



REQUEST FOR PROPOSAL (RFP)
AUDIO VISUAL SERVICES

MEETING PROFESSIONAL INTERNATIONAL BC CHAPTER

GLOBAL MEETING INDUSTRY DAY 2018
APRIL 12, 2018

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1. SUMMARY AND BACKGROUND

Global Meetings Industry Day (GMID) brings together leaders from across the meetings and events industry to showcase the real impact that business meetings, conferences, conventions, incentive travel, trade shows and exhibitions have on people, business and communities. Meeting professionals across the world participate in the international day of advocacy, with more than 120 events held across 6 continents in 2017.

This year we are continuing the theme of working together and will showcase our production partners the same way. We invite you to join us in this spirit of collaboration and invite any of your regular collaborators to work with us to take this event to the next level.

ILEA Vancouver and PCMA Canada West will also be invited to provide their members preferred MPI Member registration rates. The combined MPI BC, ILEA Vancouver and PCMA Canada West membership base is over 400 members and growing. There will also be a large number of non-member attendees who register and attend the event

2. PROJECT SCOPE

Your requirements include, but may not be limited to:

- Complimentary audiovisual support for live audience in the meeting room and ancillary areas.
- Audience polling and other engagement technologies are encouraged.
- Recording of Venue for archival and web posting.
- Web Streaming/link to other participating streaming locations and live broadcast of GMID Canada events.
- Creation of custom welcome graphics and sponsorship loops on theme (TBD).
- New and engaging technology solutions that break from the traditional meeting experience are encouraged.

3. PROPOSAL GUIDELINES AND TERMS

Supplier expectations:

- Supplier will provide complementary Equipment rental.
- Supplier will provide complementary labor services.
- Supplier will provide complementary delivery and setup.
- Supplier enters into this agreement with an understanding of the commitments outlined in the standard 2017-2018 MPI BC Event Partner Prospectus.

Sponsorship Benefit Terms:

- Presenting Partner recognition (pending value of services).
- MPI will offer a sponsorship packages in line with their standard event sponsor prospectus.
- Sponsor Benefit Package will be provided upon receipt of your estimated in-kind sponsorship retail value.
- Sponsor benefits are recognized on a year-long partnership based on the date of when the contract is signed.
- To respect the privacy of our members, mailing list data will not be provided to partners; email blasts will be sent from MPI BC on your behalf.

4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5pm PST January 13, 2018.

Evaluation of proposals will be conducted from January 13, 2018 until February 1st, 2018. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than February 14th, 2018.

5. BUDGET

As this is a fundraising event that serves to fund educational scholarship programs for MPI BC we are asking for 100% sponsorship. Please inform us of any costs associated with accessing your venue clearly in your proposal.

6. PROPOSAL EVALUATION CRITERIA

The Organizing committee will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed venue(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the services to be performed in accordance with the scope of this project

Each bidder must submit their proposal by email to the addresses below before: January 13, 2018 at 5pm PST:

Partnerships@mpibcchapter.com