

Request for Proposals - RFP-DP-16

Host of the 2027 TIANB Tourism Summit & Awards Gala

The Tourism Industry Association of New Brunswick is seeking a partner in New Brunswick to host our **2027 Tourism Summit & Awards Gala**. TIANB will coordinate all site selection, contracting and logistics for this event with a locally chaired committee. We wish to partner with a Destination, Municipality, Hotel or other entity that would be willing to join us in hosting this prestigious event.

The Summit includes an opening night meet and greet, two and half days of conference, an off-site event on the evening of the first conference day, and an Awards Gala on the evening of the second conference day.

The organization will meet with the Board and confirm a chosen destination at the Annual 2026 Summit

Event Profile

Organization Overview

The Tourism Industry Association of New Brunswick (TIANB) is the leading advocate for tourism issues in the province of New Brunswick. As a representative and industry-driven organization, TIANB provides leadership and direction by working with partners and stakeholders at the provincial, Atlantic and national levels to ensure the continued success of a competitive, progressive and sustainable business environment, thereby fostering health and sustained growth in New Brunswick’s tourism industry.

1. This event serves as the annual Tourism Summit, the industry awards gala, and the Annual General Meeting of the organization.
2. The attendee profiles are as follows: New Brunswick Tourism Industry Partners, Suppliers, Operators and Government.
 - a. **Please note:** All attendance numbers below are subject to change based on actual registration.

Year	Property	City	Dates	Attendance
2025	Rodd Miramichi River	Miramichi	Oct. 28 - 30, 2025	160
2024	Delta Hotels Saint John by Marriott	Saint John	Nov. 12 - 14, 2024	180
2023	Delta Beauséjour by Marriott	Moncton	Nov. 14 - 16, 2023	220
2022	Four Points by Sheraton	Edmundston	Nov. 7 - 9, 2022	117

Date Requirements

- Preferred dates for the event is mid-October from Tuesday to Thursday.
- Allow buffer for Monday and Friday for logistical purposes.

Guest Room Block Requirements*

	Monday	Tuesday	Wednesday	Thursday	Friday
Run of House	3	54	54	54	
Junior / Regular Suite		1	1	1	
Staff		5	5	5	

- **Total Room Block:** 160
- **Reduced rates :** A reduced staff room rates is required
- **Method of Reservations :** 1x small rooming list for TIANB’s staff. All other registrations are individual reservations made via an online platform or by telephone directly with the accomodation.
- **Room Rate:** Non-Commissionable

* Please note that numbers are subject to change based on actual registration

** Destination to provide shuttle if guestrooms are not in the same venue as the meetings

Function Space Requirements*

	Start Time	End time	Function	Setup	Number
Tuesday	9:00 AM	Midnight	Green Room		
	1:00 PM	3:00 PM	Board Meeting	Boardroom	12
	2:00 PM	8:00 PM	Registration		
	6:00 PM	9:00 PM	Meet & Greet	Casual Drop-In	TBD
	6:00 PM	9:00 PM	Marketplace	12 x 6ft Tables 2 chairs each	12
Wednesday	6:00 AM	Midnight	Green Room		
	7:30 AM	5:00 PM	Main Meeting Hall Set-up: Breakfast AM & PM Coffee Breaks Lunch	Rounds of 6 or 8 Stage/2 Rear Projection Screens/Podium/ Mic/Trans lation Booth	150
	8:00 AM	5:00 PM	Registration		
	7:30 AM	5:00 PM	Marketplace	12 x 6ft Tables 2 chairs each	12
Thursday	6:00 AM	Midnight	Green Room		
	7:30 AM	3:00 PM	Marketplace	12 x 6ft Tables 2 chairs each	12
	11:00 AM	12:00 PM	AGM main meeting hall is fine but we need a Head Table of 5.		
	3:00 PM	4:30 PM	Final Session in a separate if we are using the main room for the Banquet		
	6:00 PM	Midnight		Rounds of 6 or 8 Stage/2 Rear Projection Screens/Podium/ Mic/Trans lation Booth	240

Function Space & Audio/Visual Comments:

- **General Session Room Setup**
 - Two (2x) Screens on each side of the stage, Rear Projection on Main Stage, Podium and Mic, possible Translation Booth and Dance Floor for the Banquet.
- **Exhibit/Marketplace Room**
 - 6ft tables with 2 chairs (we do not require pipe and drape)

Food & Beverage Functions

	Hot Breakfast	AM Break	Lunch	PM Break (light)	Reception	Dinner
Tuesday				X (Board Meeting)	X	
Wednesday	X	X	X	X	Off-Site	Off-Site
Thursday	X	X	X	X		X

Concessions Desired

- Complimentary Suite for Chair
- 1 per 20 paid complimentary rooms
- Discounted rate for staff
- Complimentary parking
- 24 hour hold on meeting rooms without extra cost

Proposal Content

When submitting your proposal, please provide the following:

- Facility Name, Address and Primary Sales Contact
- Dates Available, based on above requirements.
- Guest Room Block and Rates, based on above requirements.
- Function Space, based on the above requirements.
- Standard sales kit for the facility (link to an online sales kit or emailed documents are preferable)
- Price List(s) including any additional fees (gratuity, service charges, resort fees, sales tax, etc.)
- Sample Menus
- Sponsorship for opening reception of \$2500
- Social night out recommendation (paid by the hosting city or DMO)
- Entertainment for Gala Banquet

Instructions for Responding

Each proposal responding to this RFP must include the information requested in the Proposal Content section of this RFP. Expenses related to the preparation and completion of a response to this RFP are the sole responsibility of the vendor. The proposal with the lowest dollar amount will not necessarily be chosen as the best proposal. We may also request additional details. Incomplete and/or late responses will not be considered. All numbers and requirements are subject to change based on actual registration.

Terms & Conditions

- TIANB reserves the right to accept or reject any proposal based on its own criteria.
- The selected host will be required to sign a contract outlining terms, deliverables, and payment schedules.
- Selection priority will go to TIANB Preferred or Regular members, or to suppliers willing to adhere to TIANB's membership.

Submission Deadline

All proposals must be submitted **no later than :**

- **Friday August 28th, 2026 at 4:00 PM (Atlantic Time)**
- By email to ginette@tianb.com
- Email subject line : RFP-DP-16
- Please ensure all attachments are included in your email
 - If you have attachments exceeding the maximum file size allowed, please send via WeTransfer with the same instructions as above.

CONTACT INFORMATION

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