



Meeting Professionals International (MPI) Toronto Chapter is seeking a **DECOR PARTNER** for our March 12<sup>th</sup>, 2026, Awards Gala.

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 and 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.

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 will be provided upon request.

**FIRM DEADLINE TO RESPOND:** Tuesday, February 10, 2026

**DECISION DEADLINE BY COMMITTEE:** Tuesday, February 17, 2026

If you have any questions on 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 rating matrix below.
- Unsuccessful bidders will be notified by email.

## STRATEGIC PARTNERSHIP REQUEST FOR PROPOSAL

EVENT & COMMITTEE INFORMATION					
Event Overview:	<p><b>Event overview:</b> The MPI Annual Award Gala is a prestigious and much-anticipated event that celebrates the achievements and contributions of our dedicated members. It is an evening of glamour, recognition, and networking, where we come together to honour the exceptional members of the Toronto Chapter that make our organization thrive.</p> <p><b>Objective:</b> The objective of the Annual MPI Award Gala is to bring together industry professionals, including event planners and suppliers, in a celebratory and prestigious atmosphere. This event aims to recognize and honour the outstanding contributions, achievements, and innovations within the meeting and event industry while fostering networking opportunities and promoting the spirit of collaboration among attendees. Through a captivating evening of awards, entertainment, and fine dining, the gala strives to inspire, connect, and uplift the MPI community, reinforcing the significance of excellence and leadership within our industry.</p>				
Projected # of Attendees	250+	% Planner/Supplier:	40/60	Load IN: Reception: Dinner: Post-Reception: Load Out:	7:00AM 5:30PM 6:30PM 9:30PM 11:00PM-4AM
OVERVIEW OF SPONSORSHIP REQUIREMENTS					
<p>The MPI Toronto Chapter is seeking an in-kind décor sponsorship for their annual 2026 Awards Gala.</p> <p>The date is set firm – Tuesday March 12<sup>th</sup>, 2026</p> <p>Location: Metro Toronto Convention Centre - Constitution Hall</p>					
DECOR REQUIREMENTS					
DETAILS:	<p>The committee is seeking décor themed elements that supports are theme of Wicked the Movie – Defying Expectations. Elevating Excellence. such as:</p> <ul style="list-style-type: none"> <li>-Centerpieces (Wicked x Pinks &amp; Greens)</li> <li>-Chair Covers</li> <li>-Table Linens, and napkins</li> <li>-Photo Booth or Activations</li> </ul> <p><b>Seating will be:</b> 66' Rounds of 8 32 tables total Plated dinner experience</p>				
Please advise your Total Value of Sponsorship:	<p>MPI Budget: \$1900.00</p> <p><i>Please submit a proposal for any/all of the elements above. If submitting for a portion of the list, then the budget the chapter will cover will be a portion of the total budget outlined.</i></p> <p>Note: Partnership offerings will be made, based on total value \$ of In-Kind package.</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**