



# Maryland Motorcoach Association

## 2026 Annual Operators Meeting & Group Leader Travel Showcase

### RFP

September 15-17, 2026  
(TENTATIVE)

#### Background

The Maryland Motorcoach Association (MMA) is the trade association that represents motorcoach operators, travel planners and trade partners in matters at the state level.

They work to promote the motorcoach tour and charter industry and in cooperation with industry associations, local, state, and federal agencies, legislators, vendors, attractions, destinations and other entities and individuals to promote the betterment and welfare of our industry, members, and the objectives of the association.

Each year, MMA conducts a one-day group leader travel showcase where a broad range of destinations, hotels, and attractions are featured in an exposition setting. The main purpose of this Marketplace event is to bring group leaders in contact with representatives of the travel hospitality industry. We make it a win-win for everyone involved in the hospitality industry. At this time, travel showcase is a private event and is not open to the public. With its current format, travel showcase will host approximately 500 group leaders, brought to the one-day event on 8-10 buses.

#### Event Requirements

##### Location

Travel Showcase has been traditionally held within a two-hour drive of Central Maryland (Baltimore). Ideally, it would

provide easy access for vendors traveling to/from Greater NJ Group Leader Marketplace traditionally held in New Jersey

#### Space Requirements

The event needs exhibit space or a hotel ballroom to accommodate up to **50/80 draped display tables** with two chairs approximately 7,050 sq ft'. While 8-foot tables are preferred, 6-foot tables are sufficient; pipe and drape are not required but white or black coverings are. There should be easy access from coaches to exhibit space, with ADA accessibility. A sitting area for some of the group leader attendees nearby is requested. This area should have access to rest rooms and ice water. A room with a minimum of 1,300 Sq Ft is preferable.

#### Drop Off and Parking

There needs to be sufficient space for multiple buses to drop/load passengers off, at the main entrance. There needs to be a location to park at least 10 coaches in a convenient area, without fees. In addition, the exhibitors will be arriving by vehicle and will need parking for up to 60 cars.

#### Hours

Exhibitor Set-up is 8:00 AM – 9:00 AM, the day of the event. If possible, we would prefer set-up option for 4:30pm - 6:00pm the day prior. The show is held from 9:30am – 12:30pm. Tear-down is normally completed by 1:30 PM after which the group leaders leave for FAM Tours in the local area and boxed lunches are provided for the vendors.

#### Electric

Availability of electric is preferable but not required. Vendors requesting electric may be placed in proximity to outlets.

**History** (available upon request)

## 2026 Proposed Schedules

NOTE ALL TIMES ARE TENTATIVE

Several factors when choosing the location for this event include:

- motorcoach loading/unloading area
- ADA compliance
- proximity
- Interest in working with tour groups
- Cost
- Grant Income Potential

### Meal Functions

A Vendor Reception the evening before with Heavy Horsd'voures and open bar hosted by MMA.

A Continental Breakfast is provided for the vendors during the morning set-up. Complimentary would be nice.

A buffet/boxed luncheon needs to be provided for the exhibitors, estimated at 70 people, on the day of the show. No special banquet set-up is needed.

The group leaders may have lunch at either a single or multiple location. It is preferable for the meal to include some hot items and dessert. This is coordinated with the local CVB and normally sponsored by the location hosting the group.

### Familiarization Tours (FAM)

After the Travel Showcase the group leaders traditionally will take part in a FAM Tour sponsored by the area or surrounding area that the Travel Showcase is held. FAM Tours can feature local attractions, Theaters, Museums, etc and are left to the discretion of the sponsoring area. MMA Staff will work closely with the sponsoring area to provide input and support if needed. All participants will wear badges at all times to identify them as MMA Group Leaders and are provided by MMA or their Tour Company.

### Lodging

A block of approximately 40 rooms at a discounted rate is needed for vendor and operators, ideally at the Travel Showcase location. Hotel should have in-house dining and an onsite lounge. Rates need to clearly list all fees and taxes. History is available should you request it. The hotel contract should clearly state **NO ATTRITION and NO F & B MINIMUM IS REQUIRED.**

### DAY ONE MMA BOARD MEETING & DINNER

#### Monday 9/14/26

3:00PM	Board Check In – We would need approximately 10 rooms for board members
3:30PM – 5:30PM	Board Meeting
6:00Pm - 8:00PM	Board Dinner

### DAY TWO MMA OPERATOR MEETING

#### Tuesday 9/15/26

9:00 AM – 10:30 AM	Breakfast with the OEM's
10:30 AM – 11:30 AM	Marketing Seminar
11:35 AM – 12:20 PM	Legislative Updates
12:00 PM – 3:00 PM	Vendors Set Up at Travel Showcase Location
12:30 PM - 3:30 PM	Board Bus off site FAM Tour & Lunch for Operators & Suppliers (tentative)
3:30 PM – 5:30 PM	Free Time
5:30 PM – 7:00 PM	Vendor Reception
7:00PM – 9:00PM	Dinner on own

### DAY THREE – MMA GROUP LEADER TRAVEL SHOWCASE

#### Wednesday 9/16/26

7:00 AM – 8:45 AM	Exhibitor Registration Table Set-Up for those that didn't set up the night before
8:45 AM – 9:00 AM	Exhibitor Meeting in Hall
9:00 AM - 12:00 PM - 12:00 PM	Travel Showcase Trade Show
12:30 PM - 1:00 PM	Group Leaders depart for lunch in & FAM Tours in destination Location.
	Exhibitor Luncheon and Tear-down

### Incentives provided to Travel Showcase Location Chosen

- 10 Free Vendor Booth's (to be used by FAM Tour Providers)
- Full Size Back Page ad on Travel Showcase Program to be handed out to all attendees at Travel Showcase
- Weekly promotional blasts of destination chosen
- Advertisement on MMA Website
- Input on graphics chosen for promotion of event

## Submission of Proposals

Proposals may be submitted by the following organizations:

- Convention and Visitor Bureaus
- Local or Regional Tourism Offices

**Proposals may be submitted in writing or electronically.**

**Submit to:**

**Mary Presley**

**Executive Administrator**

**[mpresley@marylandmotorcoach.org](mailto:mpresley@marylandmotorcoach.org)**

**P.O. Box 320266**

**Alexandria, VA 22320**

**571-312-7117**

**Please provide the following information in your proposal based on the information above:**

- Hotel or Conference Center bidding on  
Travel Showcase – name, contact name,  
location, and rate.
- MMA requires approximately 35/40 FOR 2026
- Room is available for set up prior to marketplace
- Entertainment and or FAM options for group leaders  
at no cost. To be organized by Local CVB & Partners
- Hall/Expo Space- square footage and rental fees for  
set-up day, show day, food area, usage guidelines,  
etc.
  - Marketplace - *MMA requires space for  
approximately 50/70 tables skirted and a  
registration table outside of marketplace  
space.*
  - *Beverages- A coffee/water station set-up in  
a secluded location that the group leaders  
do not have access to.*
  - *Vendor Lunch – An area where vendors can  
eat away from the group leaders. Boxed  
Lunches are required.*
  - *Coffee & Pastries for Vendors during Set Up  
on Travel Showcase*
- List of Charges - including clean-up, extra tables,  
chairs, benches, electric, easels, microphone, etc.
- Caterers – sample menus, service fee gratuities,  
tables, linens and any restrictions
- City/State Taxes – and also what charges if any are  
associated with rentals, advance shipments, etc?
- The names of Contact individuals, their phone  
numbers, and email at the facility who would  
respond to any questions in a timely manner
- Any deposits which may be required and when
- Copy of the contract which will be signed should  
your facility be selected
- MMA does not expect to pay for any minimums  
and requires a no attrition clause.**

Updated 12/2/24