



Meeting Professionals International (MPI) Toronto Chapter is seeking an **Audio-Visual/Production Partner** for our: Summer Social event – on June 10, 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 networking 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 date and time.

FIRM DEADLINE TO RESPOND: Wednesday May 21, 2025

DECISION DEADLINE BY COMMITTEE: Tuesday May 27, 2025

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

Additional information can be requested upon request.

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TENDER PROCESS:

- This RFP is open to both MPI members and non-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:	<p>The Annual MPI Toronto Chapter's Summer Social's primary objective is to celebrate diversity and encourage reconnection with peers, while establishing a fun and unique experience. The event organizers and Strategic Partnerships Team strive to create a successful Summer Social. The MPI Toronto Chapter celebrates the evening of the Toronto Chapter memberships with 100 expected attendees.</p> <p>Hotel X 111 Princes' Blvd, Toronto, ON M6K 3C3 CANADA</p>				
Social Event					
Location:					
Projected # of Attendees	100+	% Planner/Supplier:	40/60	Volunteer Event:	4:30PM-6:30PM
				Summer Social:	6:30PM-8:30PM

AV REQUIREMENTS	
<p>DETAILS:</p> <p>3:00pm – 9:30pm</p> <p>(load in and tear down time not included)</p>	<p><i>Summer Night, City Lights</i> event—a special evening dedicated to recognizing the incredible contributions of our volunteer community and fostering meaningful connections with valued suppliers like you.</p> <p>Set on a rooftop with breathtaking views of the Toronto skyline, this event brings together industry professionals, planners, and suppliers for a relaxed yet vibrant evening of networking, 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> <p><u>4:30PM-6:30PM – Volunteer Appreciation (Location: Humber Park Room)</u></p> <ul style="list-style-type: none"> • In-House AV - waive associated costs should MPI Toronto wish to partner with an alternate supplier. • Complimentary power and Wi-Fi • 65-inch Monitor with Stand • Laptop for presentations/slides • PA System for 50 people • Podium and mic • Music playback laptop • Uplights for around the room • Labour for install and dismantle

	<p><u>6:30pm-8:30pm – Summer Social & Fundraiser (Location: The View)</u></p> <p>Audio/Visual:</p> <ul style="list-style-type: none"> • 80-inch Monitor with Stand • Laptop for presentations/slides • Wireless remote • PA System for 100 people • Podium and mic • 2x wireless mics • Music playback laptop • Uplights for around the room • Labour for install and dismantle
Chapter's Budget	\$2,500.00 inclusive for both events.
Please advise your Total Value of Sponsorship:	Note: In-Kind sponsorship will be allowed a brief podium address to attendees. Additional Partnership offerings can be made, based on total value \$ of In-Kind package.

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