



Meeting Professionals International (MPI) Toronto Chapter is seeking **DÉCOR PARTNER** for our: Winter Social & fundraiser event – December 2<sup>nd</sup>, 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 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 several 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.

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

Additional information can be requested upon request.

**FIRM DEADLINE TO RESPOND:** Friday, October 23, 2026

**DECISION DEADLINE BY COMMITTEE:** Friday, October 30, 2026

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

Erinn Young, Chapter Administrator

[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 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.

## STRATEGIC PARTNERSHIP REQUEST FOR PROPOSAL

| EVENT INFORMATION        |                                                                                                                                                                                                                                                                                                      |                                                                        |                                 |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------|
| Event Overview:          | <p>The MPI Toronto Chapter is seeking a <b>Décor Partner</b> for its Annual Winter Social &amp; Fundraiser. A décor budget is available, with additional in-kind sponsorship welcomed to help elevate the overall guest experience.</p> <p><b>The date is set on Wednesday, December 2, 2026</b></p> |                                                                        |                                 |
| Projected # of Attendees | 280                                                                                                                                                                                                                                                                                                  | Load In: 10:00 AM<br>Event: 5:30PM-9:30PM<br>Load Out: 9:30 PM-11:30PM |                                 |
| Seating                  | Approximately 30 - 35 round tables, seating 8 - 10 guests per table.                                                                                                                                                                                                                                 | Location:                                                              | Liberty Grand – Centennial Room |

| DECOR REQUIREMENTS |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| DETAILS:           | <p><b><i>Theme: Grand Masquerade</i></b></p> <p>This year's Winter Social brings Grand Masquerade to life through an elegant blend of old-world glamour and festive winter sophistication. Inspired by the mystery and grandeur of Venetian masquerade, the experience should feel theatrical, refined and celebratory, with decorative masks and formal attire contributing to the atmosphere.</p> <p>The Atmosphere: Elegant, mysterious and sophisticated, drawing inspiration from traditional Venetian masquerade while incorporating a festive winter feel.</p> <p>The Dress Code: Black-tie optional / dress to impress, with guests encouraged to incorporate masquerade masks into their evening attire.</p> <p>The Décor: An elegant winter masquerade palette of emerald green, white, black and gold, aligned with the event's marketing creative. Design elements may include flickering candlelight, white florals, seasonal greenery, subtle winterberry accents, velvet textures, feathers and decorative masquerade masks.</p> <p>The overall look should feel festive, sophisticated and grand without leaning into traditional Christmas décor.</p> <p><b><i>What We're Looking For</i></b></p> <p>We are looking for a creative décor partner who can bring the Grand Masquerade vision to life while maximizing Liberty Grand's existing inventory and minimizing additional décor costs. Rather than a full room transformation, the priority is on strategic, high-impact enhancements that elevate the guest experience.</p> <ul style="list-style-type: none"> <li> <b>Table Enhancements:</b> Liberty Grand will provide the existing tables with white linens and white napkins. We welcome creative, cost-conscious recommendations to elevate the existing setup without fully replacing the linens. Ideas may include overlays or runners, napkin rings, chargers, candlelight and themed centrepieces, incorporating elements of the <i>Grand Masquerade</i> and festive winter aesthetic.         </li> </ul> |

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|                               | <ul style="list-style-type: none"> <li>• <b>Centrepieces:</b> Approximately 30–35 round tables are anticipated. Centrepieces should complement the emerald green, white, black and gold palette and may incorporate white florals, seasonal greenery, subtle winterberry accents, candlelight, feathers and masquerade-inspired details. We welcome creative approaches that achieve visual impact while remaining budget-conscious.</li> <li>• <b>Additional Décor Elements:</b> Creative recommendations for high-impact focal areas, such as the entrance and other key guest-facing areas, using the venue's existing character and inventory wherever possible.</li> </ul> <p>We welcome your recommendations on where the available décor budget will have the greatest visual impact, as well as any in-kind or sponsored enhancements that could further elevate the overall design.</p> |
| MPI Toronto Chapter Budget:   | <p>Up to <b>\$1,000 + HST</b> is currently allocated toward décor.</p> <p>As the Winter Social is a fundraising event, our goal is to maximize the use of Liberty Grand's existing inventory and minimize additional décor costs wherever possible.</p> <p>We are seeking a <b>Décor Partner</b> who can creatively bring the <i>Grand Masquerade</i> vision to life through strategic, high-impact enhancements rather than a full room transformation. <b>In-kind or partially sponsored décor is strongly encouraged.</b></p>                                                                                                                                                                                                                                                                                                                                                                 |
| MPI Sponsorship Deliverables: | <p>Please clearly identify the <b>retail value, in-kind/sponsored contribution, and final cost to MPI Toronto Chapter</b> in your proposal. Sponsorship recognition will be tailored based on the value of the contribution.</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**