

2021 IN-KIND SPONSORSHIPS VENUE & EVENT SERVICES



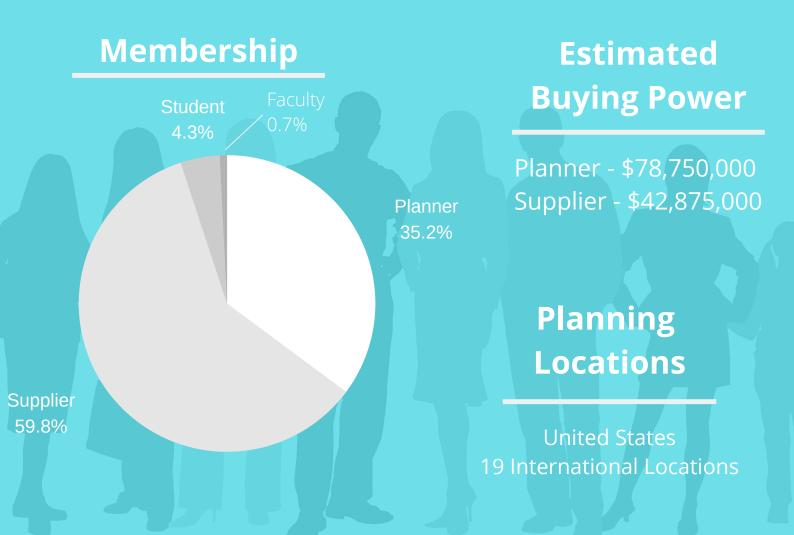
To inquire, contact: sponsorship@mpiwsc.org www.mpiwsc.org

HOST AN EVENT

Showcase your venue to an audience of meeting professionals

Our 250+ chapter members have an estimated buying power of more than \$121 M. Get your organization in front of these important industry professionals for maximum exposure to the meetings & events industry in Washington state.

Showcase your venue to this diverse population of meeting professionals in order to spread the word about your venue's unique capabilities, and earn sponsorship benefits to use throughout the year.



HOST AN EVENT, cont.

Showcase your venue to an audience of meeting professionals

Calendar of Events:

- 4 Educational Programs (January, April, July & October)
- 4 Strictly Social Events (February, June, August & November)
- 4 Advanced Planner Roundtables (February, April, July, October)
- Annual Board Transition Meeting (March)
- Cascadia Educational Conference* (March)
- Annual Membership Appreciation (May)
- Annual Board Retreat (May)
- The Hive 1-Day Conference (September)
- Annual Mid-Year Board Retreat (November)
- Annual Auction (November)

MPIWSC will only approve venues that agree to the following concessions:

- 1. No cancellation damages, unless MPIWSC selects an alternate location when facility is able to accommodate MPIWSC event.
- 2. No attrition damages, unless following guaranteed amount.
- 3. Standard dual coverage force majeure and cancellation clauses.
- 4. Guarantee provided 3 business days before event.
- 5. No Pre-Payment. Ability to pay net 45 days following the event, pending payment is owed.
- 6. Venue shall provide a hard copy invoice to MPI Washington State Chapter's Managing Office no later than one week after the event. Send invoice to MPIWSC, 120 State Avenue NE, #303, Olympia, WA 98501. Invoice should outline number of attendees, costs, etc. Payment will be within 30 days of invoice. Please note that MPIWSC cuts checks once per month, so if invoice is not received one week after the event, this may delay payment by MPIWSC accordingly.
- 7. If venue does not sponsor 100%, a customized sponsorship package may be determined.
- 8. MPIWSC will give preference to suppliers who have established anti-trafficking policies.

EDUCATIONAL PROGRAMS

Quarterly programs featuring industry experts and relevant topics

To inquire, contact: sponsorship@mpiwsc.org www.mpiwsc.org

With an average attendance of 75 people, our educational programs are presented by industry experts and include a variety of engaging, hospitality industry-relevant topics. The majority of the programs are luncheons, but there are an occasional breakfast meeting or afternoon meeting/reception.

Event Details/Guidelines

DATES: Tuesday, Wednesday, or Thursday preferred in January, April, July & October

<u>Program Schedule Options</u> *Breakfast Program*

7AM - Set Up Access 8AM - 10AM Breakfast & Program 10:30AM - 12:30PM Board Meeting

Lunch Program

10AM - Set Up Access 11AM - 1:30PM - Lunch & Program 2PM - 4PM - Board Meeting

Reception Program

12PM - Set Up Access 12PM-2PM - Board Meeting 2:30PM - 4PM - Program 4PM-5PM - Reception

Meeting Space

- Meeting room to seat 75 100 at round tables, crescent rounds is preferred; classroom or theater will be considered for afternoon receptions, although rounds are preferred. Soft seating is a fun alternate option as well
- Registration area outside main meeting room with 5 skirted tables, chairs and pens. Host venue may add additional table for its own collateral.
- Stage –minimum of 4' x 8', 18" high with lectern
- Use of main meeting room after the program for 30 minutes for member orientation. Only need to use a table and chairs for approx. 10 people.
- A second meeting room to seat 20 in conference, U-shape or hollow square with complimentary pens/paper for Board meeting.

F&B Needs

- Program: food for all attendees appropriate to the type of meeting you host. Vegetarian option required.
- Board Meeting: water/sodas, coffee/decaf and tea. If you are hosting an afternoon reception, then must provide lunch for up to 20 people.

AV Needs

- Program: wireless lavaliere microphone, wireless handheld microphone at lectern, LCD projector with cabling, sound patch and screen
- Should the venue not be able to sponsor the AV, MPIWSC has the right to seek outside AV and not be charged
 a fee for outside AV services
- Board Meeting: polycom speaker phone, LCD projector, screen, and connection to audio
- Complimentary Wi-Fi for all guests during meeting and board meeting

- Hosted parking for up to 20 Board members. Discounted parking for all other attendees if available.
- 1 guest room for 1 night for the speaker (arrival and departure dates to coincide with the program date), if applicable
- Raffle prize donated by venue with a value of at least \$100
- Four trivia questions about host venue in the week leading up to event for Facebook and Twitter content
- Provide a venue representative to discuss the property at the beginning of the program
- Need to provide logo and photos of venue for marketing purposes

EDUCATIONAL PROGRAMS, cont.

Sponsorship Benefits

Receive the following benefits when you fully host an Educational Program:

- Logo on MPIWSC's Sponsorship web page, with hyperlink for 6 months
- Sponsor ribbon on name badge at events/programs for 6 months
- Recognized at 3 Educational Programs
- Recognized as an MPIWSC Sponsor on Facebook for 6 months
- Photos posted on MPIWSC Facebook after event
- Promotional E-Blast and social media posts for the event with your logo and images
- Logo and images on event page of MPIWSC's website to promote event
- 5-minutes podium time and display table at event

- Company profile in a Monthly E-Blast
- 1 registration to Cascadia Educational Conference
- 2 registrations to Annual Chapter Awards
- 2 registrations to Annual Chapter Auction
- 1 registration to The Hive
- 4 registrations to MPIWSC's Educational Programs and/or Strictly Socials
- 3-months sidebar advertisement in MPIWSC's Monthly E-Blast
- 3 social media posts via MPIWSC's Facebook or Twitter to promote your company



STRICTLY SOCIALS

After work networking-only events

To inquire, contact: sponsorship@mpiwsc.org www.mpiwsc.org

Event Details/Guidelines

DATES: Tuesdays in February, May, August and November (dates can be flexible)

Program Schedule

4PM - Set Up Access **5PM-7PM** Reception & Networking

Event Space

- Space must accommodate at least 50-60 people. Set-up can be customized based on venue.
- Registration table

F&B Needs

- Hosted hors d'oeuvres. If venue is not able to provide hosted hors d'oeuvres, MPIWSC has the right to bring in an outside caterer at no additional fee.
- Minimum two hosted drink tickets per person

AV Needs

• Microphone, for announcements

<u>Other</u>

- Discounted parking for all attendees, if available
- Raffle prize donated by venue
- Two to four prizes worth approximately \$20 each for networking game prizes
- Four trivia questions about host venue in the week leading up to event for Facebook and Twitter content
- Provide a venue representative to discuss the property at the beginning of the program
- Need to provide logo and photos of venue for marketing purposes

Receive the following benefits when you fully host an Strictly Social:

- Logo on MPIWSC's Sponsorship web page, with hyperlink for 3 months
- Sponsor ribbon on name badge at events/programs for 3 months
- Recognized at 2 Educational Programs
- Recognized as an MPIWSC Sponsor on Facebook for 3 months
- Photos posted on MPIWSC Facebook after event
- Promotional E-Blast and social media posts for the event with your logo and images
- Logo and images on event page of MPIWSC's website to promote event
- 5-minutes podium time and display table at event

- 1 registration to Annual Chapter Awards
- 1 registration to Annual Chapter Auction
- 2 registrations to MPIWSC's Educational Programs and/or Strictly Socials
- 1-month sidebar advertisement in MPIWSC's Monthly E-Blast
- 2 social media posts via MPIWSC's Facebook or Twitter to promote your company

ADVANCED PLANNER ROUNDTABLES

Exclusive meetings for experienced planners

To inquire, contact: sponsorship@mpiwsc.org www.mpiwsc.org

Event Details/Guidelines

These roundtables are for PLANNERS ONLY, allowing them to collaborate with like-minded colleagues, discuss issues and solutions unique to Advanced Planners, and have the opportunity for some quality networking!

These planners will have three of the four following criteria:

- 10 or more years' experience as a meeting planner
- Title of Senior, Manager or Director (or equivalent)
- Lead planner on annual international program(s)
- Lead planner on meetings with a total annual spend of \$5 million or more

These roundtables are ideally hosted by DMC's, CVB's, National Destinations, International Destinations and other hosts that accommodate large, national/international programs, incentive trips and other advanced programs.

DATES: Quarterly, Tuesdays or Wednesdays

Program Schedule

4PM-6PM - Roundtable **6PM-8PM** Reception & Networking

Event Space

Space to accommodate 10-12 guests set boardroom style

F&B Needs

- Hosted coffee, tea & sodas during roundtable
- Hosted drinks & appetizers for networking

Receive the following benefits when you fully host an Advanced Planner Roundtable:

- Logo on MPIWSC's Sponsorship web page, with hyperlink for 3 months
- Recognized as an MPIWSC Sponsor on Facebook for 3 months
- Promotional E-Blast and social media posts for the event with your logo and images
- Logo and images on event page of MPIWSC's website to promote event
- 3-minutes podium time during Roundtable; attendance at Networking following Roundtable with tours of facility offered

BOARD TRANSITION MEETING

A meeting to prepare for the change of board

To inquire, contact: sponsorship@mpiwsc.org www.mpiwsc.org

This is half-day meeting of the current Board of Directors and the incoming Board of Directors

Event Details/Guidelines

DATES: Tuesday, Wednesday or Thursday in March

Program Schedule

12PM-5PM - Meeting

Event Space

 Space to accommodate 35 people in either U-Shape, hollow square, crescent rounds or boardroom style

AV Needs

- Polycom speaker phone and conference phone line, LCD projector with cabling, screen, and connection to audio
- Complimentary Wi-Fi for all guests

F&B Needs

Hosted Lunch and PM Break Service for 35 people

Receive the following benefits when you fully host a Board Transition Meeting:

- Logo on MPIWSC's Sponsorship web page, with hyperlink for 3 months
- Sponsor ribbon on name badge at events/programs for 3 months
- Recognized at 2 Educational Programs
- Recognized as an MPIWSC Sponsor on Facebook for 3 months
- Photos posted on MPIWSC Facebook after event
- Promotional E-Blast and social media posts for the event with your logo and images
- Logo and images on event page of MPIWSC's website to promote event
- 5-minutes podium time and display table at event

- 1 registration to Annual Chapter Awards
- 1 registration to Annual Chapter Auction
- 2 registrations to MPIWSC's Educational Programs and/or Strictly Socials
- 1-month sidebar advertisement in MPIWSC's Monthly E-Blast
- 2 social media posts via MPIWSC's Facebook or Twitter to promote your company

BOARD RETREAT

A 2.5-day retreat for the incoming board

To inquire, contact: sponsorship@mpiwsc.org www.mpiwsc.org

This is 2.5-day retreat for the newly elected board to set goals, objectives and a business plan for the upcoming fiscal year

Event Details/Guidelines

DATES: Thursday - Saturday or Sunday- Tuesday in April or May (dates can be flexible)

Program Schedule

Day 1 / Half day - Lunch, PM Break, reception/dinner
 Day 2 / Full day - Breakfast, AM/PM breaks, lunch, reception/dinner
 Day 3 / Half day - Breakfast, AM break, possible light lunch or box lunch

Lodging Needs

- Up to 20 guestrooms for 2 nights for board members/facilitators
- Hosted parking for up to 20 cars

Event Space

Space to accommodate 20 people in either U-Shape, hollow square, or boardroom style

AV Needs

- Polycom speaker phone and conference phone line, LCD projector with cabling, screen, and connection to audio
- Complimentary Wi-Fi for all guests

F&B Needs

- Day 1 / Half day Lunch, PM break, reception/dinner for 20
- Day 2 / Full day Breakfast, AM/PM breaks, lunch, reception/dinner for 20
- Day 3 / Half day Breakfast, AM break, possible light lunch or box lunch for 20

BOARD RETREAT, cont.

A 2.5-day retreat for the incoming board

Receive the following benefits when you fully host the Board Retreat:

- Logo on MPIWSC's Sponsorship web page, with hyperlink for 6 months
- Sponsor ribbon on name badge at events/programs for 6 months
- Recognized at 3 Educational Programs
- Recognized as an MPIWSC Sponsor on Facebook for 6 months
- Photos posted on MPIWSC Facebook after event
- Promotional E-Blast and social media posts for the event with your logo and images
- Logo and images on event page of MPIWSC's website to promote event
- 5-minutes podium time and display table at event

- Company profile in a monthly e-blast
- 1 registration to Cascadia Educational Conference
- 2 registrations to Annual Chapter Awards
- 2 registrations to Annual Chapter Auction
- 1 registration to The Hive
- 4 registrations to MPIWSC's Educational Programs and/or Strictly Socials
- 3-months sidebar advertisement in MPIWSC's Monthly E-Blast
- 3 social media posts via MPIWSC's Facebook or Twitter to promote your company



ANNUAL MEMBERSHIP APPRECIATION & AWARDS

Annual program celebrating our members

To inquire, contact: sponsorship@mpiwsc.org www.mpiwsc.org

Our annual celebration event, in which we celebrate our members and volunteers for their time commitment and energy into bettering the MPI Washington State Chapter. Attendance average of 80-100 people.

Event Details/Guidelines

DATES: Tuesday, Wednesday, or Thursday preferred in May

Program Schedule Options

Lunch Program

9AM - Set Up Access 11AM-1:30PM Lunch & Program

Afternoon Reception

12PM - Set Up Access 2PM-5PM Program

Evening Reception

4PM - Set Up Access 6PM-9PM - Program

Meeting Space

- Event space to accommodate up to 125 people in either rounds or reception style
- Registration area outside main meeting room with 2 skirted tables, chairs and pens. Host venue may add additional table for its own collateral.
- Stage –minimum of 4' x 8', 18" high with lectern

F&B Needs

Hosted food and beverage (lunch for lunch program, heavy hors d'oeuvres for receptions)

AV Needs

- Program: wireless lavaliere microphone, wireless handheld microphone at lectern, LCD projector with cabling, sound patch and screen
- Should the venue not be able to sponsor the AV, MPIWSC has the right to seek outside AV and not be charged
 a fee for outside AV services
- Complimentary Wi-Fi for all guests during meeting and board meeting

- Hosted parking for up to 20 Board members. Discounted parking for all other attendees if available.
- 1 guest room for 1 night for the speaker (arrival and departure dates to coincide with the program date), if applicable
- Raffle prize donated by venue with a value of at least \$100
- Four trivia questions about host venue in the week leading up to event for Facebook and Twitter content
- Provide a venue representative to discuss the property at the beginning of the program
- Need to provide logo and photos of venue for marketing purposes

MEMBERSHIP APPRECIATION, cont.

Sponsorship Benefits

Receive the following benefits when you fully host the Membership Appreciation:

- Logo on MPIWSC's Sponsorship web page, with hyperlink for 6 months
- Sponsor ribbon on name badge at events/programs for 6 months
- Recognized at 3 Educational Programs
- Recognized as an MPIWSC Sponsor on Facebook for 6 months
- Photos posted on MPIWSC Facebook after event
- Promotional E-Blast and social media posts for the event with your logo and images
- Logo and images on event page of MPIWSC's website to promote event
- 5-minutes podium time and display table at event

- Company profile in a monthly e-blast
- 1 registration to Cascadia Educational Conference
- 2 registrations to Annual Chapter Awards
- 2 registrations to Annual Chapter Auction
- 1 registration to The Hive
- 4 registrations to MPIWSC's Educational Programs and/or Strictly Socials
- 3-months sidebar advertisement in MPIWSC's Monthly E-Blast
- 3 social media posts via MPIWSC's Facebook or Twitter to promote your company



THE HIVE

Annual 1-day educational conference, partnered with other organizations

To inquire, contact: sponsorship@mpiwsc.org www.mpiwsc.org

With an average attendance of over 200 people, The Hive is a full day of education, put on in conjunction with other industry partners. The Hive brings a packed day of keynote speakers, breakout sessions and networking activities. We are open to event spaces that might not have meeting rooms for all spaces needs, but has alternative options for the space required.

Event Details/Guidelines

DATES: Tuesday, Wednesday, or Thursday preferred in September

Program Schedule

7AM - Set Up Access 8AM-9AM Registration w/ Breakfast* 9AM-12PM Keynote & Breakout Sessions 12PM-1PM Lunch & Keynote Session 1PM-3:30PM Final Keynote & Breakout Sessions 3:30PM - 4:30PM Reception*

*Breakfast and Reception are not required, but are highly encouraged

Meeting Space

- Meeting room to seat 250 people for keynote sessions, theater style
- Meeting room to seat 250 people for lunch in rounds
- 3-4 additional spaces for 75 people each for breakout sessions. Various set-ups okay (soft seating or unique seating encouraged).
- Registration area outside main meeting room with 5 skirted tables, chairs and pens. Host venue may add additional table for its own collateral.
- Stage –minimum of 4' x 8', 18" high with lectern

F&B Needs

- Lunch for all attendees; a vegetarian option required
- Coffee service available throughout the day
- *If opting in for breakfast, will need to provide for all attendees; vegetarian option required
- *If opting in for reception, hors d'oeuvres and cocktails and/or wine and beer for all attendees

AV Needs

- All meeting rooms: wireless lavaliere microphone, wireless handheld microphone at lectern, LCD projector with cabling, sound patch and screen
- Should the venue not be able to sponsor the AV, MPIWSC has the right to seek outside AV and not be charged
 a fee for outside AV services
- Complimentary Wi-Fi for all guests during meeting and board meeting

- Hosted parking for up to 20 Board members. Discounted parking for all other attendees if available.
- Up to 5 guest rooms for 1 night for presenters, if applicable
- Four trivia questions about host venue in the week leading up to event for Facebook and Twitter content
- Provide a venue representative to discuss the property at the beginning of The Hive
- Need to provide logo and photos of venue for marketing purposes

THE HIVE, cont.

Sponsorship Benefits

Receive the following benefits when you fully host The Hive:

- Logo on MPIWSC's Sponsorship web page, with hyperlink for 1 year
- Sponsor ribbon on name badge at events/programs for 1 year
- Recognized at all Educational Programs for 1 year
- Recognized as an MPIWSC Sponsor on Facebook for 1 year
- Photos posted on MPIWSC Facebook after event
- Promotional E-Blast and social media posts for the event with your logo and images
- Logo and images on event page of MPIWSC's website to promote event
- 5-minutes podium time and display table at The Hive

- 30-second video on MPIWSC's website
- Company profile in a monthly e-blast
- 1 registration to Cascadia Educational Conference
- 3 registrations to Annual Chapter Awards
- 3 registrations to Annual Chapter Auction
- 2 registrations to The Hive (the following year)
- 6 registrations to MPIWSC's Educational Programs and/or Strictly Socials
- 6-months sidebar advertisement in MPIWSC's Monthly E-Blast
- 5 social media posts via MPIWSC's Facebook or Twitter to promote your company



MID-YEAR BOARD RETREAT

1-day meeting for the Board of Directors

To inquire, contact: sponsorship@mpiwsc.org www.mpiwsc.org

This is a one day meeting for the Board of Directors to evaluate the progress of the business plan for the current year and identify a course of action for outstanding items

Event Details/Guidelines

DATES: Any weekday in November

Program Schedule

8AM-5PM Meeting

Meeting Space

Meeting room to seat 20 people, U-Shape, conference or hollow square

F&B Needs

- Continental Breakfast for 20 people
- Lunch for 20 people; vegetarian option required
- AM Break Service, PM Break Service

AV Needs

- All meeting rooms: wireless lavaliere microphone, wireless handheld microphone at lectern, LCD projector with cabling, sound patch and screen
- Should the venue not be able to sponsor the AV, MPIWSC has the right to seek outside AV and not be charged a fee for outside AV services
- Complimentary Wi-Fi for all guests during meeting and board meeting

Other

- Hosted parking for up to 20
- If venue is outside of Seattle/Tacoma area, up to 20 guest rooms for 1 night for board members, facilitator and business manager for night prior to meeting

Receive the following benefits when you fully host the Mid-Year Board Retreat:

- Logo on MPIWSC's Sponsorship web page, with hyperlink for 3 months
- Sponsor ribbon on name badge at events/programs for 3 months
- Recognized at 2 Educational Programs
- Recognized as an MPIWSC Sponsor on Facebook for 3 months
- Photos posted on MPIWSC Facebook after event
- Promotional E-Blast and social media posts for the event with your logo and images
- Logo and images on event page of MPIWSC's website to promote event
- 5-minutes podium time and display table at event

- 1 registration to Annual Chapter Awards
- 1 registration to Annual Chapter Auction
- 2 registrations to MPIWSC's Educational Programs and/or Strictly Socials
- 1-month sidebar advertisement in MPIWSC's Monthly E-Blast
- 2 social media posts via MPIWSC's Facebook or Twitter to promote your company

ANNUAL CHAPTER AUCTION

An evening fundraiser event

To inquire, contact: sponsorship@mpiwsc.org www.mpiwsc.org

The Auction is our biggest fundraising event each year, in which we have a silent and live auction to raise funds for our educational programs and other chapter events. Attendance average of 100 people. This is a great event to showcase your venue's capabilities for evening functions.

Event Details/Guidelines

DATES: Tuesday, Wednesday or Thursday in November

Event Schedule

1:00 pm Set up

5:30 pm – 6:00 pm Registration 6:00 pm – 9:00 pm Auction

Event Space

- Event space to accommodate 125-150 in reception style or at rounds if hosting a dinner
- Registration area outside event space with 5 skirted tables, chairs, pens and a coat check. Host venue may add additional table for its own collateral.
- Up to eighteen (18) 8-foot skirted tables for silent auction
- Highboys and cocktail tables in reception area
- Stage- minimum of 4x8, 18" high with lectern

F&B Needs

- Hosted heavy food stations/appetizers and/or dinner and non-alcoholic drinks
- Cash or hosted bar/beer and wine

AV Needs

- Event: wireless lavaliere microphone, wireless handheld microphone at lectern, LCD
 Projector with cabling, sound patch and screen
- Should the venue not be able to sponsor the AV, MPIWSC has the right to seek outside AV and not be charged a fee for outside AV services.
- Complimentary Wi-Fi for all guests during the event

- Hosted parking for up to 20 board members. Discounted parking for all other attendees, if available.
- Provide a venue representative to discuss the property at the beginning of the event
- Need to provide logo and photos of venue for marketing purposes

ANNUAL CHAPTER AUCTION, cont.

Sponsorship Benefits

Receive the following benefits when you fully host the Annual Auction:

- Logo on MPIWSC's Sponsorship web page, with hyperlink for 6 months
- Sponsor ribbon on name badge at events/programs for 6 months
- Recognized at 3 Educational Programs
- Recognized as an MPIWSC Sponsor on Facebook for 6 months
- Photos posted on MPIWSC Facebook after event
- Promotional E-Blast and social media posts for the event with your logo and images
- Logo and images on event page of MPIWSC's website to promote event
- 5-minutes podium time and display table at event

- Company profile in a monthly e-blast
- 1 registration to Cascadia Educational Conference
- 2 registrations to Annual Chapter Awards
- 2 registrations to Annual Chapter Auction
- 1 registration to The Hive
- 4 registrations to MPIWSC's Educational Programs and/or Strictly Socials
- 3-months sidebar advertisement in MPIWSC's Monthly E-Blast
- 3 social media posts via MPIWSC's Facebook or Twitter to promote your company



EVENT SERVICES

Enhancing the MPIWSC experience, while showcasing your talents

MPIWSC events are not just monthly programs - we aim to make them experiences. Often, we give our industry partners an opportunity to showcase their capabilities at our events through in-kind sponsorships to enhance the experience for our attendees.

Examples of areas where we seek in-kind partnerships:

Catering Services
Audio Visual & Production
Entertainment
Speakers and Panelists
Photography
Decor
Event Furniture
Transportation
Promotional Items
Signage
and more

If you have a service that you would like to provide at one of our events, we will customize a package for you. Package values will be based on 50% of the retail value of services provided.