



RFP: Event Venue

MPI Ottawa's Charity Auction and Dinner 2026

Released September 15, 2025 | Proposals due Oct 3, 2025

Submit questions and proposals to admin@mpiottawa.ca

ABOUT THIS RFP

The Ottawa Chapter of MPI is seeking décor services for our Charity Auction Dinner Event taking place Thursday, February 26, 2026, at the Rogers Centre Ottawa in Room 206/208, with the reception taking place in Parliament Foyer I.

WHY THIS MATTERS

Meeting Professionals International ([MPI Ottawa Chapter](#)), established in 1984, empowers 200+ members to drive business growth and professional development. Our community hosts 10 events per year, including education workshops, networking dinners, an awards gala, and the renowned Charity Auction & Dinner.

TENDER PROCESS

- Open to both MPI members and non-members.
- RFPs are emailed to MPI members and posted on the Chapter website.
- Board/committee members must disclose conflicts of interest and recuse themselves from discussions if applicable.
- Proposals will be acknowledged upon receipt and reviewed by Event Directors, who will provide recommendations based on the selection process.
- Unsuccessful bidders will be notified by email.

EVENT DETAILS



- Location: Room 206/208, with the reception taking place in Parliament Foyer I, Rogers Centre, 55 Colonel By Dr, Ottawa, ON K1N 9J2
- Expected Attendance 450-550
- 7:00am - 3:00pm - Set-up
- 5:30pm-7:00pm – Registration, Networking & Silent Auction
- 7:00pm-10:00pm – Dinner & Live Auction

REQUIREMENTS

The Annual Charity Auction & Dinner is one of our industry's most anticipated nights of the year for networking, socializing, and fundraising. This year, we are re-focusing on our charities and the message of "*Festival of Giving*".

We are looking for creative décor ideas to tie into our theme of Festivals, giving and community. Our imagery on social media and communications will feature specific colours and imagery following our theme (see logo below). This will consist of fun, bright and circus, etc., and we would love to see this incorporated into the decor somehow. If there is an opportunity for interactivity with the decor as well, that would be welcomed.

Please [click here](#) to visit our event website.

BUDGET

\$6,000

In-kind partnerships let you showcase your services to MPI members—your current and future clients. They are valued at 60% of the actual contribution (e.g., an \$8,500 contribution counts as \$5,100 and qualifies as a Gold In-Kind Partnership). Partnerships are tailored to the needs of each event. Costs or labour for optional "Showcase Specialty Items" remain the partner's responsibility and don't count toward partnership levels. Support MPI events and impress attendees with the quality and service you're known for! See details below.

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EVALUATION CRITERIA

Please see MPI Ottawa's [Selection Process details here.](#)

VENUE BENEFITS

Visit our [sponsorship prospectus](#) to see all the benefits of being a Venue In-Kind sponsor!

KEY DATES

Monday, September 22, 2025 - Deadline to submit questions related to RFP

Wednesday, September 24, 2025 - Response to questions provided by MPI Ottawa

Friday, October 3rd, 2025 - Deadline for proposal

Friday, October 17, 2025 - Contract awarded/non-successful bidders notified

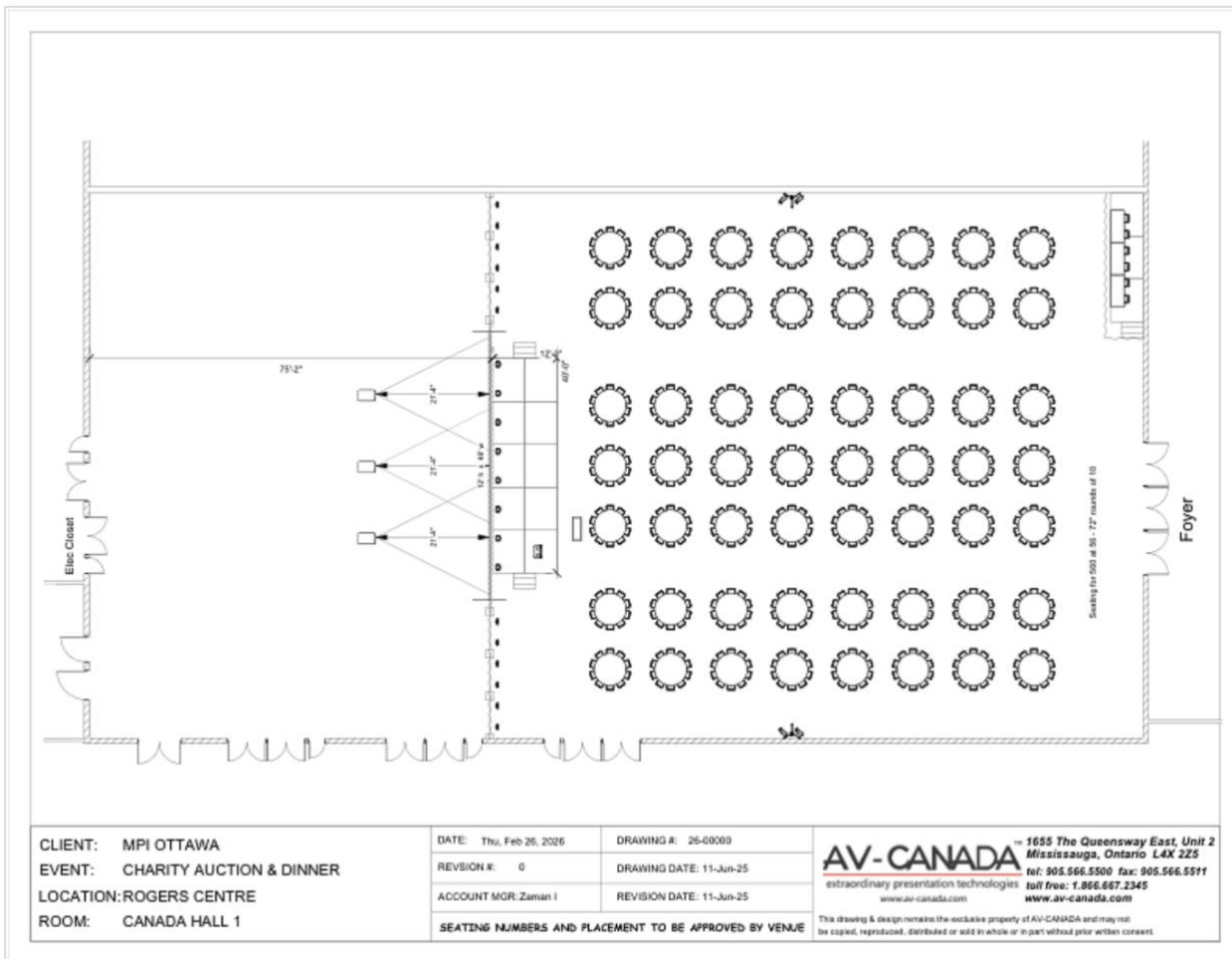
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APPENDIX A



MPI - Roger Centre.pdf

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