



# CONNECTICUT RIVER VALLEY CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

On behalf of the Meeting Professionals International Connecticut River Valley Chapter, we are pleased to invite you to bid on hosting one of the monthly programs, starting in **July 2010 through June 2011**.

Meeting Professionals International Connecticut River Valley Chapter (MPI CRV) a part of Meeting Professionals International (MPI), the largest association of meeting professionals, representing 23,000 members and 68 chapters and clubs, is located in the Connecticut River Valley region and represents over 100 members. As a premier meeting industry forum, MPI CRV promotes professional development and enhances the recognition of the profession in our business community. MPI CRV provides extensive educational programs, member services and an active exchange of ideas that meet the diverse needs of our members.

This is a perfect opportunity for your property or venue to increase visibility and showcase itself to meeting planners and suppliers throughout the Connecticut River Valley area and show support of your local MPI Chapter. Please review the following information and submit a written response to Ashley Lodovice, CMP, MPI CRV Chapter Administrator, by March 31, 2010.

## **SPECIFICATIONS FOR HOSTING & SPONSORING: MPI CRV 2010-2011 EVENTS**

### **Value to Sponsor/Host:**

- Five (5) minutes at the podium during the opening remarks of the meeting
- Tabletop or floor exhibit display located next to the registration table
- One (1) complimentary registration to the meeting
- Acknowledgement on the program PowerPoint presentation
- 1 set of mailing labels
- Logo and link to the venue's website from the home page of the MPI CRV website
- Promotional section on registration page of the MPI CRV web site with logo link to the sponsor's home page
- Sponsorship mention in MPI CRV eNews
- Opportunity to provide give-a-ways or promotional items to event attendees

### **Venue Host Compensation:**

If the host venue is a member of MPI, they will be reimbursed the following for their costs:

Breakfast Event:	\$10 per person, inclusive of tax and gratuity
Lunch Event:	\$15 per person, inclusive of tax and gratuity
Evening Event:	\$20 per person, inclusive of tax and gratuity

Venues that are not a member of MPI will not be reimbursed. If the host venue chooses to join MPI prior to hosting the MPI CRV event, they will be compensated at the member compensation structure above.

**2010-2011 MPI CRV Meeting Dates:**

<u>Date</u>	<u>Program</u>
July 2010-tbd	
Aug 2010-tbd	
9/14/10	
10/12/10	
11/9/10	
12/7/10	Holiday Luncheon
1/11/11	
2/8/11	
3/8/11	
4/12/11	
5/10/11	
6/14/11	Awards Dinner

**Room Block:**

Complimentary, 1 or 2 nights, for program speaker.

*If the venue does not have sleeping rooms onsite, they are responsible for securing a sleeping room for the speaker at a hotel close to the venue.*

**Meeting Space/Events:**Complimentary Meeting Room Rental for the following:

The main focus of our program is for educational content; therefore we are requesting a barrier free room in which all members will have a free line of sight, audiovisual will project to all parts of the room and free of distractions from other meetings. Room will be set in crescent rounds of eight to include a lectern and microphone. Further details on audio visual requirements are set out on page 3.

Breakfast Event

- Registration 7:30 – 8:00am (2 – 6 ft individually skirted tables)
- Program 8:00 – 9:30am (crescent rounds of 8, podium with enough space for a large screen OR reception style with mixed seating and (4) 6 ft display tables)
- Board Meeting 9:30 – 11:30am (conference style for 10, speaker phone upon request)
- Registration and program space must be set by 7:00am

Luncheon Event

- Board Meeting 9:30 – 11:30am (conference style for 10, speaker phone upon request)
- Registration 11:30 – 12:30pm (2 – 6 ft individually skirted tables)
- Program 12:00 – 2:00pm (crescent rounds of 8, podium with enough space for a large screen OR reception style with mixed seating and (4) 6 ft display tables)
- Registration and program space must be set by 10:30am

Evening Event

- Board Meeting 4:00 – 5:00pm (conference style for 10, speaker phone upon request)
- Registration 5:30 – 6:00pm (2 – 6 ft individually skirted tables)
- Program 6:00 – 7:30pm (crescent rounds of 8, podium with enough space for a large screen OR reception style with mixed seating and (4) 6 ft display tables)
- Registration and program space must be set by 5:00pm

Special Requirements: Clear, visible meeting location, signage, complimentary or discounted parking. We need complimentary electrical and internet service at registration.

**Food & Beverage:**

Breakfast Event: Breakfast buffet including hot and cold items with water, soft drinks and coffee

Luncheon Event: Plated or buffet 3-course lunch water, soft drinks and coffee

Evening Event: Plated or buffet 3-course dinner and host bar with beer, wine, water and soft drinks

*If the venue does not have food & beverage onsite, they are responsible for securing a caterer to provide the food & beverage at the “venue host compensation” rates listed on page 1.*

**Audio Visual:**

MPI CRV reserves the right to utilize the supplier of its choice for services or rentals in the areas of audio visual, exhibit decorating, security, floral, transportation, etc., with no surcharge or fee of any kind from Venue or from its in-house supplier. The venue will supply all audio visual needs for events including, but not limited to speaker phone for board meetings, LCD and screen, mics, and internet access for registration.

**Parking:**

Complimentary parking is requested.

**Billing:**

Direct bill to the MPI CRV address (49 Cedar Lane, Colchester, CT 06415). Invoices will be paid within thirty (30) days of receipt of final bill after the conclusion of program. MPI CRV does not pay advance deposits for meetings or events. MPI CRV is a tax-exempt organization and will provide proper documentation.

**MPI CRV 2010-2011 RFP RESPONSE FORM**

If you are in agreement with the above terms and conditions, please complete and return this form by March 31, 2010 to Ashley Lodovice, CMP, MPI CRV Chapter Administrator, email: [mpicrv@gmail.com](mailto:mpicrv@gmail.com) or fax: 860-499-5006. Please also send a meeting space diagram.

PROPERTY/VENUE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**MY PROPERTY IS AVAILABLE TO HOST THE FOLLOWING MPI CRV MEETINGS:**

*Please indicate your date preference in order 1 through 3. NOTE: Only one date will be selected per property, per year*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**PROPOSED MEETING ROOM:**

<b>Event</b>	<b>Room Capacity (set to MPI CRV Requirements)</b>	<b>Dimensions</b>	<b>Ceiling Height</b>	<b>Room Name</b>
Registration				
Program				
Board Meeting				

If the group needs to be relocated to a different room location than originally agreed upon, MPI CRV must be contacted 7 days in advance of the program in order to do a site of the new space, give approval for the space change and make any necessary adjustments.

Again, we thank you for your support to our MPI Chapter and look forward to your response. MPI CRV will contact all respondents by May 1, 2010. Once selected, the property will be sent a contract to sign. For further information or questions, please contact Ashley Lodovice, CMP, MPI CRV Chapter Administrator. Call: 860.961.1905, Email: [mpicrv@gmail.com](mailto:mpicrv@gmail.com).