



**GEORGIA**  
ASSOCIATION OF  
CONVENTION &  
VISITORS BUREAUS

## Request for Proposals (RFP) for GACVB Group Sales, Marketing and Services Symposium

Preferred Dates:

November 16-18, 2025

Alt Dates: November 17-19, 18-20, 19-21

GACVB 7078 Peachtree Industrial Boulevard  
Suite 223  
Peachtree Corners GA 30071



## I. Introduction

### About the event

The **GACVB Group Sales, Services & Marketing Symposium** is an event organized by the Georgia Association of Convention & Visitors Bureaus (GACVB) that brings together professionals in the tourism, hospitality, and event planning industries. The symposium focuses on key aspects of group sales, services, and marketing, offering valuable insights, strategies, and networking opportunities for those involved in promoting and selling group travel, meetings, conventions, and events.

It typically includes sessions on best practices, industry trends, and innovative marketing strategies, as well as opportunities to connect with vendors, suppliers, and other professionals in the field. The goal is to help attendees improve their sales and marketing efforts, enhance their service offerings, and strengthen the overall tourism and hospitality industry in Georgia.

### Event Overview

- Sunday: Early Afternoon arrivals & Board excursion and Dinner
- Monday: Registration, board meeting, general sessions, refreshment break, (3) breakout sessions, off-site evening reception
- Tuesday: Registration, general sessions, refreshment break, (3) breakout sessions, Luncheon, and closing session.

## II. Scope of Services

### 1. Meeting Rooms:

- Preferably at one hotel with meeting space under one room or directly attached.
- Meeting space provided at no charge by the host DMO or hotel.
- AV & WiFi

### 2. Guestrooms:

- First-class hotel rooms required for early arrivals and first symposium night
- Minimum of three single rooms for staff and GACVB President.
- Attendees to make reservations directly with the hotel.

### 3. Entire Conference Requirements

- Workroom for storage of materials and assembly of registration materials
- Meeting space including registration area, meeting rooms, sponsor exhibit area, silent auction display area, executive lounge and luncheon room.

## III. Host DMO Member Responsibilities

- Securing Host Hotel and/or conference center
- Sponsoring Board Excursion and Dinner up to 25 people.



- Sponsorship of Monday evening reception
- Sponsorship of Tuesday Breakfast or Luncheon
- Transportation to any off-site events.
- Disclosure of construction/renovation
- Registration volunteers
- Gifts to attendees and GACVB Board of Directors
- A/V & WIFI
- Luncheon décor
- Complimentary conference registrations will be honored for host members.

#### IV. Location History

Location	Date
Lake Lanier, GA	2024
Brookhaven, GA	2023
Peachtree City, GA	2022

#### V. Contact information and Proposal Due Date

For any inquiries related to this RFP, please contact Amanda Dyson Thornton, [amanda@gacvb.com](mailto:amanda@gacvb.com), 404-547-1670

Due Date: March 31, 2025

Please submit your comprehensive proposal in electronic format to Amanda Dyson-Thornton, [amanda@gacvb.com](mailto:amanda@gacvb.com), 404-547-1670

Thank you for considering this opportunity.

Sincerely,

Amanda Dyson Thornton  
Executive Director, GACVB  
404-547-1670  
[amanda@gacvb.com](mailto:amanda@gacvb.com)