

Meeting Professionals International (MPI) Toronto Chapter is seeking a **venue partner** for any of our educational events in 2025;

- Professional Development session – February 6 (N/A)
- Global Meetings Industry Day (GMID) – April 3 (Fixed date)
- Professional Development session – May 15 (Flexible this week on Tues, Wed, Thurs)
- Professional Development session – November 13 (Flexible this week on Tues, Wed, Thurs)

The MPI Toronto Chapter is the largest chapter in Canada and is known for having a great community of industry professionals. Our members believe in working with companies they know and trust along with fellow members and supporters of MPI who are valued based on the knowledge that they share the same goals and principles. Let us connect you with your fellow industry professionals by partnering with our chapter.

Please ensure your proposal addresses the requests on this form and forward your proposal to the MPI Toronto Office as noted below.

Additional information can be requested upon request.

**FIRM DEADLINE TO RESPOND:** February 5, 2025

**DECISION DEADLINE BY COMMITTEE:** February 19, 2025

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

Erinn Young  
[erinn@mpitoronto.org](mailto: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 venue 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 recommendation and rationale will be presented to the committee based on the matrix 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:	We are seeking a <b>venue partner</b> to showcase their event space to 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.
Professional Development	The Professional Development session is a Continuing Education Event for Event Professionals wanting to advance their skills and work/maintain their professional designations, designed with the Events Industry Council CMP-IS in mind.
Global Meetings Industry Day	Global Meetings Industry Day (GMID) brings together leaders from across the meetings and events industry to showcase the real impact the business meetings, conferences, conventions, incentive travel, trade shows and exhibitions have on people, business, and communities. This event is designed to raise awareness of the meetings industry and communicate the value of meetings to the broader business.

Professional Development - VENUE REQUIREMENTS	
<p>DETAILS:</p> <p>Event Timing: 10am-1pm OR 1pm-4pm</p> <p>Additional time for AV setup and teardown</p>	<p>For the <b>venue</b> we will require the following:</p> <p><b>Setup:</b></p> <ul style="list-style-type: none"> <li>• Space for 60 Attendees, Half Rounds</li> <li>• Registration space in adjacent foyer plus F&amp;B setup</li> <li>• (3) 6' tables for exhibitors, linen and skirting</li> <li>• Complimentary meeting space rental</li> <li>• Waived fees for external AV supplier</li> <li>• Complimentary Power</li> <li>• Complimentary Wi-Fi</li> </ul> <p><b>Food &amp; Beverage:</b></p> <ul style="list-style-type: none"> <li>• Sponsored or Discounted Food &amp; Beverage (AM/PM Break or Post- Reception)</li> </ul> <p><b>Audio/Visual (information for provider and/or proposal):</b></p> <ul style="list-style-type: none"> <li>• (1) Screen/Projector</li> <li>• Podium (unless provided by the venue)</li> <li>• Switcher, (1) Laptops and Perfect Cue</li> <li>• Podium Mic, (up to 5) Lav Mics (with headsets), Laptop Dis</li> <li>• Stage (estimate 8x12)</li> <li>• Labour for install, operate and dismantle</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Coat racks or Coat Check</li> <li>• Complimentary parking for all, or please indicate the number of complimentary passes</li> <li>• Please indicate your self-parking rate or closest offsite lot</li> </ul>

**Global Meetings Industry Day - VENUE REQUIREMENTS**

<p><b>DETAILS:</b></p> <p>Event Timing: 9am-12:30pm OR 11am-2:30pm</p> <p>Additional time for AV setup and teardown</p>	<p>For the <b>venue</b> we will require the following:</p> <p><b>Setup:</b></p> <ul style="list-style-type: none"> <li>• Space for 180- 215 Attendees, Half Rounds</li> <li>• Registration space in adjacent foyer plus F&amp;B setup</li> <li>• (4-6) 6’ tables for exhibitors, linen and skirting</li> <li>• Complimentary meeting space rental</li> <li>• Waived fees for external AV supplier</li> <li>• Complimentary Power</li> <li>• Complimentary Wi-Fi</li> </ul> <p><b>Food &amp; Beverage:</b></p> <ul style="list-style-type: none"> <li>• Sponsored or Discounted Food &amp; Beverage</li> </ul> <p><b>Audio/Visual (information for provider and/or proposal):</b></p> <ul style="list-style-type: none"> <li>• 2 Screens/Projectors</li> <li>• Podium</li> <li>• Switcher, Comfort Monitor, (3) Laptops and Perfect Cue</li> <li>• PA System with Podium Mic, (2) Lavs Mics (with headsets), Laptop DIs and Clearcom</li> <li>• Lighting Package for stage and uplights for perimeter of room</li> <li>• Stage (estimate 8x18) with steps &amp; Drape</li> <li>• Camera for IMAG</li> <li>• Labour for install, operate and dismantle</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Coat racks or Coat check service</li> <li>• Complimentary parking for all, or please indicate the number of complimentary passes</li> <li>• Please indicate your self-parking rate or closest offsite lot</li> </ul>
-----------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Please advise your Total Value of Sponsorship:</p>	<p>Note: In-Kind sponsors will be allowed a brief welcoming address to attendees and can offer site inspections to those that wish. Low costs benefit our participants by increasing attendance and therefore increasing your exposure to potential clients.</p> <p>Additional sponsorship deliverables can be offered, based on retail value of the proposal.</p>
---------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 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**