



# 2026 Sales & Marketing Retreat

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## *BID SPECIFICATIONS*

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**Dates:** Sunday/Monday to Tuesday/Wednesday in late April or May. Please provide 2 dates if possible.

**Group Block:** 20 rooms per night at a discounted rate for 2 nights

### ***Typical Basic Agenda:***

#### **Day 1**

Off-site activity or team building (optional)

Light welcome reception

#### **Day 2**

Hosted breakfast

Meeting space to accommodate 25 people

Hosted lunch

Off-site activity to showcase area attraction(s)

Hosted dinner offsite

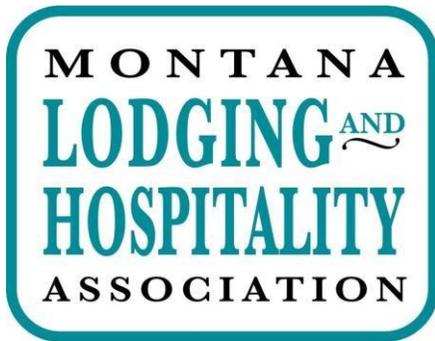
#### **Day 3**

Hosted breakfast

Meeting space for up to 25 people

Hosted lunch (or packed lunch)

If you have any questions, please contact Paula Roark at [paular@townpump.com](mailto:paular@townpump.com)



## 2026 Sales & Marketing Retreat

*Bid Sheet – Due October 6, 2025*

If you are interested in hosting the 2026 MLHA Sales & Marketing retreat, please complete the following form and return it to Paula Roark at [paular@townpump.com](mailto:paular@townpump.com). If you have any questions, please call 406-491-0442.

Property name and city: \_\_\_\_\_

Form completed by: \_\_\_\_\_

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

- I am a paid member of the MLHA Sales & Marketing Council.
- I can provide up to 20 sleeping rooms/nights at the following rates with a release date set for one week before arrival with no attrition for unreserved rooms: \_\_\_\_\_
- I can provide meeting space according to the agenda items listed on the previous sheet. The total meeting room charge that will apply to all the space noted above is: \_\_\_\_\_
- I agree not to require a Food & Beverage Minimum for the meeting.

If needed, I will provide the following either in-house or by contract with a 3<sup>rd</sup> party:  
microphone, AV cart, screen, podium, and a speaker table. (Please include information about AV costs): \_\_\_\_\_

I can confirm that all anticipated costs, including service fees, taxes and miscellaneous charges are clearly outlined in the proposal.

I, or a representative of my property, will attend the Sales & Marketing Council Meeting at the MLHA Fall Conference (October 21-23, 2025) to present this proposal to the membership. (The Sales and Marketing Council is tentatively scheduled to meet on Wednesday, October 22 at 3:45 pm. at the Hilton Garden Inn in Missoula)

Dates currently held for the retreat at my property: \_\_\_\_\_

As retreat host, I am willing to:

- Meet with the council president and vice president to plan retreat as needed.
- Assist the council president in recruiting speakers.
- Establish a fun component such as a tour, hiking, etc.
- Recommend menu options, AV needs, themes.

Please consider this additional information about my property (your thoughts on possible excursions or special interests of the hotel or area): \_\_\_\_\_

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