



**REQUEST FOR PROPOSAL
BUSINESS EXCELLENCE AWARDS RECEPTION AND DINNER GALA**

RELEASE DATE JUNE 5, 2019

DEADLINE FOR SUBMISSION FRIDAY, JULY 5, 2019, 3PM

EVENT DATE: THURSDAY, OCTOBER 24, 2019

INTRODUCTION

The Dufferin Board of Trade (DBOT) is seeking requests for proposals to host the **Annual Business Excellence Awards (BEA) Gala**.

The Dufferin Board of Trade (formerly the Greater Dufferin Area Chamber of Commerce) is a not for profit, membership-based, business organization that connects the business community in the Greater Dufferin Area. Each year the Dufferin Board of Trade honours exceptional businesses and business people in our community at our annual Business Excellence Awards.

The BEAs are the premier event in Dufferin County to celebrate and recognize business excellence in the region. This event had approximately 150 guests last year and garnished significant public awareness. This year, the evening will consist of a welcoming reception, keynote speaker, and awards gala dinner. The date for this event is **October 24th, 2019**.

ABOUT THIS RFP

This request for proposal (RFP) document consists of the following:

- 1) Scope
- 2) Terms and Conditions
- 3) Submission Requirements

SCOPE

At a minimum, the proposal should address the following items:

1. Executive Summary
2. Deliverables
3. Detailed and itemized pricing

The Dufferin Board of Trade requires professional services with respect to the hosting of the Business Excellence Awards Reception and Dinner.

Cocktail Reception from 5:00pm to 6:00pm

- Complimentary bar with wine and beer (local wine and beer if possible), cash bar for other alcohol
- Space for musical entertainment
- Cocktail area separate from dining area

Please include quotations for:

Option #1:

- Dinner host to provide passed hors d'oeuvres for up to 225 guests during 1-hour reception

Option #2:

- Host to provide 8 ft tables with linens for 4-6 local food purveyors to set up food stations to serve hors d'oeuvres.

Dinner from 6:00pm- 9pm

Plated dinner for up to 225

- Three course dinner, consisting of appetizer (soup, salad or alternative and bread/rolls), main course (meat, vegetables, etc), and dessert, to feature as much local ingredients as possible to showcase tastes of Dufferin and surrounding areas. Feel free to profile local farmers in your menu which can be promoted at the event.
 - Must include a vegetarian option and be flexible to accommodate other food sensitivities such as gluten free, peanut free, etc.
- DBOT will collect dietary information on registration.

Also required

- Access to room for set up no later than 10 am on the day of the event
- Table numbers on the tables
- Table linens
- Approximately 8' x 12' staging
- 2 sets of stairs
- Curtaining for behind the stage
- 1 podium on the stage
- Two 8' tables on or beside the stage with skirting
- Tables and chairs for sound crew as required
- All audio visual equipment to be separately contracted unless facility is available to provide (please see separate RFP for requirements)
- Space for the entertainers to rest before performance

Please Note:

- Price to include all taxes, gratuities and deposits.
- Price for the wine and beer per bottle (local beer and wine if possible)
- State required timeline for confirmation of numbers for dinner

TERMS AND CONDITIONS

DBOT reserves the right to:

- Reject any or all offer, or cancel the RFP entirely without obligation
- Accept other than the lowest priced offer
- Award more than one offer


SUBMISSION REQUIREMENTS

All proposals should have the following sections: Executive Summary, Deliverables, Detailed and Itemized Pricing.

PROPOSAL DUE DATE:

All proposals are due via email by July 5, 2019, at 3pm.

Proposals can be emailed to diana@dufferinbot.ca.



Please contact Diana Morris at 519-941-0490 ext.202 for any questions.

Please note: Preference will be given to members in good standing with the Dufferin Board of Trade; DBOT reserves the right to award this contract to non-members.

Sponsorship opportunities are available for this event. Please indicate in your proposal if you would like to offer a contra-sponsorship, and the value of such.