



MISSOURI TRAVEL ALLIANCE

500 SW South Avenue
Blue Springs, MO 64013
(816) 266-2513

**Missouri Sports Travel Exchange 2026
Request for Proposal**

August 19, 2024

Dear Missouri Travel Alliance Member:

Missouri Travel Alliance is seeking a location for our 2026 Missouri Sports Travel Exchange (MSTE).

The 2026 conference will provide networking, educational and one-on-one business exchange opportunities for sport event organizers and the Missouri sports tourism industry.

The hotel/destination request for proposal is attached for your consideration. **Please note that the deadline for proposals is September 20, 2024.**

Please direct all questions about the MSTE RFP to Cori Day at (816) 266-2513 or email at executivedirector@missouritravel.com.

With kind regards,

Cori Day
Executive Director

Request for Proposals (RFP) - Missouri Sports Travel Exchange 2026

Proposals Due by September 20, 2024



Missouri Travel Alliance (MTA) is soliciting RFPs for the 2026 Missouri Sport Travel Exchange. Missouri Sport Travel Exchange (MSTE) is a two-day reverse trade show/marketplace for sport event organizers and right holders and destinations/agencies/organization that host sporting events.

MTA is the official private sector umbrella organization of the tourism industry in the state of Missouri. As a non-for-profit association, its primary aim is to provide economic, social, and educational benefits to its broadly-based membership through professional development, public advocacy and cooperative state/regional marketing efforts.

Preferred Dates:

Flexible Mid-February to Mid-March 2026.

Flexible Two Nights/Three Days for sport event organizers and Two Nights/Three Days for suppliers. Monday-Thursday only. We will not consider weekend dates.

Estimated Attendance:

20-30 Sports Event Organizers (approximate)

20-40 Suppliers (approximate)

8-10 Exhibitors (approximate)

Guest Room Block:

Early arrivals: 2 Event Staff Rooms

Night One-40 Guest Rooms

Night Two-60 Guest Rooms

Rooming list will be provided for staff, speakers and planners. Suppliers will make their own reservations.

Guest Room Requests:

- One complimentary room for staff for three nights
- One complimentary room per each 40 occupied, cumulative
- Two complimentary rooms or discounted rate for speakers for two nights
- Suggest the hotel offer two rates, lower rate for planners and one for suppliers
- Group rate to be honored two days prior and two days post conference
- Bids with hotel room attrition clauses will not be accepted

Secured Storage/Office:

- Secured room to be used as conference office and storage. Room to be located close to registration and MSTE meeting space. Can be the same as complimentary staff room as long as it provides a living area and sleeping area that can accommodate storage.

Registration Area:

- Registration area must be in proximity to the meeting space allocated for the marketplace
- Area to be set with 2-8' tables clothed and skirted, 4 chairs, waste basket and easel
- Electricity
- Complimentary Wi-Fi

Marketplace Requirements:

- Meeting room for marketplace to accommodate 30-8' tables with 2 chairs each side of the table. This room may not be used for meals.
- Area for coffee break
- 4-5 round tables with chairs for suppliers waiting area
- Area with 1-8' table and two chairs for timekeeper
- Microphone at timekeeper table
- 24-hour hold on Marketplace meeting room
- Complimentary Wi-Fi

Meeting Rooms:

- One meeting room on day two from 8:00 AM-5:00PM
- Room set theater style for 70-80
- Screen
- Group to provide video projector
- Standing Lectern and Mic
- Complimentary Wi-Fi

Meals:

- One meal room needed set rounds of 8 or 10 for 70-80
- Standing Lectern and Mic
- Screen
- Group to provide video projector
- Complimentary Wi-Fi
- Balance of AV needs to follow

Menus:

- Hotels must submit menus for meals and breaks with proposal. If there is a projected increase in pricing for 2026, please note in the proposal.
- MO Travel Alliance is tax exempt. Please submit service charge rates for all meals and other services with the proposal.

Proposals Must Include:

- Guest Room Rates and Tax Rate
- Guest Room Policies on Cutoff Dates
- Cancellation Policies for Individual Reservations
- Food & Beverage Menus, Service Charges and Corkage Fees
- Audio Visual List and Charges
- Meeting Rental If Applies
- Food & Beverage Minimums If Applies
- Parking and Parking Fees
- Airport and Airport Transportation Information
- Property Layout Including Meeting Space

Event History:

2019 Ameristar, St. Charles, MO
2020 Chateau on the Lake, Branson, MO
2023 Embassy Suites, St. Charles, MO
2024 University Plaza Springfield, MO
2025 Resort at Lake of the Ozarks Lake Ozark, MO

Decision Process:

The RFP will be submitted to Missouri Travel Alliance by members. All proposals are to be submitted to Cori Day by September 20, 2024, at the mailing address or email below. All proposals will be reviewed by the MSTE Committee. Site visits will be conducted, and a location selected by MSTE Committee by October 31, 2024.

Host City:

We highly encourage the host city to set up a sports venue FAM on the afternoon of arrival day. This will be at the cost of the host city, however MSTE will make it a part of our promotion and agenda for the event. MSTE will provide the registration list and contact information for you to invite the sport event organizers.

The selected 2026 host city will be required to serve as Co-Chair of the 2026 MSTE Planning Committee. This will include but is not limited to supplying planner names for 2026 attendance, contacting planners to attend the event, solicit sponsors and attend weekly planning meetings.

Tentative Agenda:

Arrival Day:

12:00-6:00 PM	Registration, registration tables to be set by 10am
2:00-4:30 PM	Sports FAM Hosted by City/CVB (Planners Only)
2:00-4:30 PM	Exhibitor Set Up
4:00 PM	Set up of Marketplace Meeting Room
5:00 PM	First Timer Session
6:00-7:00 PM	Welcome Reception for All Attendees

Day Two:

7:30-9:30 AM	Registration
8:30 AM	Breakfast for All Attendees
9:30-11:30 AM	Marketplace Appointments-break in room
11:45 AM-1:00 PM	Lunch
1:15-2:15 PM	Education Session
2:30-4:30 PM	Marketplace Appointments-break in room
6:00-9:00 PM	Reception/Dinner

Day Three:

8:00-9:00 AM	Breakfast for All Attendees
9:15-11:30 AM	Marketplace Appointments-break in room. Departure.

Proposals must be submitted by September 20, 2024 to:

Cori Day

Missouri Travel Alliance

500 SW South Ave

Blue Springs, MO 64013

(816) 266-2513

ExecutiveDirector@missouritravel.com