

VENUE RFP

2026



Submit RFP

Showcase your venue and services to a strong industry community! Our event attendees come from throughout the state of Minnesota—and beyond.

There are three levels of venue sponsorships, so there's bound to be one that will best fit your space and budget.

CONTACT US
VENUES@MPIMN.ORG

Why MPI?



Vision: Be the premier source for the meeting and event industry

Mission: Connect the meeting and event community to learn, innovate, collaborate and advocate

Core Values:

Connection | Impact | Passion | Growth | Fun

Strategic Initiatives:

To fulfill its mission and realize its vision, MPI Minnesota Chapter strives to achieve the following strategic initiatives:

- Attract and engage the best meeting and event professionals
- Connect planners and suppliers to mutually benefit their businesses
- Ensure financial sustainability
- Be the premier resource for education and information



Demographics:

105 planners | 99 suppliers | 2 students | 2 other

Testimonials

"I love MPI Minnesota because all of the great connections I've made!"

-Nicole Coon, Greet LLC

"MPI Minnesota offers organic networking opportunities and allows you to be a part of a great community of professionals."

-Jenny Ng, National Co+op Grocers

"I love being with like-minded people in the events industry! We all get it!"

-Amy Beilke, Carrousel Incentives

"Our chapter offers great education and networking opportunities within them."

-Amanda Sullivan, IntrinXec Management

"Becoming a member of MPI Minnesota is and will remain to be one of the most important career decisions I have made. You get in what you put out and joining MPI, volunteering and then later to be on the board has helped me to grow my network but more importantly it helped me grow, ME!"

-Elizabeth Sherry, Minnesota Chamber of Commerce

2026 Dates

EVENT DATES	TIME	TYPE	MEAL SERVICE
January 20-22 *	3:00 pm - 6:00 pm	Kick-off/EMPI Awards	Heavy Hors d'oeuvre Reception - Bar service
February 24-27 *	8:00 am -10:00 am or 11:00 am - 1:00 pm	Professional Development Meeting	Breakfast or lunch
March 10-13/17-20 *	2:00 pm - 5:00 pm	All Team Meeting & Mingle	Lunch, hors d'oeuvres & bar service
April 14-16/21-23	8:00 am - 4:00 pm	Annual Conference	Breakfast, breaks, lunch, hors d'oeuvres and bar service
April & November	(2) days each	Board Retreat	Day one: breakfast, lunch, breaks, dinner Day two: breakfast, lunch, breaks.
May 12-14/19-21 *	8:00 am -10:00 am or 11:00 am - 1:00 pm	Membership 101 and Professional Development Meeting	Breakfast or lunch
July 14-16/ 21-23 *	3:00 pm - 6:00 pm	Summer Fundraiser (Planner FAM tour prior)	Heavy Hors d'oeuvre reception & bar
August 11-13/18-20 *	8:00 am -10:00 am or 11:00 am - 1:00 pm	Professional Development Meeting	Breakfast or lunch
September 15-17/22-24 *	8:00 am -10:00 am or 11:00 am - 1:00 pm	Professional Development Meeting	Breakfast or lunch
October 20-22	2:00 pm - 5:00 pm	All Team Meeting/ Volunteer reception	Heavy Hors d'oeuvre reception & bar
November 10-12/17-19 *	3:00 pm - 6:00 pm	Holiday Celebration & Silent Auction	Heavy Hors d'oeuvre reception & bar
December 8-10/15-17	2:00 pm - 4:00 pm	Mingle/Membership 101	Heavy Hors d'oeuvre reception & bar

* indicates when board meetings are before or after the schedule meeting or event.



Venue Needs

Page 1 of 4

MEETING NEEDS	All Team Meeting	Annual Conference
MEETING SPACE (Room)		
General session	1 room	1 room
Breakout space(s)	1 breakout space for 10 people	3-4 breakout rooms
Timeframe	(2) hours	(8-9) hours
MEETING SPACE (Capacity and floor plan)		
General session (Capacity)	50-75 ppl	100-150 ppl
Breakout space(s) - (Capacity)		30-50 ppl
Floorplan	(2) -Rectangle tables for reg Crescent seating for guests	(5) - Rectangles for reg (5-10) rectangles for sponsors Crescent or mixed seating for guests
Stage	x	1
Screen, projector & podium with mic	1	1-5
Additional mics	1	4-10
SLEEPING ROOMS		
Overnights	x	(2) single nights if applicable to venue

Venue Needs

Page 2 of 4

MEETING NEEDS	Board Retreat	Holiday Celebration & Silent Auction
MEETING SPACE (Room)		
General session	1 room	1 room
Breakout space(s)	x	1 room
Timeframe	(8) hours x (2) days	(3) hours
MEETING SPACE (Capacity and floor plan)		
General session (Capacity)	13 ppl	100-150 ppl
Breakout space(s) - (Capacity)		13 ppl *should include hybrid guest capabilities
Floorplan	U shape or crescents	Mixed seating and 20 rectangle tables
Stage	x	1
Screen, projector & podium with mic	1	1
Additional mics	x	1
SLEEPING ROOMS		
Overnights	13 one night stays Discounted rate night before	x

Venue Needs

Page 3 of 4

MEETING NEEDS	Kick-Off / EMPI Awards	Mingle / Membership 101
MEETING SPACE (Room)		
General session	1	1
Breakout space(s)	1	1
Timeframe	(3) hours	(2) hours
MEETING SPACE (Capacity and floor plan)		
General session (Capacity)	100-125 ppl	20-40 ppl
Breakout space(s) - (Capacity)	13 ppl *Screen, projector, power strips	13 ppl *Screen, projector, power strips
Floorplan	(2) Rectangle tables for registration Crescent seating for guests	2
Stage	1	x
Screen, projector & podium with mic	1	x
Additional mics	2	x

Venue Needs

Page 4 of 4

MEETING NEEDS	Professional Development Meeting	Summer Fundraiser
MEETING SPACE (Room)		
General session	1	1
Breakout space(s)	1	1
Timeframe	(3) hours	(3) hours
MEETING SPACE (Capacity and floor plan)		
General session (Capacity)	50-75 ppl	50-100 ppl
Breakout space(s) - (Capacity)	13 ppl *should include hybrid guest capabilities	13 ppl *should include hybrid guest capabilities
Floorplan	(2) -Rectangle tables for reg Crescent seating for guests	(2) -Rectangle tables for reg Mixed seating and standing for guests
Stage	1	1
Screen, projector & podium with mic	1	1
Additional mics	1	1

Tiers

EVENTS	Platinum Sponsor	Gold Sponsor	Silver Sponsor
All Team Meeting	x	x	Fully Sponsored
Annual Meeting	Fully Sponsored	\$60 inclusive	x
Board Retreats	Fully Sponsored	x	x
CMP Breakfast	x	x	Fully Sponsored
Holiday Celebration & Silent Auction	Fully Sponsored	\$25 inclusive	x
Kick-Off / EMPI Awards	x	Fully Sponsored	\$20 inclusive
Mingle / Membership 101	x	x	Fully Sponsored
Professional Development Meeting	x	Fully Sponsored	\$20 inclusive
Summer Fundraiser	Fully Sponsored	\$25 inclusive	x

MPI Minnesota is not responsible for paying any labor charges for food, beverage or AV. Especially for third party venues orchestrated by the venue.
Inclusive pricing should include all the noted needs above. Fully sponsored should also include all the needs noted above.

Benefits

BENEFITS	Platinum Sponsor	Gold Sponsor	Silver Sponsor
Display table at event	1*		
Description on event webpage	5 sentences*	3 sentences	x
Logo in event marketing emails	x*	x	x
Logo and URL on event webpage	x*	x	x
Logo on event slides (if applicable)	x*	x	x
Verbal recognition at podium	x	x	x
Podium time	4 minutes*	3 minutes	2 minutes
Recognition ribbon on name tag	x*	x	x
Registrations for event	Unlimited*	2	0
Logo and URL on sponsorship webpage	x	x	x
Dedicated email blast to membership	1		
Newsletter feature	1		
Banner ads on MPI Minnesota's website	sidekick & inline		
Social media mentions	4	3	2
Dedicated social media post	(2) sponsor provided	(1) sponsor provided	

*items do not apply, additional digital assets available for Board Retreat hosts