



Request for Proposal

National Association of Motorcoach Operators Annual Conference & Marketplace

Sunday - Tuesday
September 13-15, 2026
2 Nights/3 Days

Please NOTE: We would appreciate a F & B Minimum of no more than \$5,000.00. We historically spend around \$8,000.00 but this amount is primarily determined by how many off-site events we do in support of the local Tour & Travel Partners recommended by the Host CVB.

SCHEDULE OF EVENTS

Saturday

Approximately 10 Sleeping Rooms for early bird arrivals

Sunday

Approximate 40 Sleeping Rooms

NAMO requires ample parking space for display of up to 4-6 coaches by coach manufacturer members at NO CHARGE. The parking should be near the meeting area. This is a key element to a successful meeting. The coach representatives provide sponsorships and transportation. NAMO gives them priority treatment.

10:00am – 12:00pm Registration Room Set Up - NAMO requires a separate meeting space as close as possible to the meeting rooms with a key for security, or a “permanent” registration area that can be secured. NAMO staff will have personal equipment and registration materials, as well as door prizes, and gifts, which must be secured. NAMO requires at least 3 Keys for this room and 4-8’ or 6’ tables, 4 chairs, large trash can, Electricity, and WIFI. This room will remain

set for the duration of the event and be utilized for registration throughout Wednesday morning.

1 complimentary easel for signage

1:00pm – 5:00pm Registration

3:00pm NAMO Vendor Set-up – we require approximately 24 - 8' covered tables with one chair behind and two chairs in front to be placed in the pre- function area near the educational/meal area which will remain up until Saturday afternoon around 12pm. Depending on the size of the educational/meal space these could be placed inside on the perimeter of the room.

3:00PM—5:00PM Board of Directors Meeting
Plan for 15 people hollow square refreshments: coffee, soft drinks, cookies, or another snack

Refreshments should be sponsored by hotel.

6:00pm-7:30pm Welcome Reception & Mini Trade Show (with local tour and travel members of the host CVB & NAMO Vendors)
The meeting will include alcoholic beverages and heavy hors d'oeuvres. **NAMO staff will work with the CVB to plan this event to provide further exposure for group tours to the area.** Plan on approximately 75 people with 6'-8' tables set on perimeter of room with rounds of 8 in middle and AV/Podium/Screen up front for speakers. *NOTE: This room will remain set this way for the duration of the event and be utilized for all meals and sessions.*

7:30pm *Dinner on own & Board Dinner. NOTE: CVB & their partners/members should consider hosting this event either on site or at a restaurant close to host hotel.*

9:00pm-Until Networking Suite - This room should be a Presidential Suite or something similar where the group can meet after their workday to relax and enjoy each other's company. *NOTE: NAMO Reserves the right to provide beverages and snacks of their own for this space. Either the Executive Administrator or the Board Chairperson will utilize this room for their sleeping accommodations as well.*

Monday

Approximate 40 Sleeping Rooms

7:00am-4:00pm Registration Opened - *Existing set up.*

8:00am—9:00am Breakfast Buffet & Guest Speaker

- 9:00am – 10:00am *Educational Session – in same room*
- 10:00am – 11:30am Kick the Tires Session held in meeting space or parking lot depending on availability of equipment by the vendors.
- 11:30am – 12:30pm Educational Session
- 12:30pm -1:30pm Lunch Buffet & Educational Session/Speaker
- 1:30pm Break
- 2:00pm-4:00pm (tentative) Optional Tour of area with group friendly destinations included – this could be an area within 1 hour of the host hotel that is group friendly and willing to host NAMO for a FAM Tour and potential lunch with their tour & travel partners. **NAMO Looks for a sponsor for this lunch but asks for assistance from the local CVB.**
- 4:00PM – 5:00pm Free time
- 5:00pm - 7:30pm Reception & Dinner – This dinner is usually sponsored by the following year’s location and chosen by that host, but the F & B costs go towards NAMO’s F & B Minimum.
- 7:30pm-Until Networking Suite

Tuesday - Departures

- **One complimentary one-bedroom suite for the current president.**
- **One complimentary room for the executive administrator.**
- **One guest room complimentary per 30 rooms picked up based on total room nights.**
- **One complimentary Networking Suite each evening for NAMO event. NAMO must be able to provide their own F & B in this suite. Maintained by NAMO Member’s**

Other complimentary requirements **(MANDATORY MUST BE INCLUDED IN CONTRACT)**

- **All meeting room rental complimentary based on meal functions outlined in this schedule.**
- **At least one complimentary easel per day to be used for signage.**
- **One microphone, podium & screen per session where appropriate; that is, where a microphone is needed based on size**

- of room and number of people.
- **No Attrition Clause**
- **3 complimentary parking spaces for staff and VIP's should the property have a few for parking**

Deadline for proposals 30 days after receipt

Other considerations that may impact selection:

- **Is the host property willing to sponsor a break during the event (DAY/TIME TBD)**
- **Is the host property willing to offer reduced "shoulder" rates for pre— and post—meeting. That is, offer a reduction from the group approved rate for two nights prior and two nights after the actual meeting dates?**
- **Is the host property willing to make any other concessions beyond what is outlined?**
- **Do the Host Hotel and the Local CVB that is chosen agree to sponsor/cosponsor the last night's dinner event for the previous year?**

Benefits perceived to the Host Location/Property

- Web Link on NAMO Website for one year.
- Free registration for two CVB Staff to all of the events
- CVB information placed in registration bags
- CVB Website Link strategically placed in all communications from the Executive Administrator i.e. Constant Contact, Emails, News Letters
- Free vendor booth space for CVB & Hotel

This RFP is being sent to selected hotel members and convention and visitor bureaus (CVB) for distribution to properties that might have the outlined meeting requirements and interest in hosting NAMO's annual conference.

I am more than willing to discuss any portion of this proposal and special considerations that may be given depending on circumstances of location and property for the mutual benefit of the location, property, and NAMO.

I am more than willing to offer suggestions that might augment the experience for all parties concerned, especially the membership. I truly believe that the

success of the meeting is priority.

Attendance building is always a key element and the NAMO staff will work with the host location and property to create interest and desire on the part of the membership to attend the meeting.

The reason for choosing a specific location is that location can showcase to motorcoach group business. Therefore, it is expected that proposals will be received from destinations that either are attracting motorcoach group business or desire to do so.

NAMO feels that one of the best ways to attract motorcoach groups is to have the operators experience the destination and its area attractions.

Thank you in advance for your considerations made to NAMO in hosting this event.

Mary Presley
Executive Administrator
National Association of Motorcoach Operators
tourtrvl@comcast.net