednesday	BET on TAP Delegates	15	
	Thursday	TAP Headquarters	3	
	Departure:	Thursday	Tour Operators & Delegates	
		Friday	TAP Headquarters	
Peak Nights:	Sunday – Wednesday Night			

Pre/Post Room Nights needed for approximately 10 rooms for three days pre and post. *Although this has increased over the years.

Peak Attendance Guest Rooms: 275 (Wednesday night with Operators, Delegates & BET on TAP)

Tour Operators, TAP Headquarters, and BET on TAP Program to be manifested by TAP Headquarters by 30 days prior. Manifest will clearly notate all special requests, positions and payment terms per room. PPTP Delegates will utilize hotel reservations phone or online system. We request two separate blocks be set up: 1.) TAP Partners and 2.) TAP PPTPs to monitor.

Note: Tour Operator suites MUST be assigned and final by 30 days prior as the appointments will take place in the suites. There can be no changes made to these rooms due to meeting schedules.

TAP will consider alternate dates as long as they do not conflict with other conferences (specifically IPW) or are proposed during peak tour season.

General Overview of Proceedings:

- Wednesday: TAP Headquarters Arrive
- Saturday: Partners Arrive & Afternoon Meetings are held (evening hosted off site)
- Sunday: All Day Partner Meeting 7am-6pm Attendees Arrive, TAP Mingle and Private Evening Event (possibly off site)
- Monday: Breakfast, Meetings, Lunch, Opening Reception and Dinner (off site)

Tuesday: Breakfast, Meetings, Lunch & Community Night & Dinner (off site)
Wednesday: Breakfast, Lunch, Meetings, Closing Night Dinner
BET on TAP delegates arrive
Thursday: TAP Marketplace, Post FAM (Pre FAM may be suggested)
Departure for balance of attendees

Agenda Flow by Day:

See Chart – **TABLE # 1**

Requests:

1. Up to 45 Partner Suites are to be lounge on door side with private sleeping area (meetings are conducted in all Partner Suites) to be sponsored by the local hosting destination and/or Host Hotel. Only one Partner Suite per member company will be hosted, if second room is required, member company will pay. Note – in 2017, 29 suites were utilized for tour operators.
2. If suites are not suitable for privacy, it is requested that a 2nd room for Partners be sponsored by the local hosting Destination for up to four days. If 2nd room is utilized, the rooms must be configured to be a “meeting area” with the beds removed and be on the same floor as the sleeping rooms.
3. It is our request that up to three staff rooms including night pre/post nights be sponsored by the local hosting Destination and/or local sponsors.
4. Approximately 185 Regular rooms for PPTPs are to be in same hotel or within walking distance of suite hotel - TAP is hopeful that the regular room rate would be \$85 to \$119/night.
5. It is requested that the Local Hosting Destination coordinate local or regional sponsorship for a first night’s dinner & function in the area (Kick- off Event).
6. It is requested that the Local Hosting Destination coordinate local or regional sponsorship for a second night’s dinner & function in the area (Community Night).
7. It is requested that the Host Hotel provide complimentary meeting space.
8. It is our request that a Hospitality Suite be provided by the Host Hotel complimentary to accommodate up to 100 people daily, the entire length of the stay as well as full AV, and Internet connections in all meeting and Partner/staff guest rooms.
9. It is our request that storage space be available in a small host hotel meeting room from one week prior to the event to the day after. The room needs to be large enough to store arriving boxes (approximately 100), utilize for creating the registration bags and other staff usage.
10. It is requested that the Host Hotel and/or the local hosting Destination sponsor all requested transportation services. (airport, FAM, evening events, etc.)
11. Local Destination Management Organization will sponsor a luncheon for 275 at TAP DANCE (two years prior). DMO can work direct with hotel for services and payment.
12. Local Destination Management Organization will sponsor the final Dinner for 300 at TAP DANCE (year prior). DMO can work direct with hotel for services and payment.

13. Local Destination Management Organization will sponsor the “Spa Boys” program on Day 4 (year after) at \$2,500 and provide two robes with their destination logo.
14. It is requested that the local Destination Management Organization work with local PPTPs to provide a TAP Dance FAM open to both TAP Partners and PPTPs and a regional Buyers Educational Tour for TAP Partner clients.

Meeting Space Required:

- ☞ Accommodation for 250 – 275
- ☞ Breakfast / Lunch / Dinner Style Largest Meeting for 275
 - ☞ 45-50 Tables of 8-10 over settings
- ☞ Concurrent Meeting Rooms: 4 (Partner meeting days only, otherwise main dining for remainder)
- ☞ Largest Meal Function: 300 (final night TAP Dance with BET on TAP delegates)
- ☞ Exhibits/Booths: 0

Past Group History

Attendance 125 – 2006 - Little Rock, AR	Attendance 260 – 2012 – Shreveport-Bossier, LA
Attendance 200 – 2007 - Palm Springs, CA	Attendance 264 – 2013 – Norfolk, VA
Attendance 240 – 2008 – Girdwood, AK	Attendance 248 – 2014 – Reno, NV
Attendance 245 – 2009 – Rapid City, SD	Attendance 262 – 2015 – Oklahoma City, OK
Attendance 250 – 2010 – Branson, MO	Attendance 257 - 2016 – Duluth, MN
Attendance 275 – 2011 – Louisville, KY	Attendance 232 – 2017 – Tucson, AZ

General Requirements

1. TAP, LLC reserves the right to make adjustments to this scheduled as needed or changed by Board of Directors and/or Members.
2. Partner meeting rooms on Saturday and Sunday must be in the same room with access on Saturday by 10:00 AM. (see Table. 3)
3. Anticipated AV Needs (see Table. 2)
4. Operator meeting rooms on Monday, Tuesday & Wednesday must be assigned at 30 days prior and not adjusted. *There can be no room changes as it impacts printed delegate materials.*

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

Agenda – Based on traditional time line and may change (Table. 1):

			Suites	Regular
			Needed	Rooms
From Monday Prior	Pre	TAP Headquarters	0	0
12A to 11:59 PM	Storage and Work Room	Usage for TAP HQ – 500 square feet		
Wednesday	Storage and Work Room	TAP HQ on site (1)		1
Thursday	Storage and Work Room	TAP HQ on site (3)		3
Saturday	Day One	Meal Venue, Size, Special Needs	45	20
9:00 AM - 6:00 PM	Operators- Airport Transfers	Airport Volunteers Needed		
1:00 – 3:00 PM	Partner Registration	Hospitality Suite Needed		
10:00AM – 6:00 PM	Partner Meetings	4 Rooms / Areas for up to 20 for 3 and one 3,000 Sq Feet – U Shape for 60		
6:00 – 10:00 PM	Hosted Dinner (sponsored)	Off Site - Private Room - 7 Tables of 8		
Sunday	Day Two		45	185
9:00 AM – 6:00 PM	PPTP Airport Transfers	Airport Volunteers Needed		
7:00 AM	Partner Breakfast	Hosted on Site 8 rounds for 8 each		
8:00 AM – 12:25 PM	TAP Partner Meeting	3000 Sq. Feet - U shape for 60		
10:00 – 6:00 PM	Registration	Hospitality Suite and Volunteers Needed		
12:30 – 1:30 PM	Partner Lunch	Hosted On Site 8 Rounds for 8 each		
2:00 – 6:00 PM	TAP Partner Meeting	3000 Sq. Feet - U shape for 60		
6:15 PM	Local Sponsor Reception	Cocktail Reception Only - Table Top for Local Sponsors – Off Site or On		
7:00 PM	Dine Arouds or Mingle	Off Site - Dining Guide Needed		
7:30 – 8:30 PM	Late Registration	Hospitality Suite Needed (Large)		
10:00 PM-TBD	Hospitality Suites	Hospitality Suite Needed (Large)		
Monday	Day Three		48	185
6:30 – 7:00 AM	Kick Off Breakfast Buffet	Room Large enough for 45 Tables of 10		
9:30 – 11:00 AM	TAP University	Room for 275 Theatre Style		
11:00 – 12:25 PM	Appointments	In Hotel Two Room Suites		
11:00 AM – 5:30 PM	Daytime Hospitality	Hospitality Suite Needed		
12:30 – 1:45 PM	Lunch	Room Large enough for 45 Tables of 10		
2:00 – 5:00 PM	Appointments	In Hotel Two Room Suites		
6:15 PM	Transfers to PM Event	Off Site for 275 Attendees		
7:00 PM	Community Night	Hosted and Funded by Host Community		
10:00 PM-TBD	Hospitality	Hospitality Suites Needed (Large)		
Tuesday	Day Four		48	185
6:30 AM	Breakfast Buffet	Room Large enough for 45 Tables of 10		
9:00 AM – 12:25 PM	Appointments	In Hotel Two Room Suites		
9:00 AM – 5:30 PM	Daytime Hospitality	Hospitality Suite Needed		
12:30 – 1:45 PM	Lunch	Room Large enough for 45 Tables of 10		
1:00 PM	Transfer to PPTP Event	Off Site		
2:00PM – 5:30 PM	PPTP Event	Off Site (TBA)		
6:15 PM	Transfers to PM Event	Off Site for 275 Attendees		
7:00 PM	Evening Event	Hosted and Funded by DMO		
10:00 PM-TBD	Hospitality Suites	Large Hospitality Suite Needed		

			Suites	Regular
			Needed	Rooms
Wednesday	Day Five		48	200
7:00 AM	Breakfast Buffet	Room Large enough for 45 Tables of 10		
9:00 AM – 12:25 PM	Appointments	In Hotel Two Room Suites		
9:00 AM – 5:55 PM	Daytime Hospitality	Hospitality Suite Needed		
12:30 – 1:45 PM	Lunch	Room large enough for 45 Tables of 10		
2:00 – 5:55 PM	Appointments	In Hotel Two Room Suites		
6:00 PM	Reception	On Site for up to 300 Attendees		
7:00 PM	Dinner	45 Tables of Ten		
8:00 PM	Program	Hosted and Funded by next year site		
11:00 PM	Hospitality Suites	Large Hospitality Suites Needed		
Thursday	Day Six		3	
All Day	Transfer for Delegates	Airport Volunteers Needed		
7:00 – 8:00 AM	Showcase & Breakfast	Room large enough for 15 tables of 10		
8:00 – 10:30 AM	TAP Marketplace	Room large enough for up to 150 with 25 tables on exterior & 6 tables of 10 interior		
11 Noon	Depart for Post Fam	Post Fam Delegates (fee)		

Anticipated AV needs (Table. 2):

Saturday - Day 1	
Session: Board & Staff Meeting and Afternoon Partner Meeting	Qty
Conference Microphone System (15-18 table mics – on stands)	25
Wired Podium Mic	1
Wireless Handheld Mic	1
Audio Mixer	1
Sound	1
Projection Screen	2
LCD Projector	1
VGA Switch	1
All required cables & adapters	
Sunday - Day 2	
Session: Partner Meeting	Qty
Conference Microphone System (15-18 table mics on stands)	25
Wired Podium Mic	1
Wireless Handheld Mics	1
Audio Mixer	1
Sound	1
Projection Screen	2
LCD Projector	1
VGA Switch	1
All required cables & adapters	
Session: TAP Sponsor Reception (if on site)	Qty
Wireless Handheld Mic	1
Sound	1
Session: TAP Mingle Event (if on site)	Qty
Wireless handheld Mic	1
Sound	1
Monday - Day 3	
Session: Breakfast & Lunch	Qty
Wired Podium Mic	1
Wireless Handheld Mics	2
Audio Mixer	1
Sound	1
Projection Screen	2
LCD Projector	1
VGA Switch	1
Stage (16' x 24' x 36')	1
OPTIONAL: "Tap Dance" Gobo	1
All required cables & adapters	1
Session: TAP University - (if in a different room)	Qty
Wired Podium Mic	1
Wireless Handheld Mic	1
Audio Mixer	1
Projection Screen	2

Stage Lighting System	1
LCD Projector	1
VGA Switch	1
Stage (16' x 24' x 36')	1
OPTIONAL: "Tap Dance" Gobo	1
All required cables & adapters	1
Tuesday - Day 4	
Session: Breakfast	Qty
Wired Podium Mic	1
Wireless Handheld Mic	2
Audio Mixer	1
Sound	1
Projection Screen	1
LCD Projector	2
Stage Lighting System	1
VGA Switch	1
Stage (16' x 24' x 36')	1
OPTIONAL: "Tap Dance" Gobo	1
All required cables & adapters	1
Wednesday - Day 5	
Session: Breakfast, Lunch, and Dinner	Qty
Wired Podium Mic	1
Wireless Handheld Mic	2
Audio Mixer	1
Sound	1
Projection Screen	2
LCD Projector	1
Stage Lighting System	1
Video Mixer	1
Stage (16' x 24' x 36')	1
OPTIONAL: "Tap Dance" Gobo	1
All required cables & adapters	1
Thursday - Day 6	
Session: Breakfast & TAP Marketplace	Qty
Wired Podium Mic	1
Wireless Handheld Mic	2
Audio Mixer	1
Sound	1
Projection Screen	2
LCD Projector	1
Stage Lighting System	1
Video Mixer	1
Stage (16' x 24' x 36')	1
OPTIONAL: "Tap Dance" Gobo	1
All required cables & adapters	1

Tentative Room Layout – Partner Meeting on Saturday & Sunday (Table. 3)



Partner Meeting

7:00 AM to 6:00 PM

Sound check : by 10 AM

TAP HQ Meetings begin at 10:30 AM

- Computers—need power
- Microphones
- Mixer

SAMPLE SET UP:

Skirted 8 foot tables (6 foot will work with notification)

Also require

- 6 foot skirted table behind President
- 4—6 foot skirted tables in room for collateral (inside back)
- All coffee service / breaks inside room
- Extra chairs for guests at back of room
- In some cases, two screens will be needed
- Mixer can be placed in front of Executive Director if no tech needed

**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.*

