

**2025 SMSA Training Summit**

The National Association of State Motorcycle Safety Administrators

RFP Details	
<b>RFP Name</b>	2025 SMSA Training Summit
<b>Response Due Date</b>	Fri, Apr 19, 2024
<b>Decision Due Date</b>	Fri, May 31, 2024
<b>RFP Type</b>	Meeting Space and Guest Rooms
<b>RFP Code</b>	F3N5Y48R4T4
<b>Description</b>	This RFP outlines the function space, special considerations, and on-property activities required for 150-200 attendees for this annual conference. Approximately 85% of attendees are state government employees from all over the United States. Government rate REQUIRED.
<b>Decision Factors</b>	Government rate required Same rate for all attendees Complimentary meeting space Use of a section of hotel parking lot for motorcycle demos and training
<b>Billing Information</b>	Staff Room & tax, group banquet functions, and authorized charges to the Master. Each Individual on own for room & tax
<b>Concession and Contractual Information</b>	Same rate single/double/triple. (some attendees will bring families). Rate available three days pre-and post-event based on space availability. Three staff rooms at 50% off the group rate. One comp room for ConferenceDirect associate for two days. 1 per 35 comped on a cumulative basis. Two complimentary one-bedroom suites and amenities for organization's president and executive director Ten upgrades at group rate for board members. Complimentary meeting space based on anticipated F&B spend Complimentary use of tables for tabletop exhibits 3-week cut-off date for reservations. 15% off Food and beverage prices. F&B prices guaranteed at contract signing. 15% off A/V prices. Complimentary use of easels. No set-up charges. No-walk clause. Lowest attrition percentage available. Cancellation clauses based on lost profit. Complimentary internet in sleeping rooms and meeting rooms (not being used for streaming) Waive fees for extra electrical hookups for exhibitors. Post-even audit to ensure all attendees were coded to group. Complimentary use of a 100ftx100ft portion of the parking lot for motorcycle demos.

Key Contact Information			
<b>Contact Name</b>	Tiffany Schwinden	<b>Email Address</b>	<a href="mailto:tiffany.schwinden@conferencedirect.com">tiffany.schwinden@conferencedirect.com</a>
<b>Organization</b>	ConferenceDirect	<b>Phone Number</b>	321-427-0345
<b>Title</b>	Global Account Executive		
<b>Preferred Contact Method</b>	Cvent, Email Address	<b>Mobile Phone Number</b>	321-427-0345
<b>Address</b>	601 Ocean Ave Suite 2 New Smyrna Beach, FL 32169 USA		
<b>Website</b>	<a href="http://ConferenceDirect.com">ConferenceDirect</a>		

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Organization Information			
<b>Organization Name</b>	The National Association of State Motorcycle Safety Administrators		
<b>Organization Type</b>	Association	<b>Industry</b>	Education
<b>Address</b>	1434 Trim Tree Road Indiana, PA 15701 USA		
<b>Employees</b>	1 - 50	<b>Average Attendees per Event</b>	151 - 300
<b>Events per Year</b>	1	<b>Average Room Nights per Event</b>	301 - 500
		<b>Total Attendees per Year</b>	151 - 300
<b>Multi-Day Events</b>	100%	<b>Total Room Nights per Year</b>	301 - 500

Event Information	
<b>Event Name</b>	2025 SMSA Training Summit
<b>Total Attendees</b>	150
<b>Event Type</b>	Conference or Convention
<b>Commission</b>	Yes - 10.00%
<b>Event History</b>	The planner has indicated that this event has been held before.
<b>Dates Flexible</b>	Yes
<b>Event Dates</b>	Mon, Sep 15, 2025 - Sun, Sep 21, 2025 + 1 alternate dates
<b>Date Type</b>	<b>Event Date Options</b>
Planner Preferred	Mon, Sep 15, 2025 - Sun, Sep 21, 2025
Alternate Date	Mon, Sep 22, 2025 - Sun, Sep 28, 2025
<b>Contract Signature Location</b>	Indiana, PA
<b>Business Objectives</b>	Annual membership business meeting and conference with training sessions, board of directors meeting, and exhibitors.
<b>Destinations Under Consideration</b>	Eastern Region (SMSA is rotates among three regions within the United States)

View Event History							
This event has been held in the following locations:							
Venue Name	City	State	Date	Attendees	Room Block	Room Pick-Up	Food and Beverage Spend
Holiday Inn Sacramento	Sacramento	California	9-9-17/2018		535	416	24,385
Crowne Plaza Columbus North-worthington	Columbus	Ohio	9/11-16/2023		398		
Red Lion Hotel on the River	Portland	Oregon	9/18-25/2016				

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**Guest Room Requirements**

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, Sep 15, 2025	8				3
Tue, Sep 16, 2025	60				3
Wed, Sep 17, 2025	85				3
Thu, Sep 18, 2025	85				3
Fri, Sep 19, 2025	85				3
Sat, Sep 20, 2025	60				3

**Check-In Date** Mon, Sep 15, 2025

**Total Room Nights** 401

**Peak Room Nights** 88

**Additional Information** Government per diem required  
Same rate single/double (most attendees will be in singles but a few may want to double up)  
Same rate for all attendees

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### Meeting Room Requirements

Start Date Mon, Sep 15, 2025

Day	Time	Agenda Item	Meeting Room Requested
Mon, Sep 15, 2025		SMSA Office	(Meeting Room Required) • 24-hour Hold
Mon, Sep 15, 2025		Host Office Office	(Meeting Room Required) • 24-hour Hold
Tue, Sep 16, 2025		SMSA Office	(Meeting Room Required) • 24-hour Hold
Tue, Sep 16, 2025		Host Office Office	(Meeting Room Required) • 24-hour Hold
Tue, Sep 16, 2025	8:00 AM-12:00 PM	SMSA Executive Meeting Meeting <i>Notes or Exceptions: Group will most likely have lunch in the hotel restaurant</i>	Conference (Meeting Room Required) 12 people
Wed, Sep 17, 2025		SMSA Office	(Meeting Room Required) • 24-hour Hold
Wed, Sep 17, 2025		Host Office Office	(Meeting Room Required) • 24-hour Hold
Wed, Sep 17, 2025	7:00 AM-5:00 PM	Registration	(Meeting Room Required) • 24-hour Hold
Wed, Sep 17, 2025	8:00 AM-12:00 PM	SMSA Executive Meeting Meeting <i>Notes or Exceptions: Group will most likely have lunch in the hotel restaurant</i>	Conference (Meeting Room Required) 12 people
Wed, Sep 17, 2025	9:00 AM-11:30 AM	Professional Development Workshop #1 Meeting <i>Notes or Exceptions: 2 per 6-ft tables. Room for AV</i>	Classroom (Meeting Room Required) 60 people
Wed, Sep 17, 2025	9:00 AM-11:30 AM	Professional Development Workshop #2 Meeting <i>Notes or Exceptions: 2 per 6-ft tables. Room for AV</i>	Classroom (Meeting Room Required) 60 people
Wed, Sep 17, 2025	9:00 AM-4:00 PM	Exhibitor Set Up Exhibit <i>Notes or Exceptions: Exhibits will be in meal room. Up to 20 tabletop exhibit tables around perimeter of room. Rounds for 200. Room for stage and AV</i>	(Meeting Room Required) 200 people
Wed, Sep 17, 2025	1:00 PM-4:30 PM	SMSA Annual Business Meeting Meeting <i>Notes or Exceptions: U-shape for 40 with a head table for four facing u-shape. Theater seating for 25 around u-shape. Room for AV</i>	(Meeting Room Required) 60 people
Wed, Sep 17, 2025	2:30 PM-3:00 PM	PM Break Break	(Meeting Room Required) 60 people
Wed, Sep 17, 2025	5:30 PM-7:30 PM	Opening Exhibits and Welcome Reception <i>Notes or Exceptions: In exhibit hall. This event is contingent on getting a sponsor and should not be included in calculating F&amp;B minimum</i>	(Meeting Room Required) 150 people

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Thu, Sep 18, 2025		<b>SMSA Office</b>	<b>(Meeting Room Required)</b> • 24-hour Hold
Thu, Sep 18, 2025		<b>Host Office</b> Office	<b>(Meeting Room Required)</b> • 24-hour Hold
Thu, Sep 18, 2025		<b>Speaker Ready Room</b> Speaker Room	<b>(Meeting Room Required)</b> 8 people • 24-hour Hold
Thu, Sep 18, 2025	7:00 AM-5:00 PM	<b>Registration</b>	<b>(Meeting Room Required)</b> • 24-hour Hold
Thu, Sep 18, 2025	7:30 AM-5:30 PM	<b>Meeting</b> Meeting <i>Notes or Exceptions: Classroom for 100. Head table on riser for four facing classroom. Room for AV</i>	<b>(Meeting Room Required)</b> 100 people
Thu, Sep 18, 2025	8:00 AM-5:00 PM	<b>Exhibits open</b> Exhibit	<b>(Meeting Room Required)</b>
Thu, Sep 18, 2025	8:30 AM-5:00 PM	<b>General Session</b> General Session <i>Notes or Exceptions: Classroom for 200</i>	Classroom <b>(Meeting Room Required)</b> 200 people
Thu, Sep 18, 2025	8:30 AM-5:00 PM	<b>Concurrent Session</b> Meeting <i>Notes or Exceptions: Classroom for 100. Head table for four facing classroom. Room for AV</i>	<b>(Meeting Room Required)</b> 100 people
Thu, Sep 18, 2025	10:00 AM-10:30 AM	<b>Morning Break with Exhibitors</b>	<b>(Meeting Room Required)</b> 100 people
Thu, Sep 18, 2025	12:00 PM-1:30 PM	<b>Lunch</b> Lunch <i>Notes or Exceptions: In exhibit hall</i>	<b>(Meeting Room Required)</b> 200 people
Thu, Sep 18, 2025	2:30 PM-3:00 PM	<b>PM Break</b> Break	<b>(Meeting Room Required)</b> 60 people
Thu, Sep 18, 2025	5:00 PM-6:00 PM	<b>Individual Members Meeting</b> Meeting <i>Notes or Exceptions: Rounds of 8. No AV needed</i>	Rounds <b>(Meeting Room Required)</b> 40 people
Fri, Sep 19, 2025		<b>SMSA Office</b>	<b>(Meeting Room Required)</b> • 24-hour Hold
Fri, Sep 19, 2025		<b>Host Office</b> Office	<b>(Meeting Room Required)</b> • 24-hour Hold
Fri, Sep 19, 2025		<b>Speaker Ready Room</b> Speaker Room	<b>(Meeting Room Required)</b> 8 people • 24-hour Hold
Fri, Sep 19, 2025	7:00 AM-5:00 PM	<b>Registration</b>	<b>(Meeting Room Required)</b> • 24-hour Hold
Fri, Sep 19, 2025	8:00 AM-5:00 PM	<b>Exhibits open</b> Exhibit	<b>(Meeting Room Required)</b>
Fri, Sep 19, 2025	8:30 AM-5:00 PM	<b>Concurrent Session 1</b> Meeting <i>Notes or Exceptions: Classroom for 100. Head table for four facing classroom. Room for AV</i>	Classroom <b>(Meeting Room Required)</b> 100 people

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Fri, Sep 19, 2025	8:30 AM-5:00 PM	<b>Concurrent Session 2 Meeting</b> <i>Notes or Exceptions: Classroom for 100. Head table for four facing classroom. Room for AV</i>	Classroom <b>(Meeting Room Required)</b> 100 people
Fri, Sep 19, 2025	10:00 AM-10:30 AM	<b>Morning Break with Exhibitors</b>	<b>(Meeting Room Required)</b> 100 people
Fri, Sep 19, 2025	12:00 PM-1:30 PM	<b>Lunch</b> Lunch <i>Notes or Exceptions: In exhibit hall. Exhibitors will move out at 3:30 pm</i>	<b>(Meeting Room Required)</b> 200 people
Fri, Sep 19, 2025	2:30 PM-3:00 PM	<b>PM Break</b> Break	<b>(Meeting Room Required)</b> 60 people
Fri, Sep 19, 2025	5:00 PM-6:00 PM	<b>Supporting Members Meeting</b> <i>Notes or Exceptions: Rounds of 8. No AV</i>	<b>(Meeting Room Required)</b> 40 people
Sat, Sep 20, 2025		<b>SMSA Office</b>	<b>(Meeting Room Required)</b> • 24-hour Hold
Sat, Sep 20, 2025		<b>Host Office</b> Office	<b>(Meeting Room Required)</b> • 24-hour Hold

**AV Requirements** AV support packages, podiums, and mics for general and concurrent sessions.  
Eight easels.  
Wired internet for registration.  
Basic internet in meeting spaces (not being used for streaming)

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**Additional Questions**

1. If this group books at your hotel, what is the name and email address for the person in your accounting department that will generate the commission check. Please do not list TBA. (Comment) (Required)

2. Can hotel agree on the following REBOOK clause - Should a ConferenceDirect client re-book Hotel with another meeting(s) within one (1) year from the date of canceled meeting, Hotel will credit 100% of all rooms revenue generated by such rebooking toward the damages paid by Group resulting from the cancellation of this event. Such credit(s) will not exceed the amount of damages paid by Group.

Damages shall be payable within thirty (30) days after the meeting date.

Hotel agrees to pay ten percent (10%) of the paid liquidated damages by Group to ConferenceDirect within 10 days of receipt of cancellation damages. (Comment)

3. Can hotel agree to a Performance Clause and Cancellation Clause based on lost profit (75% of group rate)? (Comment)

4. Can hotel agree to the following RESALE clause - Should Group incur attrition, liquidated damages may be applied to recoup Hotel's lost profits. However, Hotel shall use its best efforts to limit any loss by reselling rooms. If the Hotel does resell any guestrooms, the Hotel will refund the appropriate corresponding portion of the attrition payment to Group. The Hotel agrees to adjust the attrition fee based on rooms resold. To verify rooms resold, the Hotel will provide a summary of actual rooms sold for each night of the contracted room block. For any day that the hotel achieves 95% occupancy or higher during the event dates, the Group will receive full credit for achievement of the contracted block for that day. (Comment)

5. Do you offer complimentary parking? If not, what are your parking rates? (Comment) (Required)

6. Agree to provide small stage and podium at no charge? (Single choice) (Required)

Yes

No

7. What is the closest limited-service hotel to serve as overflow if necessary? (Comment) (Required)

8. Do you agree to waive advance deposits by attendees? (Single choice) (Required)

Yes

No