



## PBA Annual Meeting Bid Specs

To be submitted by Convention & Visitors Bureaus only

***PBA accepts proposals for annual meetings from a Convention and Visitors Bureau, or like organization with funding sources and partners. We are unable to accept Annual Meeting proposals directly from individual hotels or organizations without funding due to the financial commitment required of the event. Proposals should include all hotel properties interested in submitting overnight room rates, availability of meeting room space, etc. with the understanding that many meal functions may not be held at their property.***

**BACKGROUND.** 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 CVB to showcase hotels, destinations, activities etc. that a motorcoach operator can sell to their customers. There should be a documentation of motorcoach trips to the area each year so that increased business opportunities result for everyone involved in the event.

The Annual Meeting is traditionally a casual event with FAM tours during some days and planned evening functions. It is a friendly get-together of PBA members and 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:

<b>GENERAL INFORMATION</b>	
<b>Bid Submission Deadline:</b>  <b>October 1</b>	The area Convention and Visitors Bureau (CVB) must be the organization submitting the bid for consideration by PBA’s Board of Directors. PBA is unable to accept a bid from a hotel site or organizations that do not receiving funding specifically for the motorcoach industry.
<b>Annual Meeting Month:</b> <b>June</b>	PBA’s Annual Meeting has traditionally been scheduled during the month of June, preferably mid-June unless otherwise recommended and approved by PBA. Many of the bus operators also own school bus fleets that operate up to mid-June and we want to assure their availability to participate. In addition, the event cannot be held over Father’s Day weekend.
<b>Attendance Expected:</b>  <b>NOTE: this section will be updated periodically to reflect the latest annual meeting statistics</b>	Between 150-200 members and their guest, families, or company employees.  <u>2009 Annual Meeting registrations included the following:</u>  Bus Companies 21 with 64 representatives Bus Manufacturers 9 w/ 18 representatives Associates 17 w/ 25 representatives Travel Supplier 59 w/ 67 representatives for full conference Sales Retreat: 54 Travel Supplier companies and 57 representatives; 14 Bus Companies and 25 tour planner representatives of Bus Companies

<b>Overnight Rooms:</b>	Ocean City, MD - Holiday Inn (Harrison)	<u>6/9/2007</u>	<u>6/10/2007</u>	<u>6/11/2007</u>	<u>6/12/2007</u>	<u>6/13/2007</u>	<b>TOTAL</b>
	<b>FINAL TOTAL</b>	<b>14</b>	<b>54</b>	<b>56</b>	<b>53</b>	<b>2</b>	<b>179</b>
	Atlantic City, NJ - Sheraton Atlantic City	<u>6/16/2008</u>	<u>6/17/2008</u>	<u>6/18/2008</u>	<u>6/19/2008</u>	<u>6/20/2008</u>	<b>TOTAL</b>
	<b>Contracted Total</b>	<b>18</b>	<b>78</b>	<b>78</b>	<b>78</b>	<b>9</b>	<b>261</b>
	<b>FINAL TOTAL</b>	<b>10</b>	<b>70</b>	<b>82</b>	<b>83</b>	<b>17</b>	<b>262</b>
	Pocono Mts, PA – Split Rock Resort	<u>6/15/09</u>	<u>6/16/09</u>	<u>6/17/09</u>	<u>6/18/09</u>	<u>6/19/09</u>	<b>TOTAL</b>
	<b>Contracted Total</b>	<b>10</b>	<b>70</b>	<b>80</b>	<b>80</b>	<b>10</b>	<b>250</b>
	<b>FINAL TOTAL</b>	<b>10</b>	<b>83</b>	<b>87</b>	<b>79</b>	<b>10</b>	<b>270</b>
	<b>Location of Annual Meeting:</b>	PBA accepts bids from any area CVB that is not more than a 6 hour drive from central Pennsylvania to assure maximum attendance by bus company owners.					

### CVB RESPONSIBILITIES – Bid Should Address the Following Items:

1. **Financial Support Commitment.** Obtain necessary financial support from area attractions, hotels, and CVB for the sponsored events and other financial commitments detailed on the schedule below. PBA prefers that the companies providing sponsorship of events be a member of PBA and register for the annual meeting if attending events other than their sponsored function. The CVB will be asked to sign a letter of intent to commit to all the areas in the bid specs.

2. **Hotel Properties.** Obtain bids from various properties to be used as a headquarters hotel and submit with proposal. Proposals should include the following information:

- **Available Dates** based on schedule below with mid June dates preferable;
- **Overnight Room block** being held each night and rates including all taxes and miscellaneous fees;
- **Comped Rooms** 3 PBA staff comp overnight rooms (2 of them mini suites) Monday-Saturday; additional based on hotel formula
- **Hospitality Suite** (comped) for 100 each night (may be sponsored and hotel must understand expenses paid by sponsor)
- **Meeting room space** must be comped without a condition based on food/beverage expenditures;
- **No attrition** clauses;
- **Events at 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;

Once a host hotel is selected by PBA's annual meeting planning committee, PBA will be seeking cooperation in the following areas:

- **Master Account** for staff use only;
- **Registration area** with local area hospitality desk, locked storage area (keys available for PBA);
- **Ample Parking;**
- **Method of reservations** hotel accepts (on-line, call-in)
- **Payment/billing procedures;**
- **Deposit** requirements for overnight rooms, and event items;
- **Area to park** at least 5-10 motorcoaches either inside or outside;
- **Access to carts** for the purpose of transporting PBA registration materials from room to room;
- **Easels** (comped);
- **Rooming lists** on-line for PBA staff upon request;
- **Radio** to communicate to hotel staff;
- **Release overnight rooms** two weeks from event with ability to make room reservations after that date at the same rate (if rooms available); and
- **Pre-meeting** with hotel and PBA staff day before function begins.

3. **FAM Tours/Events.** Coordinate and host the various tours and evening functions each day. All FAM trips will be at no cost to the participant and PBA. Distance for a FAM trip from host hotel should be no further than 1 hour in most cases. **PBA PROVIDES ALL BUSES for FAMS with the exception of any pre-FAMS held before the actual start of the annual meeting.** It is agreed that FAM trips will not be scheduled until any scheduled event has concluded.

4. **Local Contact.** Designate a local contact for PBA Staff. It is requested that this individual be very involved in the planning effort from start to finish, is available to resolve any problems that arise and offer solutions. PBA and the local contact will plan the annual meeting as a team effort.

5. **Motorcoaches.** Motorcoaches which PBA obtains move our registrants to all tours and evening functions. Local committee must obtain and coordinate all group moves to/from events, provide PBA the schedule, directions, and have designated person on each coach. Obtain any variances or permits for buses.
6. **Hospitality Desk.** Provide a local CVB hospitality desk with information on the various attractions/events during the Annual Meeting.
7. **Schedule.** Abide by the schedule of deadlines below.
8. **Site- inspection.** Host PBA Annual Meeting Committee on a overnight site-inspection trip to area if requested.
9. **Registration Materials.** Assist with printing and mailing of registration materials and final program to PBA members. PBA will provide copy.
10. **Golf.** Obtain list of golf courses and fees for the golf which registrants will play on-their-own.
11. **Posters.** Print poster boards for display of sponsor names, daily schedule, demo buses, etc. PBA will provide copy and assist with coordination.
12. **Name Badge Holders.** Provide holders with lanyards for 3 x 4 name badges. PBA will print actual name badges.
13. **Room and/or Registration Gifts.** CVB and their partners 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. This is something the CVB may or may not want to coordinate.
14. **Vendors.** Provide PBA with a list of local companies such as decorators, printers, etc. that may be needed by the Association.
15. **Industry Expo.** Identify in the host hotel or other facility an area for up to 10 buses and 20 table tops with electric and internet connection at no charge to PBA. Buses may be parked outside. Expo will include a luncheon.
16. **Counts.** PBA will provide local CVB contact with all counts as requested. Counts will not be provided to individual sponsors; CVB then can share any of the counts with the appropriate sponsor.

## 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, and 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.** PBA will receive all registration of attendees received for Annual Meeting.
5. **Registration Materials and Program.** PBA will coordinate with the CVB information for Annual Meeting Registration materials and final 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 to transport registrants to various locations for sponsored events; determine final schedule and number of buses required. PBA will not be responsible for coaches needed for pre-FAM events, however.
8. **Sales Retreat.** PBA will organize the Sales Retreat including coordinating with the decorator and obtaining sponsors unless a local attraction, facility, etc. would like to sponsor.
9. **Meals.** PBA will select menus and provide final counts for PBSA sponsored events only.
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
11. **Industry Expo.** PBA will organize the Industry Expo luncheon.
12. **Door Prizes.** PBA has the right at any sponsored event to give away door prizes if needed.

## ANNUAL MEETING SCHEDULE OF EVENTS (with estimated counts)

**NOTE: Staff will arrive the day before event begins. Parenthesis denotes approximate attendance.**

Day 1	Day 2	Day 3	Day 4
<ul style="list-style-type: none"> <li>• Arrival</li> <li>• 11 am <b>Golf on own</b> (22)</li> <li>• Afternoon FREE time</li> <li>• 6-7 pm <b>Reception*</b> (105)</li> <li>• 7-9 pm <b>Dine-Around</b> (w/ discount coupons) or may be a sponsored meal function</li> <li>• 9 pm <b>Hospitality Suite*</b> (100)</li> </ul>	<ul style="list-style-type: none"> <li>• 7:30–8:30 am <b>Breakfast*</b> (102)</li> <li>• 8:45-11 am <b>Education Seminars</b> w/ break* (90)</li> <li>• 11:30am-1:30pm <b>Industry EXPO lunch</b> with bus manufacturers and exhibitors (need area to park up to 10 buses either outside near door or inside or under tent; area for 20 exhibit tables and lunch) (107)</li> <li>• 2 pm–5 pm <b>FAMS*</b> (35 ea)</li> <li>• 6-7 pm <b>Reception*</b> (120)</li> <li>• 7-9 pm <b>Dinner Event*</b> (120)</li> <li>• 9 pm <b>Hospitality*</b> (104)</li> </ul> <p><i>NOTE: FAMS cannot begin until the completion of the Expo event.</i></p>	<ul style="list-style-type: none"> <li>• 7:30-8:30 am <b>Breakfast*</b> (110)</li> <li>• 8:30-10 am <b>General Membership Meeting</b> (93)</li> <li>• 10 am-Noon – <b>Board Meeting</b> (20)</li> <li>• Afternoon <b>FAM Trip*</b> (25-35)</li> <li>• <b>Reception</b> – heavy appetizers or food stations* (113)</li> <li>• 9 pm <b>Hospitality Suite*</b> (90)</li> </ul> <p><i>Some bus operator owners may depart this day. Tour planners not registered for full annual meeting will be arriving.</i></p> <p><i>NOTE: FAMS cannot begin until the completion of the board meeting.</i></p>	<ul style="list-style-type: none"> <li>• 8-9 am <b>Breakfast*</b> (106)</li> <li>• <b>SALES RETREAT</b></li> <li>• 9 am -1pm Sessions with break area of beverages (25 tables, some pipe/drape; up to 5,000 sq. feet desired)</li> <li>• <b>DEPART</b></li> </ul>

\*Sponsored Event, Entertainment may be in hospitality suite

## ANNUAL MEETING TIMELINE (Sample)

June 14-17, 2010	Selected area CVB attends 2010 annual meeting (to see what works, does not work)
October 1, 2010	CVB submits detailed schedule including suggested FAM trips, sponsors to date
November 30, 2010	CVB provides list of local vendors, Expo site, Golf Sites, and any other needed vendors
December 31, 2010	CVB provides final schedule including detailed FAM trips, sponsors for all events, other
January, 2011	PBA develops registration narrative, fees for annual meeting, provides narrative and fees for Registration Materials to CVB, CVB prints (or PBA can print and invoice CVB) & mails registration materials
March-June, 2011	PBA receives all registrations, visit site hotel and area for review of event
May, 2011	PBA finalizes program (CVB prints or reimburses PBA for costs)
June 1	CVB provides PBA with list of all sponsors, contacts and addresses
June (mid)	PBA Annual Meeting

## PAST ANNUAL MEETINGS HAVE BEEN HELD AT THE FOLLOWING LOCATIONS

2011	Niagara Falls, NY	2002	Williamsburg, VA	1992	Myrtle Beach, SC
2010	Chesapeake, VA	2001	Branson, Missouri	1991	North Falmouth, MASS
2009	Poconos	2000	Nashville, TN	1990	Hilton Head, SC
2008	Atlantic City, NJ	1999	Niagara Falls, Ontario	1989	Ottawa, Ontario
2007	Ocean City, MD	1998	Biloxi, Miss	1988	Toronto
2006	Pigeon Forge, TN	1997	1000 Islands, NY	1987	Sturbridge, MA
2005	Dover, DE	1996	Pigeon Forge, TN	1986	Williamsburg, VA
2004	Lake George, NY	1995	Norfolk, VA	1985	Lake Harmony, PA
2003	Deep Creek Lake, MD (West MD, PA, WV)	1994	Portland, ME	1984	Poconos
		1993	Ocean City, MD		

**To assure a successful annual meeting for all participating companies, PBA and the host convention and visitors bureau agree to fulfill the requirements in these bid specs.**

Updated 4/5/10

# PBA Annual Meeting Bid Specs

To be submitted by Convention & Visitors Bureaus  
With Bid Specifications

► **Convention and Visitors Bureau submitting the bid:**

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► **Board Meeting Attendance:** A CVB representative should plan on providing a five minute presentation to PBA's board of directors on established date.

► **Certification.** We certify that our organization receives funding and can support the financial commitment of the Annual Meeting.

Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

**Please send bid, supporting materials and this form to:**

Pennsylvania Bus Association  
4405 North Front Street  
Harrisburg, PA 17110  
717-236-9042 ▪ [www.pabus.org](http://www.pabus.org)