



Meeting Professionals International (MPI) Toronto Chapter is seeking a **Venue Partner** for our:
2026 Professional Development Event – November, 2026.

The MPI Toronto Chapter is Canada's largest chapter in MPI and is known for having a great community of industry professionals. Our members believe in working with companies they know and trust. In addition, members and supporters of MPI value the knowledge and shared goals and principles. Let us connect you with our fellow industry professionals by partnering with our chapter.

We offer several events throughout the year. If at this time you are not able to support, please let us know if we can reach out to you again for another date and time.

Please ensure your proposal addresses the requests of this form and forward your proposal to the MPI Toronto Chapter's representative as noted below.

Additional information can be provided upon request.

FIRM DEADLINE TO RESPOND: August 14, 2026
DECISION DEADLINE BY COMMITTEE: September 7, 2026

If you have any questions about this proposal, please contact:

Erinn Young, Chapter Administrator
erinn@mpitoronto.org
905-567-9591

TENDER PROCESS:

- This RFP is open to both MPI members and non-members.
- RFPs are sent by broadcast email to all MPI members
- Board members and/or committee members must disclose any conflict of interest or personal intent when submitting a proposal and must remove themselves from contracting discussions.
- All proposals will be acknowledged upon receipt.
- Proposals will be reviewed by the Committee and Chair. A decision will be made based on the matrix rating below.
- Unsuccessful bidders will be notified by email.
- A site inspection may be conducted prior to the final awarding of the contract.

STRATEGIC PARTNERSHIP REQUEST FOR PROPOSAL

EVENT & COMMITTEE INFORMATION	
Event Overview: Professional Development Event	We are seeking a Venue Partner to showcase their meeting space for MPI Toronto Chapter members (planners and suppliers) in the events industry. In exchange for showcasing their venue, the sponsor will provide complimentary access to their space along with a complimentary or discounted Food & Beverage package. Objectives: Professional development session to support the educational deliverable objectives of the MPI Toronto Chapter.

VENUE REQUIREMENTS	
Dates: November (flexible) Preferred: Nov 10 Alt Dates: - November 3 - November 5 - November 11 - November 12 Timing: 10 am – 1pm OR 1 pm – 4pm Additional time for AV setup and teardown	For the venue we will require the following: Meeting Space: • 1 x Main Meeting Room ○ Accommodate up to 60 people in Half Rounds ○ Room for projector, screen, and small stage • (3) 6’ tables for registration • Complimentary meeting space rental • Waived fees for external AV supplier Food & Beverage: • Coffee/warm beverage station • Water station ○ Sponsored or Discounted Food & Beverage ○ MPI Toronto Chapter cannot guarantee minimum spend Audio/Visual (information for provider): • 1 Screen/Projector (preference: built-in screen) • HDMI Access near Screen • Switcher, (1) Laptop and Perfect Cue • Podium Mic, (up to 5) Lav Mics (with headsets), Laptop Dis • Stage (estimate 8x12) • Waived fees for external AV supplier Requested Concessions: • Complimentary meeting space rental • Complimentary Wi-Fi • Complimentary coat check or coat racks • Complimentary parking for all Hotel Rooms: NA

MPI Toronto Chapter's Budget:	F&B: \$65.00 inclusive service charge and admin fees. HST additional.
Please advise your Total Value of Sponsorship:	Note: In-Kind sponsorship will be given opportunity for a brief welcoming address to attendees and can offer site inspections to those that wish. Additional deliverables awarded based on retail value of sponsorship.

SELECTION PROCESS

MPI Toronto reserves the right to accept, in whole or in part, any submission; it also reserves the right to not select any of the submitted proposals should the selection criteria (price and experience) not be met.

Proposals will be evaluated on the following criteria:

1. Price: 0-50 points

All costs and extra options must be clearly identified; however, price will not necessarily be the determining factor. Services offered on a complimentary basis will be taken into account and must be clearly identified in your proposal with a dollar valuation.

2. Amenities/Services offered: 0-40 points

The number of services or amenities, including any extras offered which were not requested.

3. Responsiveness: 0-10 points

Based on submitting proposals on time, responding to inquiries in a timely manner, openness to questions on aspects of the proposal and demonstration within the proposal of how the supplier will react (timeline) to inquiries/requests, and general administration requirements during the contract period, etc.

4. Membership: 10 points

MPI members are not awarded contracts by default. Membership will be a determining factor if all remaining criteria are equal between bidders.

Total possible score: 110 points