



PENNSYLVANIA BUS ASSOCIATION

4405 North Front Street • Harrisburg, PA 17110 • (717) 236-9042 • Fax (717) 236-1391 • www.pabus.org

Bid Specs for PBA Annual Meeting For Convention & Visitors Bureaus

PBA accepts proposals for the annual meeting from a convention and visitors bureau, or like organizations. We are unable to accept Annual Meeting proposals from individual hotels. However, proposals should include all hotel properties interested in submitting overnight room rates.

The Pennsylvania Bus Association holds an Annual Meeting for its members in mid-June. Hosting PBA's Annual Meeting is a great opportunity for the area to showcase hotels, destinations, activities etc. that a motorcoach operator can sell to their customers.

The Annual Meeting is traditionally a casual event with tours during some days and planned evening functions. It is a friendly get-together of PBA members and should not be considered a "trade show;" it is an opportunity to get to know the PBA motorcoach operators so that attendees, both operator and supplier, have a face to put with a name.

The following are details of the function for your planning purposes:

<u>Item</u>	<u>Description</u>
Bid Submission Deadline:	The area CVB needs to submit a bid for consideration by PBA's Board of Directors to approximately 15 months prior to the month/year of the event. (For example, the 2010 Annual Meeting is due no later than March 20, 2009)
Annual Meeting Month:	Annual Meeting has traditionally been scheduled during the month of June, preferably mid-June unless otherwise recommended and approved by PBA.
Scheduled Annual Meeting Days:	PBA is flexible. See schedule below for the number of days required.
Attendance Expected:	Between 100-200 members and their guest, families, or company employees. Families are encouraged to attend.
Overnight Rooms:	70-90 overnight rooms. Please note that the 2008 annual meeting is including a Sales Retreat so the number of overnight rooms may increase for future years.
Location of Annual Meeting:	PBA accepts bids from any area CVB that is no more than a 6 hour drive from central Pennsylvania to assure attendance.
Hosting Area Responsibilities:	<ol style="list-style-type: none">Financial Support. Obtain necessary financial support and cooperation from the attractions, hotels, and Convention and Visitors Bureau in the area for the sponsored events. It is not a requirement that the companies providing sponsorship of events be a member of PBA although it is preferred.Hotel Bids. Obtain bids from various hotels to be used as a headquarters hotel and submit with proposal. The PBA Annual Meeting Committee will inspect the hotels and choose one from the bids submitted.

Requirements of the headquarters hotel include: Room block of 70-90 overnight rooms; 3 comp overnight rooms; special PBA group room rate for bus operators; Master Account for staff use only; available Hospitality Suite (comp) with 50-60 person capacity; registration area with local area hospitality desk; arrival/departure dates with

number of rooms available during those dates, parking; method of reservations (prefer on their own via web-site), paying/billing procedures, deposit information, comp meeting room space, no attrition, and no storage charges.. Hotel property must understand that not all meal functions and events will be held at the property since PBA's annual meeting is to show-case the geographic area of the hosting location.

NOTE: if the Industry Supplier Expo and Sales Retreat are to be held at a local convention center, PBA would like relief from any rental fees, electric, security, cleanup costs.

3. **FAM Tours/Events.** Coordinate the various tours and evening functions each day.

4. **Local Contact.** Designate a local contact for PBA Staff.

5. **Airport Shuttle.** Provide Shuttle from the local airport to hotel.

6. **Motorcoaches.** Motorcoaches move our registrants to all tours and evening functions. Local committee must obtain and coordinate all group moves to/from events, and provide PBA the schedule. Required to check with PBA for availability of demo buses which PBA will coordinate. Obtain any variances or permits for buses.

7. **Hospitality Desk.** Provide a local hospitality desk with information on the various attractions/events during Annual Meeting

8. **Schedule.** Provide PBA with a preliminary schedule for the Annual Meeting by October 1 the year before the meeting is to be held. A final schedule including names of sponsors must be submitted to PBA by the end of January of the year the meeting is to be held.

9. **Planning Committee Registration.** Provide PBA with the registration/attendance policy the Planning Committee has set up regarding local sponsors. Provide PBA with the names of sponsor attendees for name badges.

10. **Site- inspection.** Host PBA Annual Meeting Committee on a overnight site-inspection trip to area.

11. **Registration Materials.** Assist with design, printing and mailing of registration materials to PBA members.

12. **Hospitality Suite.** Hosting site may request to sponsor a hospitality suite at the annual meeting preceding theirs to promote the site and sponsors.

13. **Program.** Assist with laying out and printing program.

14. **Golf.** Obtain list of golf courses and fees for the golf tournament.

15. **Posters.** Print poster boards for display of sponsor names, etc. PBA will assist with coordination.

16. **Name Badge Holders.** Provide holders (no pins) for name badges.

17. **Room and/or Registration Gifts.** CVBs in the past have provided nightly gifts in the room for the bus companies, some type of registration bag, and door prizes, many of which are donated by your partners.

**PBA
Responsibilities:**

1. **Promotion.** Promote Annual Meeting information to PBA membership via newsletter, web-site, etc. PBA shall provide labels for mailing of annual meeting registration materials.

2. **Fees.** All registration and other fees for events, tournaments, promotions shall be established, coordinated and collected by PBA unless otherwise agreed upon.
3. **Counts.** PBA will provide local Committee with counts for tours/events and registration when requested.
4. **Registrations.** Receive all registration of attendees received for Annual Meeting.
5. **Program.** Coordinate with CVB information for Annual Meeting Program which shall include the schedule, sponsors and their logos if submitted, information about the area, etc.
6. **Name Badges.** PBA will print all name badges to put in the holders provided by the CVB.
7. **Demo Buses.** PBA will obtain the necessary buses for FAMS and getting registrants to various locations for sponsored events.
8. **Sales Retreat.** PBA will organize the Sales Retreat including coordinating with the decorator.
9. **Meals.** PBA will assist in selecting various meals for the sponsored events if called upon to do so.
10. **Site Inspection.** PBA will meet with the CVB and their partners at least once prior to the annual meeting, or as necessary at the request of the CVB.

SCHEDULE OF EVENTS

Day 1	Day 2	Day 3	Day 4
<ul style="list-style-type: none"> • Arrival • 11am Golf Tournament* • Afternoon FREE time • 6-7pm Reception* • 7-9pm Dine-Around (w/ discount coupons) • Entertainment* • Hospitality Suite* 	<ul style="list-style-type: none"> • 7-8am Breakfast * • 8-11am Education Seminars w/ break • 11:30am-1:30pm lunch with bus manufacturers and exhibitors (Convention Center or other venue can park buses) • 1:45pm–5pm FAMS * • 6-7pm Reception * • 7-9pm Banquet * • Entertainment * • Hospitality * 	<ul style="list-style-type: none"> • 7:30-8:30am Breakfast * • 8:30-10am General Membership Meeting • 10am-Noon – Board Meeting • Afternoon FAM Trip (for tour planners) * • Reception for tour planners * <p>Some bus operator owners may depart this day. Tour planners not registered for full annual meeting will be arriving.</p>	<ul style="list-style-type: none"> • Breakfast * • 9am -12Noon Appointment Sessions with break area of beverages • Lunch * • 1:30-3:30pm Appointment Sessions with break area of beverages • DEPART

*Sponsored Event

Updated 6/2/08