

**GROUP TRAVEL CON CONFERENCE  
REQUEST FOR PROPOSAL**

**2025**

**I HOUSING-** Separate rates are needed for the Conferences buyers and the travel suppliers. The rate for buyers should reflect the future business potential these guests represent. Rates for GTC Conference are \$59-\$89 for the buyers and \$99-\$169 for suppliers.

The Conferences hotel rates are available three days before & after the Conference. Ten (10) complimentary rooms and two (2) suites are needed for staff, consultants & VIP.

The following sleeping room block and pattern are required with a 2:30pm checkout time:

	<b>Pre-Con Day 1</b>	<b>Pre-Con Day 2</b>	<b>Day 1</b>	<b>Day 2</b>
Staff + VIP	10 + 2	10 + 2	10 + 2	10 + 2
Buyers N/A		10	50	50
Suppliers	N/A	10	60	60

In recognition of the business, it provides the Host Hotel, the association requests a 10% per room night commission be paid at the conclusion of the Conferences and for the Host Hotel to purchase a Conference registration.

Room block cutoff date due 14 days prior to the Conference and rates will be available 3 days before & after the Conference. The host hotel will not charge any attrition penalties to the Conference. Complimentary Hotel parking for all delegates, staff & VIP





## GROUPTRAVELCON Conference \ HOST Commitment \ 2025

### II HOST REQUIREMENT

GroupTravCon will provide the following for the Marketing and Digital Media investment:

#### 2024 Travel Booth Sponsorship

Host of the 2025 Conference receives a Marketplace booth at the 2024 Conference

#### 2025 Conference Registration

Host of the 2025 Conference receives a complimentary Conference registration at the 2025 Conference

#### 2025 Material Distribution

Material Distribution to all GTC members during the 2025 Conference at their booth.

#### 2025 GTC Delegate Registry App- Listing of all Conference Delegates

Full page ad placement in the Delegate Registry App

**Banner Ad Advertising-** Host will have a 12-month Banner ad on the website prior to hosting the conference

#### 2025 Conference Travel Industry Report

Sponsorship of this report includes printing & distribution to Conference delegates. Back cover ad placement

#### 2025 GTC Pad Folio

Front cover ad placement on Conference Pad Folio provided to all delegates

#### 2026 GTC Travel Conference Booth Sponsorship

Host of the 2025 Conference receives a Marketplace booth at the 2026 Conference

**The 2025 GroupTravelCon Marketing & Digital Media investment is \$55,000 and includes all the items listed above.**



**III In-Kind Host Requirements**

The following In-Kind conference requirements are the responsibility of the **Host:**

**Meeting Space**-Host to provide Complimentary space for Ballroom meal functions and carpeted aisles & crosswalks in the exhibit hall & theater area with water stations, snacks, cookies, soda, coffee & tea

Approximate space requirements- **(Will consider options with lesser space)**

\*Exhibit Hall: 12,000 square feet Ballroom: 7,000 square feet

**2025 Opening Reception**-Welcome delegates with heavy hors d'oeuvres, beer & wine on the opening evening.

**2025 Travel Conference Dinner & Entertainment**-Dinner for approximately 125 GTC delegates and showcase the host destination and their sponsors-This event includes entertainment, beer & wine. This event will be held when the dates are determined.

**Food & Beverage**-Provide a complimentary "box lunch" and bottled water on the final day of the 2025 Conference to all conference attendees.



**Transportation & Meals**-Shuttles (motor coach service) between the following locations:

- Airport & convention hotel(s) for all delegates on arrival and departure,
- Convention hotel, Convention Center & the sponsored evening functions
- Sightseeing Tours during the Conference
- Conference meals at the hotel & convention center discounted 30% off list prices
- Roundtrip coach airfare for six (6) GTC staff to attend Conference

**Staging with Pipe & Drape and Audio Visual**-Skirted stage with appropriate pipe & drape in all rooms, three audio visual carts, pipe, drape, 36" Round Tables, with nylon stretch covers, Padded Chairs, Plants for Marketplace & stage areas. Podiums, microphones, lavalieres, plants for stage and exhibit hall. Up lighting, gobos, three (3) 6,000 lumens projectors, rigging, audio visual technician, AV switchers, two VGA distribution amps & cables, 8/12 mixer, stage up lighting in

both rooms, three (3) dressed rear projector screens and two (2) stage washes. Two 12'x16' stages and two confidence monitors. Internet access & electrical power at all functions.

**Marketplace Booths & Internet Access**-Pipe, Drape, 36" Round Tables with nylon stretch covers, Padded Chairs, Booth & miscellaneous charges along with Internet access, including electrical connections provided complimentary to the GTC staff.



# The **GROUP TRAVEL** Family

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**Group Travel Conference Staff Housing** Ten (10) hotel rooms for GTC Conference staff and two (2) suites for VIP delegates provided complimentary by the host city if not by the host hotel.

**Coordination of Pre-Fam & Post Fams Program**, transportation & information distribution, including marketing to the Group Travel Planners before the Conference, hotel & meal expenses for the Pre and Post Fam will be the responsibility of the host or their stakeholders and provided at no cost to the delegates

**Travel Planner Housing**-Host destination & hotel agree to provide up to ten complimentary hotel rooms for travel planners needing to come in a day or stay over on the last night of the Conference due to flight availability and airfare costs.

**In Room Gifts**-Provided to GTC buyer delegates upon arrival



Box 129 Salem OH 44460



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## Group Travel Con Conference 2025

### PROCEDURES & CONTACT INFORMATION



#### IV

#### Bid Procedures

Bids should address each of the points covered above and include a commitment to a tentative, first-option hold on meeting space and sleeping rooms, as well as the various sponsorships.

All site inspections will be made by the Group Travel Con Conference executive staff. Travel expenses incurred during any site inspections or visits by the staff will be reimbursed by the potential Host city that is visited for the Conference.

Bids to be sent to:

**Jennifer Ferguson**  
**General Manager**  
**Select Traveler Conference**  
**P.O. Box 129**  
**Salem, OH 44460**

**(330) 337-1027 Phone**  
**[jferguson@grouptravelfamily.com](mailto:jferguson@grouptravelfamily.com)**



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