



# MPI

# CONNECTICUT RIVER VALLEY

## CHAPTER

### Chapter Annual AV Partnership Request for Proposal

Meeting Professionals International Connecticut River Valley Chapter (MPI CRV) is pleased to announce that we are accepting proposals for an Annual AV Partner for the 2018-2019 fiscal year from July 1, 2018 – June 30, 2019. This partnership with the MPI CRV is invaluable and our deepest appreciation is extended to your company should you be able to bid on our requirements.

#### About the CT River Valley Chapter

MPI CRV provides both educational and networking opportunities at its events to their membership. The educational content is oriented for the meetings industry or towards improving individual professional development.

#### MPI CRV Partner Needs:

The Partner will provide audio visual needs for the MPI CRV Educational and select Networking events.

The dates for 2018-2019 FY are:

September 2018	Dinner Education event
November 2018	½ Day Education event*
December 2018	Evening Holiday Party
January 2019	Dinner Education event
February 2019	Lunch or Dinner Education event
March 2019	Dinner Education event
April 2019	New England Business Forum, Powered by XSITE
June 2019	Annual Gala

*Dates each month are TBD at this time and will be provided to partner as soon as venue agreements are contracted with the Chapter.*

*\*Our November ½ day education program requirements will be tentative, based on the requirements of the venue selected.*

*Special Note: Our networking events held in July, August, October and May are NOT included in this contract and MPI CRV has the right to give another company the opportunity to sponsor these events.*

The Partner will provide basic meeting requirements outlined below for the eight 2018-2019 Chapter events listed above:

- LCD projector
- Projection Screen
- Plasma TV
- DVD Player
- Lavalier or Handheld Microphone
- Power strip and/or Extension Cords
- On-site AV technician
- Musical Entertainment (in the form of a DJ) **\*Only Needed for December & June\***
- Photographer **\*Only Needed for April\***

*These services provided by the Partner have an annual value estimated at \$10,000.*

Note: Upon consultation with MPI CRV, the Partner can choose to provide additional services with the purpose of enhancing the MPI CRV meeting or event, or to showcase the AV capabilities within the partner's organization.

Additional Services Available to Offer:

---

---

---

In exchange for the generous donation provided by the Partner, **MPI CRV will supply the following:**

- Three (3) complimentary registrations to each of the meetings/events
  - **The first attendee serves as the AV Technician, the other two attendees can attend the chapter meeting**
- Access to MPI-CRV membership through Chapter Administrator
- A Banner ad on the MPI CRV web site for the entire year from July 1, 2018 – June 30, 2019.  
Size: 175 pixel x 175 pixel\*
- Position on rotating board of MPI CRV website indicating Annual Partnership status\*
- Distribute Partner provided promotional materials for attendees at monthly educational programs
- Recognition at each of the listed education and special events as our Annual Partner both verbally and on the PowerPoint presentations.
- Signage at every MPI CRV Event as our Annual Partner.
- Promotional section on registration page of the MPI CRV web site with logo link to the sponsor's home page\*
- Promotional opportunities through social media.
- Acknowledgement in Quarterly Newsletter as our annual AV sponsor

*\*Website commitments to be revisited once MPI CRV is migrated to new MPI Global website platform.*

If you can meet these requirements, please sign below and email back to Gillian Palmer, MBA, MPI CRV Vice President of Finance at [gpalmer@thebigc.com](mailto:gpalmer@thebigc.com) by Friday, June 15, 2018.

By my signature below, I agree that my company can comply with all criteria outlined in this proposal. I understand MPI CRV will not supply the outlined benefits above prior to receipt of this proposal and a contract which will be signed with the partner after the RFP due date.

---

Representative for Company

---

Date

-Thank you for your time and consideration!

The 2018-2019 MPI Connecticut River Valley Board of Directors