



TEXAS TRAVEL ALLIANCE 2026-2028 Texas Travel Summit Request for Proposal

As the premier conference for the Texas travel industry, this event offers networking opportunities, cutting-edge insights, and best practices. Industry professionals come together to explore travel trends, uncover innovative strategies, and build valuable connections. Summit is a dynamic platform to thrive in the travel industry.

Meeting Specifications:

I. MEETING NAME

Texas Travel Summit

II. Meeting Day Pattern & Dates:

The Texas Travel Summit is typically held in the month of October on a Sunday – Tuesday pattern. We can consider a Monday – Wednesday, Tuesday – Thursday or Wednesday – Friday pattern.

III. Sleeping Room Block Requirements:

- Saturday – 6 staff rooms, 1 complimentary suite, and 1 complimentary Presidential Suite (Move in)
- Sunday – 198 rooms, 15 staff/speaker rooms, 1 complimentary suite, and 1 complimentary Presidential Suite (TTA Board and some of the attendees to arrive on this day)
- Monday – 198 rooms, 15 staff/speaker rooms, 1 complimentary suite, and 1 complimentary Presidential Suite
- Tuesday – 175 rooms, 1 complimentary suite, and 1 complimentary Presidential Suite
- NOTE: 25 of the above rooms listed for Sunday – Tuesday nights must be reserved for state agency employees at the prevailing government per diem rate.

Day	Comp Executive Suite	Comp Presidential Suite	Staff/Speaker Rooms	Government per Diem	Run of House	Total Rooms
Saturday	1	1	6	0	0	8
Sunday	1	1	15	25	173	215
Monday	1	1	15	25	173	215
Tuesday	1	1	15	25	150	192

- Must be a full-service property (contains bar and restaurant on site).
- Request guaranteed lowest travel industry rate. Sleeping room rate to be same for single and double rooms. Rate to also be available two days prior and after event dates based upon space availability.
- Offer no rate lower than the contracted average group rate to any other group or individual over the nights of Texas Travel Alliance's meeting or event.

- Need 25 rooms on Sunday, Monday and Tuesday nights at the government per diem room rate.
- Request 15 rooms at a discounted rate for speakers and staff. These reservations will be submitted by the Texas Travel Alliance via a rooming list.
- Request 1 complimentary suite for the TTA President & CEO and 1 complimentary Presidential Suite for the TTA Board Chair for up to four nights each.
- Request a 15% rebate on top of the room rate.
- Complimentary distribution of sponsored hotel key cards.
- Hotel will not charge for room drops made by the host CVB or TTA during the peak nights of the groups' stay over the meeting dates.
- Will give revenue credit for delegates who book outside the official block against the Texas Travel Alliance block for contracted purposes.
- 1 per 40 complimentary rooms calculated on a cumulative basis.
- 2 complimentary site visit room nights.
- Late check out until 2pm for TTA President & CEO and all staff if needed.
- Complimentary parking for staff for the duration of the event (not to exceed 4 drivers).
- Up to five complimentary VIP welcome amenities for TTA Officers.
- Complimentary in-room internet for all staff and delegates.
- Up to 2 complimentary roundtrip airport transfers (list to be provided).
- No charge for fitness center or resort fees to group.
- Sleeping room block cut-off deadline to be no more than 2 weeks prior to event start date. Rate to be honored based on availability after cut-off date.
- 75% attrition (if attrition is required).
- Individual payment except those approved for master account by Alliance.
- Direct bill, no deposit required.

IV. MEETING SPACE AND FOOD & BEVERAGE REQUIREMENTS

DAY	TIME	REQUIREMENT
Day 0 – Saturday	24-hour hold	AV Storage Room – Move In Restricted access, securable room. If meeting space is on multiple levels, multiple storage rooms needed.
	24-hour hold	Summit Management Office – Move In Restricted access, securable room – set with four classroom tables around the perimeter of room and 1 round of 8 in center to store several storage boxes, computers, etc.

Day 1 – Sunday	24-hour hold	Summit Management Office (as set) AV Storage Room(s) (as set)
	24-hour hold	General Session/M meal Room – Move In Rounds of 8 for approximately 450 pp; 12'x24'x2' stage with plexiglass podium at front of room; rear screen projection (preferred), two screens at front of room, 40 6' or 8' tables for vendors in back of room, 10 6' or 8' tables for auction in back of room, and space for two all day beverage stations and 2 continental breakfasts within vendor area. NOTE: May consider the vendor & auction tables with F&B (continental breakfast and any breaks) being in a separate room if it's near the main room. We would need that room on a 24 hold for all days.
	24-Hour Hold	4 Breakout Rooms (Leadership Labs) – Move In 4 separate rooms with crescent rounds of 6 for 90 pp with room for podium, screen, and projector.
	24-Hour Hold – 2:30pm	TTA Executive Committee Meeting U-shape for 22 pp with room for screen and projector. Buffet lunch and beverages to be ordered.
	12pm – 6pm	TTA Board of Directors Meeting Crescent rounds of 6 for 66 pp with room for screen and projector as well. Beverages to be ordered.
	12:00pm HOLD – 6:00pm	College Student Orientation Crescent rounds of 5 for 30 pp with room for podium, screen, and projector. Beverages to be ordered.
Day 2 - Monday	24-hour hold on all rooms and foyer	Management Office (as set) AV Storage Room(s) (as set) General Session/M meal Room – continental breakfast and seated plated lunch, (as set) 4 Breakout Rooms (as set)
	24-hour hold	Registration Pre-function foyer space outside general session room set with approximately six 6' tables for registration equipment and materials.
	12:00pm – 24-hr HOLD	Meet & Greet with Industry Leaders and College Students 20 highboys, 2 6' tables for materials, and space for a break if we decide to have any F&B in room
	PM	Refreshment Break Service for 350+ pp (flow) in the vendor area inside General Session/M meal Room.

Day 3 - Tuesday	24-hour hold on all rooms and foyer	Management Office (as set) AV Storage Room(s) (as set) General Session/M meal Room – continental breakfast, seated plated lunch, and seated plated dinner (as set) 4 Breakout Rooms (as set) Registration (as set) Meet & Greet with Industry Leaders and College Students (as set)
	AM & PM	Refreshment Breaks Service for 350+ pp (flow) in the vendor area inside General Session/M meal Room.
	6:30pm – 7:15pm	Cocktail Reception Foyer outside General Session/M meal Room (open to considering another location at venue). 45-minute reception for 400 people – food and bars.
	7:15pm – 9:30pm	General Session Room/M meal Function Room (as set) Plated 3-course dinner with for approximately 450pp and awards presentation with staging and a/v production.
	9:30pm – 10:30pm	Auction Checkout/Pickup Will use the existing registration setup
Day 4 - Wednesday	24-hour hold – 5:00pm *AV & Group Teardown all day	Management Office – Move out AV Storage Room(s) – Move out General Session/M meal Room – Move out Registration – Move out
	24-Hold – 11:30am	TTA New Executive Committee Meeting U-shape for 24 pp with room for screen and projector.
	24-hour HOLD	TCAA Board of Directors Meeting U-shape for 28 ppl with room for screen and projector. F&B TBD until meeting times are confirmed as it may be a 1/2 day or a full day meeting.

NOTE: All counts above are estimates and will depend on final attendee registrations closer to the event date.

V. DESTINATION FEATURES

- ◆ Accessibility by major air carriers to the destination.
- ◆ Proximity of meeting facility to the airport.

VI. FACILITY REQUIREMENTS

◆ Property

- Self-contained preferred for both accommodations and meeting activities. If proposing a convention center for meeting space, the rental and equipment fees that are not typically charged at a hotel must be waived.
- Business and fitness center on-site.
- Adequate on-site dining.
- Standard in-room amenities associated with a deluxe hotel property.
- Accept deliveries for vendors 5 business days prior to event start date and have ability to handle return delivery pickups the day after the event.

◆ Meeting Space

- The meeting facility must guarantee and **provide complimentary** the exclusive use on a **24-hour basis**, of climate-controlled space and equipment to meet the meeting space requirements outlined in Section IV.
- No charge for easels or podiums with microphones in each meeting room.
- No charge to re-key any meeting space rooms for security purposes during the meeting.
- No charge for a limited number (not to exceed 4 per lock) of keys to be made for each secured meeting room.
- Complimentary Wi-Fi in all meeting space over the duration of event dates.
- Complimentary hardwired internet at Association Registration Desk, and in the Management offices and the General Session Room/Meal Room.
- Discount on pricing for power and rigging if using own AV production company.
- Complimentary loading dock fees.
- No charge for tables, chairs, and linens for registration, vendors, and auction.

◆ Food & Beverage & Audio Visual

- Adequate food preparation and service facilities to prepare and serve quality meals for up to 450+ pp within the time periods required.
- Sufficient round tables, chairs, linens for general sessions and meals for up to 450+ pp.
- The meeting facility/hotel agrees to work with Texas Travel Alliance to create customized menus to accommodate our catering budget as well as offer 2025 menu pricing.
- Work with Texas Travel Alliance on creating a customized menu for the Awards Gala Dinner on Tuesday evening at a \$70 inclusive/person price point.
- F&B pricing to not exceed 3% over previous year pricing.
- Offer coffee/gallon at a \$60 inclusive or less price point.
- Texas Travel Alliance may bring in its own AV and production company at no penalty or additional patch fees.

- Offer a 35% discount on A/V if in-house company is selected.
- Discount on pricing for power and rigging if using own AV production company.
- Custom gobo provided by venue displayed in high foot traffic area welcoming Summit delegates.

◆ **Shipping/Receiving and Security**

- Complimentary receipt, storage, and delivery of meeting materials.
- Security services will be provided at a discounted rate if needed.

VI. TEXAS TRAVEL SUMMIT HISTORY AND BACKGROUND

◆ **Locations and Dates**

<u>Year</u>	<u>Meeting Facility</u>	<u>Location</u>	<u>Dates</u>
2024	Royal Sonesta Galleria Houston Hotel	Houston	October 14-16
2023	El Paso Convention Center / Hotel Paso del Norte	El Paso	October 16-18
2022	Galveston Island Convention Center / San Luis Resort, Conference Center & Spa	Galveston	September 19-21
2021	Amarillo Civic Center / Embassy Suites Downtown	Amarillo	September 13-15
2019	The Worthington Renaissance Fort Worth Hotel	Fort Worth	September 23-25
2018	Galveston Island Convention Center / San Luis Resort, Conference Center & Spa	Galveston	September 24-26
2017	Arlington Convention Center / Sheraton Arlington Hotel	Arlington	October 2-5
2016	George R Brown Convention Center / Hilton Americas Houston	Houston	October 10-12
2015	Henry B Gonzalez Convention	San Antonio	September 21-23

	Center / Hilton Palacio del Rio		
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◆ **Room Block Peaks and Registration Attendance**

<u>Year</u>	<u>Peak Night Room Pickup</u>	<u>Registration Attendance</u>
2024	194	322
2023	185	266
2022	190	392
2021	90	201
2019	222	365
2018	215	405
2017	225	385
2016	249	500
2015	197	462

VIII. AGREEMENTS

If selected, the bidding facility agrees to:

- ◆ guarantee the availability of the meeting space/facilities outlined above, at no cost on a 24-hour basis to Texas Travel Alliance, for exclusive use during the dates specified.
- ◆ guarantee the availability of adequate food & beverage and audio-visual expertise and facilities to fulfill the requirements outlined above.
- ◆ guarantee the availability of the guest room requirements outlined above.
- ◆ notify Texas Travel Alliance of any contracts existing between the bidding organization and any of the related service contractors – in the absence of this information, Texas Travel Alliance retains the right to select food service caterer, the decorator service, security services and the audio/visual contractor unless exclusive written contracts exist between the meeting facility and preferred vendors.

IX. BID PROPOSAL DETAILS

The following information must be included in the bid proposal presented by the bidding organization:

- ◆ any special considerations the hotel will offer in addition to those outlined in this RFP.
- ◆ notice of any planned construction or renovations during or 6 months prior to the earliest arrival date.
- ◆ distance in both mileage and time of the meeting facility from the nearest major airport.
- ◆ description of ground transportation available from the airport to the meeting facility, including estimated costs involved.
- ◆ schedule of carriers, airlift options and schedules to and from the destination to all major cities in the state of Texas.
- ◆ in-house audio-visual price sheet.
- ◆ catering menus.
- ◆ meeting space floor plan and **actual** capacities charts.
- ◆ any additional costs to be incurred by the guest such as local/state/convention accommodations tax(es), parking fees, health club fees, in-room internet, or other hook-up fees, etc.
- ◆ Confirmation on adding the following clauses in contract:
 - Should events beyond the reasonable control of the Hotel and Group; including but not limited to (1) acts of God, (2) war, including armed conflict, (3) strikes or labor disputes at the Hotel or in the <<host city>> and surrounding areas, (4) disease, pandemic, or epidemic at the Hotel or in <<host city>> and surrounding areas, (7) terrorism or threats of terrorism in the United States as substantiated by governmental warnings or advisory notices, (8) curtailment of transportation services or facilities which would affect attendees from attending the conference, (9) disaster, fire, earthquakes , hurricanes in the <<host city>> and surrounding areas (10) unseasonable extreme inclement weather in <<host city>> and surrounding areas, (11) shortages or disruption of the electrical power supply causing blackouts or rolling blackouts or other essential utilities in <<host city>> and surrounding areas, (12) restrictions of local, state, or federal government or (13) any other cause reasonably beyond the parties' control (collectively referred to as "occurrences"), making the event commercially impracticable, impracticable to perform, illegal, or impossible to fully perform under this Agreement as the Parties originally contracted, the affected Party may terminate this Agreement, without liability, upon written notification. Furthermore, should one of the above events occur and Group decides to continue with the conference as scheduled, or if the events occur within six months of the conference, the Hotel will waive any applicable minimum guestroom night usage requirements or attrition fees, catered function(s) cancellation fees or other damages provided for under this Agreement, and offer to Attendees the lowest guestroom rates being offered by the Hotel over the conference dates. Notice under this provision may be given at any time in

advance of the conference provided that the notifying party has met the requirements of this provision.

- Hotel and Group will review the contracted guestroom block and food/beverage minimum one year prior and 6 months prior to conference dates to adjust the guestroom block and food/beverage minimum if needed due to the state of the economy at that time.
- Hotel will cross check group's attendee list to see if any rooms were made outside of the block and will count them towards group block commitment, including those that were made from a travel website.
- In the event the hotel must relocate any guests who have reserved rooms at the hotel under the Alliance room block, the hotel must first obtain Alliance's prior approval and upon Alliance's approval, must provide satisfactory financial compensation (e.g., one night's room expense at the relocated property for each guest displaced) to Alliance or the displaced guests and transportation to hotel if events occurring at the host hotel.
- Clause to be added regarding, if guidelines return for social distance seating, etc. for safety or other reasons then venue will increase meeting space to accommodate group size at no additional cost.

X. HOST CITY RESPONSIBILITIES

The bidding city agrees to:

◆ Sponsorship:

- Sponsor Luncheon at the Summit the year prior to hosting the conference.
- Sponsor and coordinate the TTA Board Reception or Dinner the year of hosting the conference.
- Sponsor and coordinate the Opening Reception for Summit delegates the year of hosting the conference.
- Designate a CVB liaison to work with Alliance for conference planning.
- Provide adequate volunteer and/or temporary staffing for various areas on-site for Summit the year of hosting the conference.

◆ Transportation:

- Provide complimentary continuous shuttle service during the specified program hours to the convention center if the meeting is not held in the host hotel.
- Designate CVB liaisons on motor coaches to offsite venues to explain what to expect, etc.

◆ Destination Information:

- Destination information provided to TTA to generate interest in the destination and conference registration 2 months prior to the event.

Texas Travel Alliance agrees to provide the following to the bidding host city if selected:

- ◆ Speaking opportunity at the Summit conference during the sponsored luncheon the year prior to hosting the conference.
- ◆ Four complimentary registrations to the Summit conference the year of hosting the conference.
- ◆ One complimentary vendor table near registration during the Summit conference the year of hosting the conference.
- ◆ Speaking opportunity at the Summit conference the year of hosting the conference.
- ◆ Recognition as a Platinum sponsor on the event website, signage, emails promoting the event, and other places where appropriate the year prior and the year of hosting the conference.
- ◆ Offer TTA member registration rates to local partners for the Summit conference the year of hosting the conference.

Please return a detailed bid proposal to the following by April 11, 2025:

Jennifer Roush, VP of Operations
Texas Travel Alliance
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Austin, Texas 78749
Cell: 512-633-1390 / jennifer@texastravelalliance.org