



Meeting Professionals International (MPI) Toronto Chapter is seeking a venue partner for our **Summer Social Event on Thursday, June 18, 2026.**

The MPI Toronto Chapter is the largest chapter in Canada and is recognized for its strong 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 common goals and principles. Let's connect your fellow industry professionals by partnering with our chapter.

We host several networking and professional events throughout the year. If you are unable to support this opportunity at this time, please let us know if we may reach out again for future events.

**FIRM DEADLINE TO RESPOND: Friday, January 30, 2026**

**DECISION NOTIFICATION DATE: Friday, February 6, 2026**

**Vendor Questions Due: Thursday, January 23, 2026**

**Responses to Vendor Questions Shared: Monday, January 26, 2026**

Please ensure your proposal addresses the requests outlined in this RFP and forward your proposal to the MPI Toronto Chapter as noted below. Additional information may be requested as required.

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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 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 evaluation matrix.
- 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	
<b>Event Overview</b>	<p>MPI Toronto Chapter is seeking venue proposals for our <b>Summer Social 2026</b>, one of the Chapter’s signature annual member engagement events.</p> <p>The Summer Social is designed as a relaxed, high-quality networking experience that brings together event professionals, hospitality leaders, and supplier partners. The 2026 concept is envisioned as a <b>“White Summer Escape”</b> — a destination-style social experience that feels like a mini getaway within the city.</p> <p>We invite venue partners to propose how their space can support this experience.</p>
<b>Experience Vision</b>	<p><b>“White Summer Escape”</b></p> <p>The Summer Social 2026 is envisioned as a relaxed, destination-style social experience that feels like a <b>mini escape from the city — while still being in the city.</b></p> <p>The event will bring together MPI members and industry guests in a setting that encourages connection, conversation, and shared moments, while offering a refreshing change of pace from traditional networking receptions.</p> <p><b>Key experience elements include:</b></p> <ul style="list-style-type: none"> <li>• A welcoming arrival experience</li> <li>• Outdoor social reception environment</li> <li>• Indoor event space that complements the outdoor experience, providing comfort, climate flexibility, and alternative gathering areas</li> <li>• Lounge-style networking zones with adequate seating and resting areas to support guest comfort and universal design considerations</li> <li>• Light activations and social touchpoints throughout the space</li> <li>• A shared finale moment to close the evening</li> </ul> <p><b>Guests will be encouraged to dress in White Summer Chic attire.</b></p> <p><b>Venues are invited to propose how their space can best support this experience flow.</b></p>
<b>Event Objectives</b>	<ul style="list-style-type: none"> <li>• Deliver a memorable, experience-driven social event for MPI Toronto Chapter’s members and guests</li> <li>• Encourage meaningful networking between planners and supplier partners</li> <li>• Welcome non-member attendees as an introduction to MPI and support membership growth</li> <li>• Strengthen chapter engagement, visibility, and industry presence</li> <li>• Support chapter sustainability through sponsorship and partnerships</li> </ul>

Projected Attendance	100 – 120 guests	Audience Composition	40% Event Planners / Buyers 60% Suppliers / Industry Partners
Event Timing & Flow	Load IN: 7:00AM (flex) Event Time: 7:00PM - 10:00PM Load OUT: 10:00PM - 1:00AM (following day)		
OVERVIEW OF SPONSORSHIP REQUIREMENTS			
MPI Toronto Chapter seeks to build meaningful partnerships that support the success of our Summer Social while providing visibility and engagement opportunities for our partners.			
As part of this initiative, we welcome in-kind venue partnership proposals that include <b>full event space rental support</b> , in exchange for sponsor recognition, marketing visibility, and onsite brand presence throughout the event experience.			
Venues are invited to outline any partnership opportunities available within their proposal.			
VENUE REQUIREMENTS			
Details	<p>Venues should demonstrate the ability to support a relaxed, destination-style social experience aligned with the <b>White Summer Escape</b> vision.</p> <p><b>Space &amp; Flow</b></p> <ul style="list-style-type: none"><li>• Outdoor reception space suitable for a social gathering</li><li>• Indoor event space that complements the outdoor experience, offering climate flexibility and alternative gathering areas</li><li>• Lounge-style networking zones with adequate seating and resting areas to support guest comfort and universal design</li><li>• Space to accommodate a shared finale moment</li></ul> <p><b>Food &amp; Beverage</b></p> <ul style="list-style-type: none"><li>• Bar and catering service capabilities</li><li>• Ability to support reception-style food service</li></ul> <p><b>Audio-Visual &amp; Production</b></p> <ul style="list-style-type: none"><li>• Availability of in-house AV services or preferred AV partners</li><li>• Access to power and lighting infrastructure for event production</li><li>• Any venue restrictions regarding external AV or production suppliers</li></ul> <p><b>Event Support</b></p> <ul style="list-style-type: none"><li>• Onsite venue event coordinator or event support team</li><li>• Standard event staffing and security as required</li></ul> <p><b>Parking &amp; Transportation</b></p> <ul style="list-style-type: none"><li>• Onsite or nearby parking availability</li><li>• Estimated parking cost per vehicle</li><li>• Accessibility and drop-off considerations</li><li>• Any shuttle or transportation options available</li></ul>		

MPI Toronto Chapter Budget	<p>The MPI Toronto Chapter has allocated a <b>target budget of approximately \$65 per person</b>, inclusive of gratuities, service charges, and administrative fees, for <b>food and beverage services</b>.</p> <p>***HST would be additional, where applicable.</p> <p>As part of this initiative, MPI Toronto is exploring in-kind venue partnership opportunities for event space rental. Therefore, the per-person budget outlined above is intended to apply primarily toward <b>food and beverage services</b> rather than venue rental costs.</p> <p><b>Bar Service:</b> Based on historical event data, average guest consumption is approximately <b>1.5 drinks per person</b> at a cash bar. Venues are invited to outline their standard bar service setup and staffing approach.</p>
MPI Sponsorship Deliverables	<p>MPI Toronto Chapter values venue partners as strategic collaborators in creating meaningful experiences for our members and industry guests. In-kind venue sponsorship partners will receive recognition and visibility before, during, and after the event.</p> <p><b>Onsite Recognition</b></p> <ul style="list-style-type: none"> <li>• Opportunity for a brief welcome address during the event program</li> <li>• Venue acknowledgement in event signage and onsite materials</li> <li>• Opportunity to offer site inspections or venue information to interested attendees</li> </ul> <p><b>Pre-Event Marketing Recognition</b></p> <ul style="list-style-type: none"> <li>• Venue logo included in <b>Save the Date</b> communications</li> <li>• Venue featured in <b>registration launch promotions</b></li> <li>• Venue highlighted in <b>social media campaigns beginning approximately three months prior to the event</b></li> </ul> <p><b>Event Promotion &amp; Content</b></p> <ul style="list-style-type: none"> <li>• Inclusion in ongoing social media content leading up to the event</li> <li>• Venue mention in event teaser posts and experience highlights</li> </ul> <p><b>Post-Event Recognition</b></p> <ul style="list-style-type: none"> <li>• Venue acknowledgement in post-event recap communications</li> <li>• Venue featured in post-event photo and content sharing</li> </ul>

## PROPOSAL SUBMISSION

Venues are invited to submit proposals that outline how their space and services can support the **White Summer Escape** experience vision.

Please include the following information in your proposal:

### Venue & Space Details

- Venue availability on Thursday, June 18<sup>th</sup>, 2026
- Indoor and outdoor capacity details
- Sample floor plans or event layouts
- Description of guest flow between spaces

### Food & Beverage

- Reception-style menu options
- Per-person pricing aligned with the chapter's F&B budget parameters
- Bar service setup and staffing approach

### Audio-Visual & Production

- In-house AV services or preferred AV partner information
- Available infrastructure (sound, lighting, screens, power access)
- Any restrictions on external AV or production suppliers

### Event Support

- Onsite event coordination or venue event support services
- Standard staffing and security provisions

### Parking & Transportation

- Onsite or nearby parking availability
- Estimated parking cost per vehicle
- Accessibility and drop-off considerations

### Sponsorship Information

- In-kind venue rental support offered
- **Total Value of Sponsorship** (estimated dollar value of in-kind contributions)
- Any additional partnership opportunities available

Proposals and questions should be submitted to:

MPI Toronto Chapter Office - Erinn Young

[erinn@mpitoronto.org](mailto:erinn@mpitoronto.org)

### RFP Timeline

- **RFP Issued:** January 19, 2026
- **Proposal Submission Deadline:** January 30, 2026
- **Venue Selection Date:** February 6, 2026

**Event Date:** Thursday, June 18, 2026

## SELECTION PROCESS

MPI Toronto Chapter 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 considered 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**