

Meeting Professionals International (MPI) Toronto Chapter is seeking a **venue partner** for our cross-industry association celebration of Global Meetings Industry Day (GMID) 2026 occurring on Tuesday, May 5th.

The MPI Toronto Chapter is the largest chapter in Canada 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 who 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.

FIRM DEADLINE TO RESPOND: February 18th, 2026

DECISION DEADLINE BY COMMITTEE: February 27th, 2026

Please ensure your proposal addresses the requests on this form and forward your proposal to the MPI Toronto Office 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.
- 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 matrix below.
- 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:	We are seeking a venue partner to showcase their event space to planners and suppliers in the events industry. In exchange for showcasing their venue, the sponsor will provide complimentary access to their space along with a complimentary or discounted Food & Beverage package.
Global Meetings Industry Day	Global Meetings Industry Day (GMID) brings together leaders from across the meetings and events industry to showcase the real impact the business meetings, conferences, conventions, incentive travel, trade shows and exhibitions have on people, business, and communities. This event is designed to raise awareness of the meetings industry and communicate the value of meetings to the broader business. The MPI Toronto annual cross industry celebration proudly unites PCMA, CanSPEP, Site Canada and other associations for one BIG event to recognize our industry and will allow your venue to be a canvas that can be shown to our local industry to potentially use for their future events.

GMID - VENUE REQUIREMENTS	
<p>DETAILS:</p> <p>Event Timing: 10am-1pm or 1:30pm</p> <p>Additional time for AV setup and teardown</p>	<p>For the venue we will require the following:</p> <p>Setup:</p> <ul style="list-style-type: none"> • Space for 175-220 Attendees, Half Rounds • Stage • Registration space in adjacent foyer • Nearby room or foyer for setup for coffee in the am and brunch • Complimentary meeting space rental • Waived fees for external AV supplier if required • Complimentary Power • Complimentary Wi-Fi <p>Food & Beverage:</p> <ul style="list-style-type: none"> • Sponsored or Discounted Food & Beverage (coffee, tea, pastry and fruit at opening; brunch around 11:30am) <p>Audio/Visual (information for provider and/or proposal):</p> <ul style="list-style-type: none"> • (2) Screen/Projector • Podium (unless provided by the venue) • Switcher, (1) Laptops and Perfect Cue • Podium Mic, (up to 5) Lav Mics (with headsets), up to 4 handheld mics, Laptop DIs • Labor for install, operate and dismantle <p>Other:</p> <ul style="list-style-type: none"> • Complimentary parking for all, or please indicate the number of complimentary passes • Please indicate your self-parking rate or closest offsite lot • Room block rate if applicable

Chapter's Budget	\$50.00 per person, Inclusive of service charge. HST additional.
Please advise your Total Value of Sponsorship:	Note: In-Kind sponsors will be allowed a brief welcoming address to attendees and can offer site inspections to those that wish. Low costs benefit our participants by increasing attendance and therefore increasing your exposure to potential clients. Additional sponsorship deliverables can be offered, based on retail value of the proposal.

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