



P E N N S Y L V A N I A
B U S A S S O C I A T I O N

Representing the Motorcoach Industry Since 1923

2028 Annual Conference Bid Specifications

About the PBA Annual Conference

The Pennsylvania Bus Association is non-profit organization incorporated in 1923. The Association holds an annual conference in June to bring the members together for business opportunities through networking and education.

Sample Conference Schedule - [Visit our website](#) to view past agendas. *(Subject to modification pending hotel, dates available, etc.)*

Why Host an Annual Conference?

Convention & Visitors Bureaus or like organizations are invited to submit a bid to host PBA's Annual Conference to gain the following:

1. Opportunity to showcase your geographic area (and beyond) to motorcoach operators seeking new and expanded destinations for group travel.
2. Opportunity to introduce the many destinations, hotels, attractions, and services available to group travel in a Neighborhood Night setting with pre-selected Dine-Around options.
3. Bring PBA's membership together in a joint session to network, provide educational opportunities, and expand business opportunities.

Criteria When Selecting a Site for the Annual Conference

1. Dates available from the schedule provided.
2. If the geographic area is a potential for group travel by motorcoach.
3. Accessibility and distance from majority of PBA members.
4. Meeting space from hotels can accommodate the meeting schedule and is comped with no restrictions.
5. FAM Opportunities proposed for all attendees.
6. Sponsored Events for all attendees. Our average attendance is **150-200 people per conference.**

7. CVB funding sources to be able to sponsor the selected events to showcase their area.
8. Level of details in proposal addressing all areas requested with an understanding that PBA is under no obligation to request missing information initially requested or negotiate any concessions after submission.
9. Participation in PBA events in the past to ensure familiarity with our conference format.
10. PBA membership strongly encouraged.
www.pabus.org/join.

Process of Selection

1. PBA staff obtains CVB bid proposals, reviews submitted materials and requested items for completion.
2. The PBA Executive Director gathers and reviews the proposals.
3. PBA Annual Conference Committee reviews proposals that fit criteria.
4. PBA Annual Conference Committee recommends a location to the Board. If necessary, presentations from the CVB will be made to the Board.
5. PBA Board selects final site.
6. The host will be selected by midyear following receipt and review of the proposal.

Conference Dates, Deadline & Methods to Submit Proposal

1. Generally, Sunday arrival for staff, Monday-Thursday program. Our normal dates mid-end of June.
2. The deadline for submitting the proposal is **12/31/26.**
3. The proposal may be emailed to director@pabus.org or mailed to PBA, PO Box 597, Easton, PA 18044



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Annual Conference BID SPECIFICATIONS Convention & Visitors Bureau Requirements

GROUP TRAVEL

Provide a brief description of the CVB and how the organization supports group travel.

NUMBER OF STAFF AND ORGANIZATION CHART

A small one or two-person office can be very challenging to host PBA's annual conference. PBA wants to be fair to all CVBs and be up front that some time is needed in planning the CVB segments of the Annual Conference, being on-site, and coordinating **local business volunteers (your partners) to assist.**

FUNDING SOURCE

PBA's Annual Conference has a good reputation as being very organized, informative, and relevant for those working to enhance group travel and the motorcoach industry. To accomplish this, PBA seeks financial support from the CVB, both in-kind and through sponsorships.

1. Explain how your CVB is funded each year. PBA's annual Conferences are planned two years out and we need assurance that there is a financial commitment. For example: Hotel Room Tax, State Funding, Local Funding, Partner Dues, Grants, and Other
2. Are you able to provide any of the following in-kind contributions such as the following? For example: Hosted/sponsored functions, Posters/Signage, Media support, Staff/Partner Support, Registration bags, and Other.

CVB REPRESENTATION

It is required that the CVB provide a staff member to work with PBA's Annual Conference Committee so that there is assurance the geographic area will be well represented. Please indicate who that person will be with contact information.

SUBMIT WITH YOUR PROPOSAL

- ☐ **FAMS** sampling is available to all attendees to showcase the area. NOTE: all registered attendees must be able to utilize the FAMs (not restricted to just motorcoach operators). In most cases, PBA can secure motorcoaches for

the FAMs but there may be a request for the CVB to secure a coach at their cost.

The CVB needs to communicate to local businesses that a FAM offer must include a meal or a snack.

- ☐ **NEIGHBORHOOD NIGHT** also known as Dine-Around Night, is an important element of the conference to showcase your geographic area. Provide a sampling of your area (and beyond) of businesses, hotels, attractions, destinations, and other CVBs that might show an interest.
- ☐ **SPONSORED EVENING EVENTS** such as opening reception, final evening event featuring tour planners of the motorcoach operators, etc.
- ☐ **HOST HOTEL OPTIONS.** PBA will visit your area to ensure that a hotel can meet the schedule, meeting, and space requirements for a successful meeting. At a minimum, the host hotel should provide the following as part of your proposal:
 - No Attrition clause
 - Complimentary overnight rooms each night for 3 staff
 - Complimentary rooms the hotel will provide based on rooms sold.
 - Complimentary meeting space.
 - Overnight room rate should include, all taxes, parking fee if any, day fees, etc.
 - Provide a separate rate if full breakfast included.
 - Overnight room cancellation policy
 - Meeting Room names, square footage, diagram if available
 - Overnight Room Release Dates
 - Understanding that some events will be off property at the decision of the CVB. These may include opening and closing receptions.
 - Audio Visual charge list
 - Rooms per night average:
SUN 45; MON 125; TUES 125;
WED 125; THUR 25.
- ☐ **DIGITAL BROCHURES and MAPS** of the area



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**ESTIMATED
FINANCIAL**

COMMITMENTS

PBA works very closely with the annual meeting convention & visitors bureau host site. Some of the possible financial commitments of the host CVB or their partners may be the following:

Evening events to showcase an attraction, property etc.

- Could be offsite Opening reception, full dinner.
- Neighborhood Night/Dine Around Night
- Could be offsite Closing reception, full dinner.

Registration

- Tote bag of some sort
- Snacks possible

FAM Costs

- Buses – PBA provides all buses.
- Attraction fees, food items, etc.

Sales Retreat Sponsor

- \$1,500 at the previous year's annual conference

Education – Travel Suppliers Only

- Speakers (any costs they may request)

Breakfast

- Breakfast Options: CVB sponsored events for all attendees; overnight room rate in hotel restaurant.



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**PENNSYLVANIA BUS
ASSOCIATION Annual
Conference**

Please submit by Convention & Visitors Bureaus with Bid Specifications

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

► **This bid is for which annual conference year?**

► **Board Meeting Attendance:** If selected, a CVB representative may be asked to provide a five-minute presentation to PBA's Board (date, time, location to be announced): ____ YES ____ NO

► **Certification.** We certify that our organization receives funding and will support the financial commitment of PBA's Annual Conference. Must be signed by the President or individual authorized to make this commitment. Because of the investment commitment, the Annual Conference commitment cannot be cancelled without the agreement from both organizations.

Representative: _____

Title: _____ Date: _____

Company: _____

Email: _____

► **ENCLOSURE WITH PROPOSAL:**

- ☐ Hotel proposals with rates, meeting room details
- ☐ FAM trips – Sample itineraries
- ☐ Sponsored Events – list of companies you have spoken to that would be interested in sponsoring an event at the annual meeting
- ☐ Sampling of promotional literature

Please send or email bid and this form to:

Pennsylvania Bus Association
PO Box 597
Easton, PA 18044
Email to: director@pabus.org