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Request for Proposal to Host 2024 Missouri Group Travel Exchange

Event Name: 2024 Missouri Group Travel Exchange

Event Overview: The goal of Missouri Group Travel Exchange is to provide a cost-effective, professional, educational, sales and marketing event to create new relationships and strengthen existing relationships between group travel planners and tourism industry partners.

Event History:

- 2007 - Capitol Plaza Hotel, Jefferson City
- 2008 - Capitol Plaza Hotel, Jefferson City
- 2009 - Lodge of the Ozarks, Branson
- 2010 - Harrah's Casino & Hotel, St. Louis
- 2011 - Holiday Inn CoCo Key, Kansas City
- 2012 - Capitol Plaza Hotel, Jefferson City
- 2013 - Crowne Plaza, Clayton/St. Louis
- 2014 - Chateau on the Lake, Branson
- 2015 - Hilton Kansas City Airport, Kansas City
- 2016 - Camden on the Lake, Lake of the Ozarks
- 2017 - St. Charles Convention Center, St. Charles
- 2018 - Chateau on the Lake, Branson
- 2019 - The Lodge of Four Seasons, Lake of the Ozarks
- 2023 - AmericInn by Wyndham, Branson

Contact: Cori Day, Executive Director, Missouri Travel Council
(816) 266-2513; ExecutiveDirector@MissouriTravel.com

Participation: 25 Group Travel Planners (Approximate)
75 Tourism Industry Suppliers (Approximate)

Date Options: Flexible Late-March to Late-April 2024 or September – October 2024. Monday-Thursday only. We will not consider weekend dates.

Qualifications: Selected property must be a member of Missouri Travel Alliance or join the organization prior to the signing of a contract.

RFP Due Date: Proposals must be received by no later than 5:00 p.m. on Friday, September 15, 2023.

Guest Room Block: Estimated at 75-100 sleeping rooms total

Group Travel Planner Rooms: Group travel planners should be viewed as site visit guests, representing future business potential with proposed room rates reflecting such consideration.

Method of reservation: Rooming list.
Method of payment: Room and tax to master.
Incidentals on own.

Early Arrivals Monday	Tuesday	Wednesday	Thursday
5	25	25	10

Tourism Industry Supplier Rooms: It is understood that the tourism industry suppliers room rate will be higher than the group travel planners room rate. Please specify on bid.

Method of reservation: Individual
Method of payment: ALL charges individual pay.

Early Arrivals Monday	Tuesday	Wednesday	Thursday
5	75	75	10

Staff Rooms: The following rooms should be provided complimentary or at deeply discounted rates.

	Monday	Tuesday	Wednesday	Thursday
Suite for Office	1	1	1	1
Lodging rooms for staff	1	1	1	1

All rates should be effective two days prior to and after the room block to accommodate those wishing to arrive early or stay on to enjoy your property and your area.

Tentative Schedule and Function Space: Please note proposed meeting room names on bid.

Day 1:

Time	Event	Comments
8:00 a.m. – 24 hour hold	Registration	4 draped tables (6' or 8'). 2 in front. 2 in back. Ideal location near meeting rooms and close to an electrical outlet.
1:00 p.m. – 4:00 p.m.	Planner Pre-Fam Tours	Off Site
8:00 a.m. – 5:00 p.m.	Final Set Up	Access to Group Travel Exchange event space for final set-up.
5:30 p.m. – 6:00 p.m.	Supplier Refresher	Same room as Reception
6:00 p.m. – 7:00 p.m.	Reception	10 draped tables (6' or 8') around perimeter of room. Evening reception with host bar or beer/wine set for 100 people. Ideally set in room used for meal functions. Mic and Podium.

Day 2:

Time	Event	Comments
7:45 a.m. – 24 hour hold	Registration	4 draped tables (6' or 8'). 2 in front. 2 in back. Ideal location near meeting rooms and close to an electrical outlet
8:00 a.m. – 9:00 a.m.	Continental Breakfast	Continental breakfast for 100
9:30 a.m. – 11:30 a.m. 24 Hour Set	Exchange Session #1	25 skirted tables (6') with 1 chair on each side of table, set up interview style, positioned throughout the room. Used for one-on-one meetings, so ample space between tables is required for privacy and to minimize noise from surrounding tables. Please note that this room may not be used for meal functions or evening reception. Mic, Podium, Screen, Projector.
9:00 a.m. – 4:00 p.m.	Break Area	In exchange meeting room or foyer. Soft drinks and assorted snacks with 3 rounds of 10 and additional chairs.
12:00 p.m. – 2:00 p.m.	Lunch and Speaker	Rounds for 100. Ideally set in the room used for meal functions. Mic, Podium, Screen, Projector.
2:30 p.m. – 4:30 p.m.	Exchange Session #2	25 skirted tables (6') with 1 chair on each side of table, set up interview style, positioned throughout the room. Used for one-on-one meetings, so ample space between tables is required for privacy and to minimize noise from surrounding tables. Please note that this room may not be used for meal functions or evening

		reception. Mic, Podium, Screen, Projector.
6:00 p.m.	Dinner	On-Site/Off-Site - TBD

Day 3:

Time	Event	Comments
7:30 a.m. – 9:00 a.m.	Registration	4 draped tables (6' or 8'). 2 in front. 2 in back. Ideal location near meeting rooms and close to an electrical outlet
8:30 a.m. – 9:30 a.m.	Planner and Supplier Breakfast	Rounds for 100. Ideally set in the room used for meal functions.
9:30 a.m. – 11:30 a.m. 24 Hour Set	Exchange Session #3	Set from Wednesday. 25 skirted tables (6') with 1 chair on each side of table, set up interview style, positioned throughout the room. Used for one-on-one meetings, so ample space between tables is required for privacy and to minimize noise from surrounding tables. Mic, Podium, Screen, Projector.
9:00 a.m. – 12:00 p.m.	Break Area	In exchange meeting room or foyer. Soft drinks and assorted snacks with 3 rounds of 10 and additional chairs.
11:30 a.m. – 12:00 p.m.	Door Prize Giveaways	Exchange Room

Final audio/visual requirements to be determined.

Additional Requirements:

- 1) Bids with hotel room attrition clauses will NOT be accepted. However, room blocks will be held until 30 days prior to the event. Missouri Travel Alliance will continue to monitor pick up and work with hotel to adjust blocks accordingly. Please make certain to address this in your bid.
- 2) This event requires one comp room for use as an office, storage and sleeping room for Missouri Travel Alliance staff.
- 3) The host DMO is required to serve on the 2024 Missouri Group Travel Exchange Planning Committee as an active participant. This includes but is not limited to identifying potential planners to attend, contacting potential planners and inviting them to attend the show, attending weekly planning meetings, assisting with local pre-event organization and event execution.
- 4) The host DMO is offered the opportunity to host a group travel planner only familiarization tour of their community on Day 1 from 1:00 p.m. – 4:00 p.m. This tour would be optional for the group travel planners. If the DMO chooses to provide such a tour, they will be responsible for providing appropriate transportation and lunch for up to 25 group travel planners and their guests. If you want to provide such a tour, please include a preliminary overview of what would be included in the tour.

- 5) **The host hotel and/or host DMO will be required to sponsor either a lunch or dinner.** Lunch must be held at the host hotel. Dinner may be held on or off-site. If off-site is chosen, host DMO must provide transportation to and from dinner venue. Your bid must include which meal function you plan to sponsor and what menu selection you would offer for that meal. The Missouri Group Travel Exchange planning committee must approve the menu selection.
- 6) The host hotel will provide a complimentary room night for a site visit if warranted.
- 7) The host hotel will provide complimentary internet in the registration area and in the event meeting space and guest rooms.
- 8) Group travel planners must be granted a late check-out of 12:30 p.m., so that they may participate in the Exchange Session #3.

Proposal Narrative:

Please ensure that each requirement is addressed, especially available dates and corresponding hotel room rates for planners, suppliers and staff. Please include the names of the proposed meeting rooms for all events. Any and all room rental charges and any and all incidental expenses must be clearly addressed in your proposal.

Please enclose with your RFP, the following items:

- 1) A current copy of meeting rooms specs
- 2) A current copy of banquet menus and policies
- 3) All additional rental charges such as skirting, easels, etc.
- 4) Food and beverage minimums
- 5) Corkage fees
- 6) Current audio/visual rate sheet
- 7) Parking fees, if any
- 8) Appropriate policies and procedures

Proposals should be mailed or emailed to:

Cori Day
Executive Director
Missouri Travel Council
500 SW South Avenue #1112
Blue Springs, MO 64015
ExecutiveDirector@MissouriTravel.com

Proposals must be received by no later than 5:00 p.m. on Friday, September 15, 2023.

Shortly thereafter, the Missouri Group Travel Exchange planning committee will review and consider each bid and set up site visits, if warranted. A decision regarding the selection of the host site for the 2022 Missouri Group Travel Exchange will be made by Friday, September 29, 2023.

If you have any questions regarding this request for proposal, please call Cori Day at (816) 266-2513 or email at ExecutiveDirector@MissouriTravel.com.