



Request for Proposal  
2027 ANNUAL CONVENTION  
January 9-13, 2027

**PLEASE NOTE: These dates are not flexible.**

Please note: We would appreciate a F&B minimum of no more than \$7,000.00; however, this amount is primarily determined by the number of off-site events we support in conjunction with the local Tour & Travel Partners recommended by the Host CVB.

TENTATIVE SCHEDULE OF EVENTS

**1/9/27 - SUNDAY Approximate Sleeping Rooms Required-50**

Early Bird Arrivals

Registration Set-up – We require a secure room with two keys for our registration materials. 5-6' Tables, 3-Chairs, Large Trash Can, and Wi-Fi Access.

2:30 pm—4:30 pm—Board Meeting—This meeting is set up in a typical board meeting configuration or hollow square with seating for 15. Pens, pads, and water are required.

6:30 pm—8:00 pm—Board Dinner at local hotel or selected property, depending on availability.

8:30 pm – Networking Social – Depending on the facility, this may be held in the property bar or a private room. Should it be held in a private room, TMCA reserves the right to provide our own beverages and snacks.

**1/10/27 - MONDAY—Approximate Sleeping Rooms Required – 50 (tentative)**

8:00 am – 9:00 am Vendor Set Up – in the same room as meals – 20 - 8' skirted tables on the perimeter wall or in ½ of meeting space area. This includes up to 5 spaces for 45' coaches to be displayed in the parking lot. Equipment may remain on the property for the event, arriving on Sunday night and departing on Wednesday.

*Breakfast on your own*

10:00 am Depart for FAM Tour

10:30 am – 2:30 pm – FAM Tour with Lunch Included– Local CVB/DMO should be prepared to work with staff to highlight their destination with a FAM Tour provided by Area Members/Partners (mandatory). TMCA will do everything in its power to recognize those participants accordingly throughout registration to show a better return on investment (ROI)

6:00 pm – 7:30 pm Dinner – Location TBD (*Dinner can be held off-site at a local restaurant and sponsored by the restaurant and/or partners to offer more exposure to the host location*).

**TUESDAY–Approximate Sleeping Rooms Required-50**

7:00 am – 4:00 pm	Registration Opened – (same room, same set up as above)
8:00 am – 7:00 pm	Vendor Displays (same room, same set up as above)
8:00 am – 9:00 am	Breakfast with vendors (same room, same set up as above)
9:15 am – 11:00 am	Marketplace Roundtables (main banquet room)
11:15 am – 12:15 pm	OEM Presentations (same room, same set up as above)
12:15 pm – 1:30 pm	Lunch and Annual Business Meeting (same room, same set up as above)
1:30 pm – 4:30 pm	Operator Educational Session – Banquet room (same room, same set up as above)
1:30 pm – 4:30 pm	Supplier Educational Session – Separate room for 50 ppl – Classroom Set Up
5:00 pm – 7:00 pm above)	Reception with Vendors (same room as the rest of the meeting, same set up as above)
7:00 pm – 8:30 pm	Awards Dinner & Motorcoach Mania at host hotel - Banquet room
<i>NOTE: We ask that dinner be sponsored in its entirety by the chosen destination and their partners/members, but this is negotiable to some extent based on other considerations.</i> (same room, same set up as above)	
8:30 pm - Till	Networking on your own at the host hotel's bar

**WEDNESDAY–Approximate Sleeping Rooms Required-40**

**-CHECKOUT-**

**CONVENTION CONCLUDES**

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***NOTE: TMCA requires ample parking space for coach manufacturer members to display up to 5- 40' coaches 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 for their event, and therefore, TMCA gives them priority treatment.***

***TMCA staff will work with the CVB to plan this event, which will provide further exposure for group tours to the area. (If an off-site venue is chosen, transportation is provided by either TMCA operator members or TMCA coach sales members.)***

This event can be held on or off the selected hotel property; however, it is an opportunity to showcase the area's

attractions to motorcoach operators. Plan on approximately 75 people.

#### Complimentary Rooms

TMCA requires the following complimentary Rooms: (MANDATORY)

- One complimentary one-bedroom suite is available for the current president.
- One complimentary room for staff.
- One guest room is complimentary per 30 rooms picked up based on total room nights.

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

- All meeting room rentals are complimentary based on the meal functions outlined in this schedule.
- At least one complimentary easel per day to be used for signage.
- There will be one or two complimentary microphones, podiums, and screens per session, where appropriate, that is, where a microphone is needed based on the size of the room, the session, and the number of people.
- No Attrition Clause
- No F & B Minimum
- The Host Destination is willing to sponsor the dinner on the last night
- Three complimentary parking spaces for staff and VIPs should the property charge for parking.

**Deadline for proposals is 14 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 before and two nights after the meeting dates?
- Is the host property willing to make any other concessions beyond what is outlined?
- Requirements for a hotel or convention facility
- Must be available on the dates TMCA has listed above.
- Sleeping room rates:
- Preferred room rates are around \$130-\$160.
- The \$15 rebate will be returned to TMCA per room/ night based on pick-up.
- Operator rooms are 1/3 of the total count, and Vendor rooms are 2/3 of the total count.
- Flat rate and tax rate on rooms.
- Include your comp ratio policy or any rebates.
- Complimentary Wi-Fi in rooms and meeting spaces for all delegates.
- If hotel resort fees are added, the resort fees must be waived.
- Must be able to provide the required convention space and sleeping rooms. Space is needed for showcasing motor coaches, and indoor or outdoor paved space is required. This space can either be on the marketplace floor or adequate space near the marketplace for an outside display. Prefer a convention center and a hotel that are connected or within a reasonable distance.

#### Benefits Perceived by the Host Location/Property

- Web Link on the TMCA Website for one year.
- Free registration for two CVB Staff members to all the events

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- CVB information placed in registration bags
- CVB Website Link strategically placed in all communications from the Executive Administrator, i.e., Constant Contact, Emails, Newsletters
- 2 Free registrations and 1 vendor booth space for CVB & Hotel

This RFP is being sent to selected hotel members, member conventions, and visitor bureaus for distribution to properties that might have the outlined meeting requirements and interest in hosting TMCA's Annual Convention. The hotel should be a member of TMCA or willing to join if the bid is awarded to the chosen property.

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

We are willing to offer suggestions that might augment the experience for all parties concerned, especially the membership. The success of the meeting is a priority.

Attendance building is always a key element, and the TMCA staff will work with the host location and property to create interest and desire among the membership to attend the meeting.

The reason for choosing a specific location is that the area can showcase its destination to the motorcoach group business. Therefore, proposals are expected to be received from destinations that are either interested in attracting motorcoach group business or desire to do so.

TMCA 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 considering hosting this event.

Attendees Include:

- Tour Operators, travel planners, tour receptive, DMOs, suppliers, associates, and qualified group leaders.
- Speakers, dignitaries, entertainers, staff, and consultants.
- Total estimated attendance is 175 - 225

### **History of Association's Hotel Rates & Space Utilized Since 2002**

**2025 January 12-14 | Pigeon Forge, TN | Lodge at Camp Margaritaville | \$99 room rate, coaches outside.**

**2024 June 1 – 5 | Johnson City, TN | Holiday Inn Johnson City | \$139 room rate, coaches outside.**

**2023 June 4 – 6 | Chattanooga, TN | DoubleTree Hotel Chattanooga | \$131 room rate, coaches outside.**

**2022 Jan 16 – 18 | Franklin, TN | Franklin Marriott Cool Springs | \$159 room rate**

**2020 Jan 27-29 | Florence, AL | Marriott Shoals Spa and Resort | \$120 room rate**

**2019 Feb 11-14 | Biloxi, MS | IP Casino Resort and Spa | \$69 room rate, coaches outside.**

**2018 Feb 18-21 | Memphis, TN | Guest House at Graceland | \$119 room rate, coaches outside.**

**2017 Jan 8-11 | Montgomery, AL | Renaissance Hotel | \$119 room rate, coaches inside.**

*Deadline for proposals is 30 Days after receipt of RFP.*

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