

Meeting Professionals International (MPI) Toronto Chapter is seeking a **venue partner** for our **Winter Social & Fundraiser Event on December 2, 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.

For 2026, MPI Toronto Chapter and CanSPEP are partnering on the venue to host both associations' winter/holiday events. The goal is to increase attendance for both events and greater visibility for the venue to showcase to multiple event association members.

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: Tuesday, June 30, 2026

DECISION NOTIFICATION DATE: Friday, July 31, 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 CanSPEP. 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	
Event Overview	<p>MPI Toronto Chapter is seeking venue proposals for our Winter Social & Fundraiser 2026, one of the Chapter's signature annual member engagement events.</p> <p>The Winter Social & Fundraiser brings together MPI members, event professionals, hospitality leaders, and industry partners for an evening of connection, celebration, and community.</p> <p><i>For 2026, the MPI Toronto Chapter and CanSPEP are collaborating on a selected venue to host both associations' events under one roof.</i></p>
Event Objectives	<ul style="list-style-type: none">• Deliver a memorable year-end celebration for MPI Toronto Chapter members and guests• Create meaningful opportunities for networking and relationship building• Celebrate the contributions of volunteers, sponsors, and industry partners• Strengthen chapter engagement, visibility, and member retention• Support chapter sustainability through sponsorship and partnership opportunities• Showcase innovation and creativity within the events industry

**CANADIAN SOCIETY OF PROFESSIONAL EVENT PLANNERS (CanSPEP)
HOLIDAY GIVEBACK WORKSHOP
VENUE REQUIREMENTS**

<p>Event Timing & Flow</p>	<p>Set up 8 AM - 12 PM Registration 12-1 PM Buffet Lunch 1 -2:30 PM Cash Bar Giveback activation (in room) 2:30 - 3:30 PM</p>
<p>Date:</p>	<p>Wednesday, December 2, 2026 (not flexible)</p>
<p>DETAILS</p>	<p>For the venue we will require the following, separate from MPI Toronto Chapter's event</p> <p>Board Meeting (8am-1pm)</p> <ul style="list-style-type: none"> • Boardroom for 12 people <p>Holiday Event (8am-4pm):</p> <ul style="list-style-type: none"> • Banquet Rounds (72" rds), Stage (8x12) and lunch buffet for 104 ppl • 10 – 6 ft. Tables for Giveback kit packing workshop • Cash bar with host tickets • Complimentary space rental • Waived fees for external AV supplier (AV-CANADA preferred association supplier) • Complimentary Power & Wi-Fi <p>Food & Beverage:</p> <ul style="list-style-type: none"> • Food & Beverage (billed directly to CanSPEP) • Sponsored or discounted food & beverage offered • Coffee/tea, light snacks for Board meeting • Lunch buffet • Cash bar <p>Audio/Visual (information for provider and/or proposal):</p> <ul style="list-style-type: none"> • Screen & projector and laptop • Stage • Music playback, PA system, podium mic & laptop DI (2) • Waived fees for external AV supplier <p>Other:</p> <ul style="list-style-type: none"> • Coat rack and service • Complimentary parking for all, or please indicate the number of complimentary passes
	<p>Billing: CanSPEP will be responsible for all payments of their event separately from MPI Toronto Chapter.</p>

MPI TORONTO CHAPTER
WINTER SOCIAL & FUNDRAISER
VENUE REQUIREMENTS

Projected Attendance	200 - 250 guests	Audience Composition	40% Event Planners / Buyers 60% Suppliers / Industry Partners
Event Timing & Flow	Load In: 7:00AM (flex) Guest Arrival: 5:30PM Event Time: 6:30PM - 9:30PM Load OUT: 10:00PM - 1:00AM (<i>following day</i>)		
Date:	Wednesday, December 2, 2026 (not flexible)		

VENUE REQUIREMENTS

Details	<p>Space & Flow</p> <ul style="list-style-type: none"> • Seated dinner capacity for approximately 200+ guests • Flexible room configuration suitable for dining and entertainment • Dedicated performance or presentation area/stage • Space to accommodate registration and guest arrival experience • Comfortable networking areas before and after the program • Adequate space for sponsor recognition and activations • Green room for volunteers and entertainers • Universal accessibility and inclusive design considerations <p>Food & Beverage</p> <ul style="list-style-type: none"> • Full-service plated dinner capabilities • Cocktail reception capabilities • Ability to accommodate dietary requirements and special meal requests • Bar service options • Late-evening coffee, tea, and dessert service options <p>Audio-Visual & Production</p> <ul style="list-style-type: none"> • In-house AV services or preferred AV partner • Professional sound system suitable for live performances and presentations • Stage lighting and theatrical lighting capabilities • Projection screens, monitors, or LED display capabilities • Wireless microphones and presentation support • Waived fees for external AV supplier (Any restrictions regarding external AV or production suppliers) <p>Event Support</p> <ul style="list-style-type: none"> • Dedicated venue coordinator • Standard event staffing and security • Setup and teardown support • Coat check availability preferred
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	<p>Parking & Transportation</p> <ul style="list-style-type: none"> • Onsite or nearby parking availability • Estimated parking cost per vehicle • Accessibility and drop-off considerations • Any shuttle or transportation options available
<p>MPI Toronto Chapter Budget</p>	<p>The MPI Toronto Chapter has allocated a target food and beverage budget of approximately \$90 per person, inclusive of gratuities, service charges, and administrative fees.</p> <p><i>HST would be additional where applicable.</i></p> <p>Venues are invited to provide menu options and pricing that align with this budget while supporting the overall guest experience and event objectives.</p> <p>Bar Service Based on historical event data, average guest consumption is approximately 1.5 drinks per person at a cash bar. Venues are invited to outline their standard bar service setup, staffing requirements, and available beverage packages.</p>
	<p>MPI Toronto Chapter seeks to build meaningful partnerships that support the success of the Winter Social & Fundraiser 2026 while providing visibility and engagement opportunities for our partners.</p> <p>As part of this initiative, we welcome venue partnership proposals that may include in-kind event space support, sponsorship opportunities, or value-added services in exchange for recognition, marketing visibility, and onsite brand presence throughout the event experience.</p> <p>Venues are invited to outline any partnership opportunities available within their proposal.</p>

<p>MPI Sponsorship Deliverables</p>	<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>Onsite Recognition</p> <ul style="list-style-type: none"> • Opportunity for a brief welcome address during the event program • Venue acknowledgement in event signage and onsite materials • Opportunity to offer site inspections or venue information to interested attendees <p>Pre-Event Marketing Recognition</p> <ul style="list-style-type: none"> • Venue logo included in Save the Date communications • Venue featured in registration launch promotions • Venue highlighted in social media campaigns beginning approximately three months prior to the event <p>Event Promotion & Content</p> <ul style="list-style-type: none"> • Inclusion in ongoing social media content leading up to the event • Venue mention in event teaser posts and experience highlights <p>Post-Event Recognition</p> <ul style="list-style-type: none"> • Venue acknowledgement in post-event recap communications • Venue featured in post-event photo and content sharing
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PROPOSAL SUBMISSION

Venues are invited to submit proposals outlining how their space, services, and team can support MPI Toronto Chapter and CanSPEP.

Please include the following information in your proposal:

CanSPEP

- Include in same proposal, with space and fees separate from MPI Toronto Chapter for ease of review

Venue & Space Details

- Venue availability on **Wednesday, December 2, 2026**
- Seated dinner capacity and maximum room capacities
- Sample floor plans and room layouts
- Description of guest flow throughout the event space
- Registration, reception, dining, and networking space options
- Accessibility features and accommodations

Food & Beverage

- Cocktail reception menu options
- Plated dinner menu options
- Dessert and late-evening service options
- Per-person pricing aligned with the Chapter's budget parameters
- Dietary accommodation capabilities
- Bar service packages, pricing, and staffing approach

Audio-Visual & Production

- In-house AV services or preferred AV partner information
- Available sound, lighting, staging, and presentation infrastructure
- Projection screens, monitors, or LED display capabilities
- Wireless microphones and presentation support
- Any restrictions regarding external AV or production suppliers

Event Support

- Dedicated venue coordinator and event support services
- Standard staffing and security provisions
- Coat check availability and associated costs
- Setup and teardown support

Parking & Transportation

- Onsite or nearby parking availability
- Estimated parking costs
- Public transit accessibility
- Accessibility and drop-off considerations

Partnership & Sponsorship Opportunities

- In-kind venue support offered
- Estimated value of sponsorship contributions
- Preferred pricing or value-added services
- Additional partnership opportunities available

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