2025 Annual Conference Bid Specifications

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 conference in order to bring the members together for business opportunities.

CVB Benefits to 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, 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 Conference
1. Dates available from the 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 Conference Dates & Deadline to Submit Proposal
Generally Sunday arrival and Wednesday departure. However, we are looking at Monday arrival to avoid the Father’s Day holiday on Sunday. Our normal dates are the 3rd week of June. However, please also give us your availability in the proposal for an early November date.

DEADLINE for Proposal is 1/1/2024.

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 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 challenged 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 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. 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:
  o No Attrition clause
  o Complimentary overnight rooms each night for 3 staff
  o Complimentary rooms the hotel will provide based on rooms sold
  o Complimentary meeting space
  o Overnight room rate, all taxes, parking fee if any, day fees, etc. Provide a separate rate if full breakfast included.
  o Overnight room cancellation policy
  o Meeting Room names, square footage, diagram if available
  o Overnight Room release dates
  o Understanding that some events will be off property at the decision of the CVB.
  o Audio Visual charge list
NOTE: Please submit hotel information with CVB proposal and not separately.

☐ BROCHURES and MAPS of the area
## ANNUAL CONFERENCE SCHEDULE

*(Subject to modification pending hotel, dates available, etc.)*

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

### NOTES

1. Breakfast Options: CVB sponsored events for all attendees; overnight room rate in hotel restaurant.
2. Hospitality Suites: PBA will take care of one night; the 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 Conference Bid Specs

► 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