



Revised 2024 Annual Meeting BID SPECIFICATIONS

Overview and Criteria

About PBA

The Pennsylvania Bus Association is a 501(c)6 non-profit organization incorporated in 1923. There are three categories of members: motorcoach companies, travel supplier, and associate members (those serving the motorcoach industry such as manufacturers, insurance, tire, fuel, technology, etc.). The association represents the membership's interests and priorities to create a safe travel environment.

The Association holds an annual meeting in to bring the members together for business opportunities. .

CVB Benefits to Host an Annual Meeting

Convention & Visitors Bureaus or like organizations are invited to submit a bid to host PBA's Annual Meeting 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, services available to group travel in a Neighborhood Night setting.
3. Bring PBA's membership together in a joint session to network, provide educational opportunities, and expand business opportunities. *Example: hotels often use small buses and benefit from meeting bus manufacturers in this setting*

Committee Criteria When Selecting a Site for the Annual Meeting

1. Dates available from schedule provided
2. If the geographic area is a potential for group travel
3. Distance from Pennsylvania
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

7. CVB funding sources to be able to sponsor the selected events to showcase their area
8. Thoroughness of proposal addressing all areas requested with an understanding that PBA is under no obligation to request missing information initially requested or negotiating any concessions after submission.
9. Participation in PBA events in the past.
10. PBA membership.

Process of Selection

1. PBA staff obtains CVB bid proposals, reviews submitted materials and requested items for completion. It is not the responsibility of PBA to contact the CVB for additional information that is already requested in this document.
2. PBA Executive Committee reviews the proposals and narrows down possible sites based on criteria
3. PBA Board reviews final 2 presentations.
4. PBA Board selects final site.

PBA Future Annual Meeting Dates & Deadline to Submit Proposal

Generally, a Sunday arrival and Wednesday departure. There is some flexibility with arrival and departure. We are considering the 3rd week of June, **but we are also considering November 6-9, 2024 as potential dates.**

DEADLINE for Proposal is 1/1/2023

SUBMITTING INFORMATION

When submitting a proposal, please use the format on the following pages. For the board to make the best decision, please submit all information requested to be considered. Thank you very much!

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



Annual Meeting 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 challenged to host PBA's annual meeting. 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 Meeting, being on-site, and coordinating local business volunteers (your partners) to assist.

FUNDING SOURCE

PBA's Annual Meeting 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 meetings 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 Meeting 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 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.

- NEIGHBORHOOD NIGHT** is an important element to the conference to showcase your geographic area. Provide a sampling of your area (and beyond) of businesses, hotels, attractions, destinations, other CVBs that might show an interest. NOTE: see the schedule of how this event works.
- 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 if selected to assure that a hotel can meet the schedule, meeting, and space requirements for a successful meeting. PBA makes the final decision on which property is selected. At a minimum, the host hotel should provide the following in your proposal:
 - No Attrition clause
 - Complimentary overnight rooms each night for 3 staff
 - Complimentary rooms hotel will provide based on rooms sold
 - Complimentary meeting space
 - Overnight room rate, 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
 - Audio Visual charge list

NOTE: Please submit hotel information with CVB proposal and not separately.

- BROCHURES and MAPS** of the area



ANNUAL MEETING SCHEDULE - SUGGESTED

(Subject to modification depending on hotel, dates available, etc.)

Day	Event	# /Meeting Room
DAY 1	Precon Meeting with hotel staff	
	Registration Open	
	FAMs	Off-site
	Official Welcome Reception (by CVB or partner)	150 CVB determines location
DAY 2	Registration Open	
	Breakfast	
	Host CVB Welcome	100 classroom
	OPERATORS AND SUPPLIERS Combined with Motivational Speaker	
	OPERATORS, ASSOCIATES, BUS MANUFACTURERS	70 classroom
	SUPPLIERS	50 classroom
	Industry Expo & Lunch – tables, outdoor parking for buses, luncheon buffet set-up	170 outside parking lot bus displays with indoor space immediately adjacent to parking lot for easy flow
	Neighborhood Night – sponsored by CVB & Regional Partners	CVB completely arranges this function
	Evening Event or Dine-Around	CVB determines
DAY 3	Hospitality Suite	100 in & out
	Registration Open	
	PBA Board Meeting with Breakfast	22 hollow square with breakfast buffet
	General Membership Meeting	60 classroom
	OPERATORS, ASSOCIATES, BUS MANUFACTURERS	60 classroom
	SUPPLIERS	40 classroom
	Lunch	20 rounds of 8 with buffet
	Sales Retreat – Group 1	20-24 tables around perimeter of room; 4 rounds of 8 placed in designated areas; 2 tables for staff.
	Sales Retreat Break	
	Sales Retreat – Group 2	
	Evening Event sponsored by CVB or Partners	
	Hospitality Suite	100

NOTES

1. Breakfast Options: CVB sponsored event for all attendees; in overnight room rate in hotel restaurant.
2. Hospitality Suites: PBA will take care of one night; other night can be CVB or partner sponsor.

ESTIMATED FINANCIAL COMMITMENTS

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

Evening events to showcase an attraction, property etc.

- Could be reception, full dinner
- Neighborhood Night

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 meeting

Education – Travel Suppliers Only

- Speakers (any costs they may request)

PENNSYLVANIA BUS ASSOCIATION Annual Meeting
Please submit by Convention & Visitors Bureaus with Bid Specifications

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

► **This bid is for which annual meeting 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 Meeting. Must be signed by the President or individual authorized to make this commitment. Because of the investment commitment, the Annual Meeting 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
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Easton, PA 18044
Email to: director@pabus.org