



**Request for Proposals**  
**Issued by:**  
**Maryland Tourism Coalition**

**42nd Annual Maryland Tourism & Travel Summit - 2023**

**Background:**

The Maryland Tourism & Travel Summit (MTTS) is Maryland's premier tourism industry conference providing educational and networking opportunities for tourism professionals from Maryland and the Mid-Atlantic. Attendees participate in seminars, hear from nationally prominent speakers, and interact at informal social functions with industry and political leaders. Approximately 250 people attend this event.

Maryland Tourism Coalition (MTC) coordinates MTTS, in cooperation with the Maryland Office of Tourism Development, and industry sponsors. The property selected will have a unique opportunity to showcase itself to the tourism industry and state political leaders.

**2023 Summit:**

MTTS will be held between late October and mid November 2023 (excluding holidays; election dates if applicable - preferably with a pattern of Wednesday - Friday), depending on availability of the site. The selection will be made by a committee who will evaluate the proposals based on:

Meeting criteria and space requirements;

Commitment to providing additional benefits and value, as per proposal;

The general image, reputation, and quality of property;

**Including a message from the site's Destination Marketing Organization which supports the bid; DMO is responsible for hosting the Welcome Reception and will be the appointed Host Committee. In all past years, this has been coordinated with local vendors at no cost to MTC**

Providing a group rate for attendee rooms;

Must become a member of MTC, if not already a member;

**Space needs:**

The following spaces are required for the host site (**room fees to be waived**):

1) One room capable of seating 250 at round tables for lunch and dinner; Adequate provisions for podium and stage, sound system, AV, and computer equipment; This space will be utilized for general sessions as well and must be committed exclusively to MTC for the duration of the summit.

- 2) Two (2) Break-Out Rooms – to hold 100 people Theater Style each on Day 2 only. If you are unable to accommodate this, please let us know within your proposal. Based on the venue, we have excluded the breakouts for some of our conferences.
- 3) An area capable of holding 30 six-foot display tables, with space for refreshment breaks, continental breakfast, and a cocktail reception prior to the awards banquet. This area will be utilized throughout the Summit for registration, hospitality, reception, and trade show; Close proximity to sessions preferred. Exhibit tables should be draped or skirted at **no cost** to the summit, as well as electric, extension cords, and shipping & handling for any exhibitors needs during the program. Please include any additional fees for electric, extension cords and shipping & handling guidelines, if not included, for exhibitor needs during the program.
- 4) Room(s) for the Post Banquet party; One area large enough for music, a bar, and dancing; Within close proximity to a quieter space or hallway for dessert, coffee, and networking.
- 5) One room for approximately 40 people for New Member Orientation, theater style on the first day of the conference prior to kick off.
- 6) One room for approximately 60 people for Maryland Tourism Development Board Quarterly Board Meeting on the first day of the conference prior to kick off.
- 7) One office room to hold up to 12 people – Preferably conference Style beginning day prior to conference through 3PM on Final day.
- 8) Access to the registration and trade show space the day prior to the start of MTTS for organizing purposes.

**Overnight Accommodations:**

It is anticipated that between 80 and 150 sleeping rooms could be utilized for two nights, along with up to 20 rooms on set up day. (Central Maryland locations would be closer to 80-100 rooms) Proposal should include a special group rate for MTTS which will remain available until the 2 weeks prior to the event, depending on room availability. It is also anticipated some attendees will extend their stay. Group rate should also be available up to 3 days pre and post conference.

Proposal should indicate:

- Location of Summit session rooms
- Number of rooms per night
- Minimum and maximum room blocks available
- Complimentary room policy
- Availability of a suite for complimentary use by VIPs
- Group rate
- Parking fee - if applicable
- Resort fee -if applicable
- Any other fees

**Audio / Visual:**

AV is used throughout the summit. Please indicate the equipment available on site, and what equipment is available for use at no charge. This should include the cost of engineering, set up,

and A/V personnel during events. If A/V is not available on site, the name and price list from a recommended vendor is requested with the RFP. Discounted A/V fees will be considered in selection process. There is an A/V Sub Committee to assist with some tasks.

**Meals:**

The following meals will be provided at the Summit. Proposals should include sample menus with costs, liquor prices, bartender fees, and service charges. Please include any Food & Beverage minimums. Please also indicate whether it's acceptable to have wine donated, and if so, what the corkage fee is.

Day 1 Day -	Registration and Lunch - 150 - 200
Day 1 Evening	Welcome Reception ***
Day 2 Morning	Continental Breakfast - 175 - 250
Day 2 mid-morning	Coffee/Tea
Day 2 noon	Lunch for 200 - 250
Day 2 afternoon	Refreshment Break
Day 2 Evening	*Cocktail Reception - 250
Day 2 Evening	Dinner Banquet & Awards - 250
Day 2 Post Banquet	Dessert, coffee, and bar - 150 - 200
Day 3 breakfast	Breakfast Buffet - 125

\*\*\* This event is generally held off-site and planned by the Host Committee. *Host Committee is the Host County DMO.* In the event this is held on property, a menu will be requested by the host committee

*Events may be added, changed, or eliminated as the Summit plans proceed*

**\*Function Sponsorship:**

The selected property will host the cocktail and appetizer reception prior to the banquet on the evening of Day 2.

**Hotel Personnel:**

Key hotel personnel will be expected to attend the summit prior to the host year, to become acquainted with the flow and operation of the event. A representative from the facility will serve on the 2023 MTTs planning committee and is expected to attend all meetings. A banquet and catering manager will be exclusively assigned to MTTs during the event. Proposal should indicate hotel personnel to assume these roles.

The hotel will host an MTC and MTTs committee meeting which would be scheduled between September and October. The hotel will also host the Pre-Conference meeting closer to the event. **(room fees to be waived)**

**Proposals:**

The deadline for proposals is **September 15, 2022**. Decision will be made by October 8, 2022. Proposals should be sent to MTC Executive Director, Ruth Toomey via email.

ruth@mdtourism.org

**Ruth Toomey**, Maryland Tourism Coalition  
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