



THOMPSON OKANAGAN TOURISM ASSOCIATION

Request for Partnership to Co-Host:

TOTA's 2018 Annual Tourism Annual General Meeting & Summit

Objective

The TOTA Annual Tourism AGM & Summit offers stakeholders an opportunity to come together to learn, network and conduct the annual affairs of the association. **We are pleased to invite you to co-host the 2018 AGM & Summit.**

This high-profile event will showcase the Host Venue and the Host Community to approximately 200 tourism leaders of the Thompson Okanagan region with representatives from Destination British Columbia.

As a non-profit organization, we endeavor to build a partnership with our industry to provide this event to our stakeholders.

TOTA, in cooperation with the Host Community, will encourage attendance by offering a quality event that incorporates:

- High calibre speakers and presentations on topical issues of significant interest to the tourism industry;
- The Annual Business Meeting of the Association;
- Sponsor's trade displays;
- Opening Reception, Formal Luncheon, auction; and,
- Social and networking programs

Preferred Dates

November 5th – 6th, 2018

November 7th – 8th, 2018



Venue Sponsorship Benefits

- a) Exposure through our email communications to our stakeholder database of over 4,000 recipients on a regular basis leading up to the event with hyperlink to your website
- b) Logo on totabc.org website (with hyperlink), registration forms, slide deck, etc.
- c) Option to include venue information in delegate folders and on-site
- d) Two complimentary Summit registrations

General Requirements

- a) As a partner, the Host Venue will provide TOTA with pricing concession for venue, food and beverage costs at their discretion.
- b) The Host Venue shall provide a liaison person to assist TOTA in matters relating to planning and hosting.
- c) The Host Venue must have capacity for over-night accommodation for delegates (approximately 70+ room nights), food and beverage facilities and meeting room space on site. If it is necessary to use an additional accommodation facility it would need to be within reasonable distance from the main facility with consideration for transfers.
- d) The Host Venue must have space for two 10' tables for registration in Lobby or Banquet pre-function space.
- e) The Host Venue must have meeting space for a minimum of 140 guests in plenary sessions.
- f) The Host Venue space must allow for breakout sessions in a minimum of 3 meeting rooms to be used concurrently. Each should be able to accommodate approximately 50 to 60 delegates.
- g) The Host Venue must also have a space for a minimum of 10 sponsor booths/tables (15 maximum), and display space for silent auction items. Ideally the exhibit space will be near plenary session meeting space. This space must be large enough to accommodate all coffee breaks as well.
- h) The Host Venue must also have space for 20 people U-Shape for the Board of Directors Meeting prior to the AGM & Summit. Lunch is to be served in this room as well.
- i) The Host Venue must also have space for 30 people for the Community Forum and 4 small break-out spaces for 6-12 people prior to the AGM & Summit.



- j) The Host Venue must provide space for the evening welcome reception (offsite is preferred with transportation provided), breakfast, and luncheon on both days.
- k) The Host Venue must be able to accommodate audio visual and lighting equipment.
- l) The Host Venue must accommodate an 8x24ft stage (indicate if provided by venue), 12' ceiling height to accommodate large screen (8'X24'), and 8' of AV equipment behind plenary session meeting room for AV technicians.
- m) All facilities must have wheelchair access.
- n) The Host Venue should outline its use of green technologies and sustainability initiatives as TOTA is seeking to promote the conference as a low impact event.
- o) The Host Venue is encouraged offer delegates value added options (e.g. health and wellness, golf, local culinary products, etc.) to promote their experiences.
- p) The Host Community has the option to secure and coordinate the Opening Reception, activities, food and entertainment and obtain any sponsors to assist in hosting this evening event with the Host Venue.
- q) The Host Venue will work closely with the local DMO for a successful opening reception.
- r) Colored linens preferred for all required tables and possibly chair covers depending on condition of banquet chairs.
- s) Prominent parking space is required for TOTA Transportation Sponsor.
- t) Reserved parking spaces are required for TOTA staff (approximately 6).

Financial Requirements

- a) Neither the Host Venue nor the Host Community may sign contracts or otherwise obligate TOTA on any event related item without prior written authorization
- b) The Host Venue and the Host Community may promote the event, but they may not take any registrations or fees related to registration.
- c) TOTA will update the Host Venue with expected delegate numbers as required
- d) TOTA will be invoiced by the Host Venue following the completion of the event



Food and Beverage Requirements

- a) The event offers the Host Community First Right of Refusal to sponsor the opening reception which will be coordinated by the host organization with the Host Venue directly
- b) TOTA will require breakfast buffet and a formal lunch on Day 2 using locally sourced ingredients where possible. Refreshment stations (Coffee/Tea/Water) are required throughout Day 1 and 2 (in same space as Showcase and silent auction tables).
- c) The Host Venue will provide options for food allergies and sensitivities
- d) On Day 1, additional meals will be ordered according to the program (i.e. Community Forum, Board Meeting)
- e) Ensure that the wine list is comprised of Thompson-Okanagan region options

Guestroom Requirements

- a) Provide rates and availability for up to 70 room nights for our core conference dates (see below) and any pre-post event rates you'd like to offer. We expect most guests will book rooms for Wednesday of the event. TOTA is not responsible for payment of guestrooms or incidentals unless otherwise noted under separate agreement. Within in the guestroom block and pricing, indicate complimentary accommodation and room upgrade policy.

Eligibility

Venue must be able to meet all above requirements.

Previous Summit Locations and Dates

October 28th – 29th 2015 – Manteo Resort, Kelowna, BC

November 7th – 8th 2016 – Predator Ridge, Vernon, BC

November 1st – 2nd 2017 – Hotel 540, Kamloops, BC



Event Capacity Requirements

Please confirm the following capacity requirements:

AGM & SUMMIT DAILY AGENDA

TIME	EVENT
05-Nov	
2:00 - 4:00 pm	SW Audio + Visual Deliver
4:00 - 10:00 pm	SW Audio + Visual Load In
06-Nov	
10:00 am - 6:00 pm	Registration
10:00 am - 6:00 pm	Photography
11:00 am - 2:00 pm	TOTA Board Meeting
11:30 pm - 1:30 pm	Community Forum with Lunch
12:30 pm - 1:30 pm	Advisory Meeting
12:30 pm - 1:30 pm	Advisory Meeting
12:30 pm - 1:30 pm	Advisory Meeting
12:30 pm - 1:30 pm	Advisory Meeting
2:00 pm - 6:00 pm	Silent Auction
3:30 pm - 6:00 pm	Sponsor Showcase
2:00 pm - 3:00 pm	TOTA AGM
3:15 pm - 4:15 pm	Summit Opens
6:30 om - 8:30 pm	Evening Reception
8:30 pm - 11:00 pm	TOTA Networking Lounge
07-Nov	
7:30 am - 5:00 pm	Registration
7:30 am - 5:00 pm	Photography
7:30 am - 5:00 pm	Silent Auction
7:30 am - 5:00 pm	Sponsor Showcase
7:15 am - 8:00 am	Buffet Breakfast



8:00 am - 8:10 am	Event Begins
9:45 am -10:00 am	Refreshment Break
9:35 am -9:40 am	Event Continues
12:00 pm -1:00 pm	Buffet Lunch
12:00 pm - 1:00 pm	TOTA Board Meeting
1:00 pm -1:15 pm	Event Resumes
3.45 pm - 4.00 pm	Refreshment Break
4.00 pm - 5:00 pm	Event Wraps Up
5.30 pm	End of Summit

Thank you for your consideration of this RFP, we look forward to discussing this with you further to formulate your response.

Kind Regards,

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