

KANSAS TOURISM CONFERENCE INVITATION FOR PROPOSALS and EVENT BID SPECIFICATIONS

Statement of Purpose: The Travel Industry Association of Kansas and Kansas Tourism are partnering to produce an annual conference that brings tourism professionals and those who support the tourism industry through marketing, products, or services together with a focus on timely educational topics related to tourism and economic development; while promoting an atmosphere that fosters relationship building among attendees and the various sectors of the travel and tourism discipline across Kansas.

Pre-Bid Checklist

Does my bid include:

- ✓ “Under One Roof” or “Within One Complex” Approach
- ✓ Fall outside the region of the conference the prior year
 - 2026 will be in Wichita (Central Kansas)
 - Bids from Eastern or Western Kansas only
- ✓ Accommodations for 125+ hotel stays per night
- ✓ Accommodate 225+ attendees in two separate meeting rooms

Proposals are being sought for the **2028 Kansas Tourism Conferences**. **Proposals are anticipated to be submitted through coordinated community efforts of the local DMO** (Destination Marketing Organization) such as the Chamber, CVB, City in cooperation with lodging, meeting and attractions facilities to be considered. CVB’s and DMO’s that are TIAK members will be given preference. The general specifications for the conference are as follows:

The conference generally includes one breakfast, two lunches, one banquet and one community evening event. The community evening event may be held off-site from Conference headquarters.

Location required where the conference hotel can accommodate the general session meetings, meal functions and breakout sessions in complex or within a short walking distance.

A **fee of \$3,000** will be required to host the Kansas Tourism Conference. In lieu of the host fee, the host community may sponsor a keynote/general session speaker. In addition, the host community will be responsible for **one evening event** to showcase their community.

Consideration will be given for creativity, regional partnerships and willingness to commit local resources, including staff and volunteer support, in hosting the event. Provide transportation

information that may be relevant in bringing presenters to the conference, including nearest airport, local air shuttle service, etc.

Conference Date

The conference is a two-day conference. The preferred dates are a Tuesday-Wednesday, in mid-October. The committee will consider other dates if there is a significant savings to be realized in room rates, facility costs, and so forth or if there is an opportunity to coordinate with other event(s).

Basic Requirements

Accommodations

- 1. A minimum of 125 quality sleeping rooms will be required for each night of the conference. Rooms do not have to be in the same facility, but preference will be given to properties that can accommodate all sleeping room requirements. One property should be the designated headquarter facility and all other proposed accommodations should be included in this proposal.*
2. Allowance should be made for a minimum of one complimentary room per 40 room nights utilized; reduced rates for presenters' and staff rooms throughout the conference.

2025 Room Flow

Date	Actual Room Pick-up
Sunday	55
Monday	152
Tuesday	140
Totals	347

2024 Room Flow

Date	Actual Room Pick-up
Saturday	39
Sunday	101
Monday	110
Tuesday	93
Totals	343

Meeting Space

1. An 'under one roof' approach is required. General meeting rooms must concurrently accommodate 250 people banquet style, preferably at rounds, and 250 classroom style; Meeting rooms do not have to be in the headquarter facility, but within walking distance of the host facility. A minimum of 3 additional rooms for breakout sessions, with classroom style seating of 50-70 each is needed. Finally, a secured room for office and storage for conference organizers is required at no cost.

2. In addition, we will need room for auction display that may be incorporated into the general session or dining area throughout the conference. The auction area needs to be in a securable room, as items will remain in place throughout the conference.
3. Finally, we will need space and tables for 15-25 exhibitors, with some access to electricity. These tables will need to be either in the room where meals are served or in a hallway where there will be considerable conference traffic.

Food & Beverage Service

1. Adequate food preparation and service facilities to prepare and serve quality meals for up to 250 pp within the time periods specified is required.
2. Sufficient round tables, chairs, linens for meal service for 250 pp – in addition to general sessions is required.

Shipping & Receiving

Complimentary receipt, storage and delivery of meeting materials will be provided by meeting facility.

Lodging/Meeting Facility Proposal – Specific Components

Proposals must be submitted in writing from each interested facility to include:

1. Number of sleeping rooms that will be blocked for the conference and the block release date.
2. A firm quote on room rates.
3. Detail of meeting facilities that will be blocked with facility diagram and room names and actual capacities chart.
4. Meal pricing details and if linens will be available.
5. List of audio-visual equipment and support that will be available and if contracting with A/V will be a requirement of the contract.
6. Sizes and availability of tables for the auction and exhibitors
7. Any special considerations the hotel will offer in addition to those outlined in this RFP

Note: Please contact office@tiak.org for previous year conference agenda.

DMO Services & Support Proposal – Specific Components

The proposal should include a description of services and sponsorships that will be provided by the local City, Chamber and or CVB. The host community is responsible for developing and providing one evening event for the conference. The host community must provide transportation to this event, if needed. The event should be designed to showcase the host community and may be paid for by in-kind contributions or sponsorships solicited by the host community.

The host community shall have one member on the Conference Sponsorship Committee.

The host community should designate one or more staff persons who will be on the conference planning committee for three years, one year prior to hosting, host year, and one-year post host conference year.

Include letter of support from your DMO (Destination Marketing Organization, as Chamber, CVB, City or County)

Include a city or area map, if separate facilities are being proposed.

Community Selection

Your written proposal should be emailed to the TIAK address listed below, no later than the close of business, **Monday, June 1, 2026**

Based on the written proposals received, the Site Selection Committee will rank the proposals determine which site is selected. An onsite inspection of the property may be requested.

A site inspection would include:

1. Viewing the property(ies) sleeping and meeting rooms.
2. Meeting with hotel and catering management, reviewing and sampling menus.
3. Reviewing attractions and, where practical, sampling recommended events.

KANSAS TOURISM CONFERENCE
c/o TIAK
825 South Kansas Ave, Suite 502
Topeka, Kansas 66612
office@tiak.org