

## REQUEST FOR PROPOSAL

### CanSPEP Holiday Celebration Tuesday, December 10, 2019 - TORONTO

#### Organization Details

CanSPEP (Canadian Society of Professional Event Planners) is a vibrant and growing society of entrepreneurs in the event planning profession from across Canada. We are an influential group of entrepreneurs, many of whom are recognized industry leaders.

Formed in 1996, the organization provides a forum in which members can meet to exchange ideas, develop skills through educational programs, and share partnership opportunities that foster business growth.

In the spring 2018 membership survey, the buying power of our members contributes over \$60 million in revenue generation annually in the events industry. CanSPEP is an active association in the event industry as well as a member of Meetings Mean Business.

#### Vision Statement

CanSPEP is leading Canada's entrepreneurial meeting and event management industry through education, collaboration, awareness and advocacy.

For more information about CanSPEP, please visit [www.canspep.ca](http://www.canspep.ca)

#### Tender Process:

- This RFP is open to both CanSPEP members and non-members.
- This RFP will also be distributed through CanSPEP Social Media Avenues (FB, Instagram etc.)
- Board members or committee members must disclose any conflict of interest or personal intent when proposing and remove themselves from contracting discussions.
- All proposals will be acknowledged upon receipt.
- This RFP is open for distribution through CanSPEP members.
- All proposals will be acknowledged upon receipt.
- Intent to submit an RFP will be due no later than Friday, September 13<sup>th</sup>, 2019. The following outlines important dates in the submission process.
- The successful quote will be selected by October 4<sup>th</sup> 2019. Unsuccessful bidders will be notified by email.

#### Proposal Review

<b>September 6<sup>th</sup>, 2019</b>	RFP Distribution
<b>September 13<sup>th</sup>, 2019</b>	Advise CanSPEP of intent to submit Proposal/submit questions related to RFP
<b>September 20<sup>th</sup>, 2019</b>	Response to questions provided by CanSPEP
<b>September 27<sup>th</sup>, 2019</b>	Deadline for proposal
<b>October 4<sup>th</sup>, 2019</b>	Final decision by CanSPEP Board/inform candidates
<b>October 10<sup>th</sup>, 2019</b>	Announce 2019 Holiday Celebration Venue

<b>Event Information</b>	
<b>Name of Event:</b>	<b>CanSPEP Holiday Celebration</b>
<b>Event date(s):</b>	<b>Tuesday, December 10, 2019</b>
<b># of Delegates:</b>	<b>Anticipating 75 - 100 people</b>
<b>Number of Guestrooms:</b>	5 required; if hotel is bidding a preferred rate for guestrooms for participants is appreciated. If providing a preferred rate, note that it should include 3 days pre and post, to account for out of town attendance at other industry holiday events.
<b>Budget:</b>	\$50.00 per person, plus taxes and gratuities
<b>Brief description of Event:</b>	<p>The CanSPEP Holiday Celebration is a dinner event for event entrepreneurs, and industry partners to network, and celebrate the holiday season.</p> <p>This This is an opportunity to showcase your venue and services. Site visits may be conducted during the Cocktail Reception, but priority is to Event.</p> <p>Participants will include those who are breaking into the solopreneur space, and those who are well-established independent event professionals. In addition, Partners are invited to participate at this event.</p>
<b>Set-up:</b>	<ul style="list-style-type: none"> <li>• 9:00 am–5:00 pm – Set-up (AV, Décor, Entertainment &amp; Auction)</li> <li>• 5:30 pm – 6:30 pm – Cocktail Reception &amp; Auction</li> <li>• 6:30 pm – 9:30 pm – Dinner, Entertainment &amp; Auction</li> <li>• Room to accommodate up to 100 persons in rounds, with staging</li> <li>• Space for Silent Auction display, in perimeter of room, foyer, or attached room. Approximately 10, 6' rectangular tables.</li> <li>• Holiday Decor</li> </ul>
<b>AV:</b>	<ul style="list-style-type: none"> <li>• Staging with backdrop, and Up lighting, Podium with Wireless Microphone, etc., we would require to utilize the services of our Platinum AV Sponsor Partner, therefore, will require no AV patch-in fee.</li> </ul>
<b>Rentals:</b>	<ul style="list-style-type: none"> <li>• As this is an opportunity to showcase your venue &amp; meeting space to event professional's at-large, complimentary event space is required.</li> </ul>
<b>Food &amp; Beverage:</b>	<p>Food &amp; beverage to include Hors d'Oeuvres during the Cocktail Reception, and a Welcome Drink(s), a three course dinner, with wine.</p> <p>Please advice in your proposal menu, or possible sponsorship of the food &amp; beverage requirements.</p>
<b>Meeting Space:</b>	Please refer to set-up.
<b>Parking:</b>	Complimentary or discounted parking is requested for planners. We anticipate 40-50 planners, however, due to the nature of the event, most will most likely not drive
<b>Concessions:</b>	<ul style="list-style-type: none"> <li>• Provision of all meeting/event space complimentary.</li> <li>• Complimentary meeting/event and guest room Wi-Fi</li> <li>• While only minimum guestrooms for the group are required, if a hotel venue is proposing, 1 complimentary overnight guestroom is appreciated for our Association Management Company.</li> </ul>

## Submission Requirements

For our mutual success, our expectations of the Venue Partner include the following commitments:

- Preferred room rate for event planners and industry supplier attendees
- Menu suggestions from committed venue are to be provided.
- Any sponsorship of the event to be outlined in the proposal (meeting space, food & beverage, etc.,)

## What We Can Offer

Please see attached Sponsorship Prospectus for the deliverables associated with being a host venue for the CanSPEP Holiday Celebration.

CanSPEP views the partnership with our Holiday Celebration Host as a true collaboration.

Holiday Celebration committee members are all experienced event entrepreneurs who work with the Event Host to create a professionally designed program, showcasing the capabilities of your venue. The result – a fun and memorable experience for all attendees, with take away ideas which can be incorporated in client events.

Members/participants often come early and stay late to do additional networking, therefore, there will be additional bar revenues.

## Selection Process

The successful bid will have completed a comprehensive and collaborative proposal that meets the following requirements:

1. Demonstrates understanding of working with CanSPEP to create an event to attract as many planner delegates as possible; the best value price point for registration fees.
2. Demonstrates an understanding of our members and the CanSPEP culture;
3. Understands the uniqueness of CanSPEP members as business owners.
4. Demonstrates a willingness to support CanSPEP as a Partner.

## CanSPEP Holiday Celebration Chair - TORONTO:

Nalina Williams

Platinum Hospitality Group Incorporated

[nalina@platinumhospitality.com](mailto:nalina@platinumhospitality.com)

Telephone: 416-995-4467

## Submission:

Contact Information	
<b>Name:</b>	Colleen Fifield
<b>Company:</b>	CanSPEP
<b>Telephone:</b>	613-507-2653
<b>Email:</b>	<a href="mailto:info@canspep.ca">info@canspep.ca</a>
<b>Web-site:</b>	<a href="http://www.canspep.ca">www.canspep.ca</a>
<b>Questions no later than:</b>	September 20 <sup>th</sup> , 2019
<b>Respond no later than:</b>	September 27 <sup>th</sup> 2019

CanSPEP (Canadian Society of Professional Event Planners)

4 Cataraqui Street, Suite 310, Kingston, ON K7K 1Z7

1-866-336-2653

Website: [www.canspep.ca](http://www.canspep.ca)