



Meeting Professionals International (MPI) Toronto Chapter is seeking **DÉCOR SUPPLIER** for our: **Summer Social & fundraiser and Volunteer Appreciation event – June 10th, 2025.**

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 along with fellow members and supporters of MPI 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.

We offer a number of different events throughout the year, so if at this time you are not able to support, please let us know if we can reach out to you again for another event.

Additional information can be requested upon request.

FIRM DEADLINE TO RESPOND: Wednesday, May 21, 2025

DECISION DEADLINE BY COMMITTEE: Tuesday, May 27, 2025

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

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TENDER PROCESS:

- This RFP is open to both MPI members and non-members.
- RFPs are sent by broadcast email to all applicable 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 recommendation and rationale will be presented to the committee based on the below rating matrix.
- Unsuccessful bidders will be notified by email.

STRATEGIC PARTNERSHIP REQUEST FOR PROPOSAL

EVENT & COMMITTEE INFORMATION			
Event Overview:	The MPI Toronto Chapter is seeking an in-kind décor supplier for their annual Summer Social & fundraiser and Volunteer Appreciation event. The date is set: Tuesday, June 10		
Projected # of Attendees	100ppl	Load In:	3:00PM Volunteer Event: 4:30PM-6:30PM (Humber Room) Summer Social: 6:30PM-8:30PM (The View Room) Load Out: 9:00PM-11:30PM
Seating	Cocktail reception	Location:	Hotel X

DECOR REQUIREMENTS	
DETAILS:	
Volunteer Appreciation	<p><u>4:30pm-6:30pm – Volunteer Appreciation event – Humber Park Room</u></p> <p>Theme: <i>Celebrating in style</i></p> <p>Prior to the Summer Social, MPI will host an intimate appreciation event to honor a select group of dedicated volunteers. The event theme, "Celebrating in Style," calls for an elegant, warm, and festive atmosphere that reflects gratitude and professionalism.</p> <p>Design Concept: Trendy, Flashy Simplicity</p> <p>The décor should reflect a balance of sophistication and flair—eye-catching, but not overwhelming. The goal is to create a visually engaging and stylish atmosphere that celebrates the success and contributions of MPI’s volunteers, while offering multiple moments for social sharing and group photos.</p> <p>General Décor Guidelines</p> <ul style="list-style-type: none"> • Style: Clean, modern, and on-trend décor with pops of flash and texture. Think "fashion-forward elegance" rather than over-the-top extravagance. • Photo Moments: <ul style="list-style-type: none"> ○ A feature wall for group and individual Instagrammable moments. ○ Incorporate branding or messaging subtly (e.g., “Celebrating in Style”, MPI logo, etc.).
Summer Social	<p><u>6:30pm-8:30pm – Summer Social & fundraiser event – The View Room</u></p> <p>Theme: <i>Summer Night, City Lights</i></p> <p>With breathtaking views of the Toronto skyline, this event brings together industry professionals, planners, and suppliers for a relaxed yet vibrant evening of networking,</p>

	<p>appreciation, and celebration. Enjoy curated cocktails, food stations, and networking opportunities.</p> <p>Design Concept: <i>Bringing the Streets of Toronto Indoors</i> Inspired by the energy of a warm city night, the décor pays homage to downtown Toronto with creative nods to urban streetscapes and summer-in-the-city vibes—all thoughtfully adapted for an intimate venue space.</p> <ul style="list-style-type: none"> • Urban Street-Inspired Details: A subtle construction-inspired aesthetic adds texture and personality—think safety cones, barricades, and industrial elements with a playful twist. • Street Lighting & City Glow: Ambient string lights and creative lighting touches evoke the warmth of nighttime city strolls. A custom traffic light installation will serve as part of a fun networking game. • Green Touches: Potted plants, faux greenery, and soft landscaping elements will be used strategically to soften the space and merge city grit with garden charm. • Wayfinding & Signage: Custom Street signs (like “Volunteer Ave” and “Appreciation Blvd”) will enhance the immersive feel and help define zones for food, networking, and entertainment.
MPI Toronto Chapter Budget:	<p>This event is a fundraiser, and we are currently seeking in-kind sponsorship for decorating services to help bring our vision to life. The event will take place in more intimate spaces, so the décor needs are modest but impactful.</p> <p>As our décor partner, you'll showcase your creative work to an audience of event professionals, gain brand exposure, and be recognized throughout the event. Sponsorship benefits will be tailored based on your contribution's value. Let's collaborate to create a memorable, visually striking experience together.</p>
MPI Sponsorship Deliverables:	<p>Sponsorship deliverables can be offered, and based on retail value of the proposal.</p> <p>Please advise your Total Value of Sponsorship</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