



REQUEST FOR PROPOSAL ANNUAL AWARDS GALA & SILENT AUCTION

EVENT NAME

2017 Meeting Professionals International: Tennessee Chapter Annual Awards Recognition Gala

ORGANIZATION PROFILE

Meeting Professionals International Tennessee Chapter is searching for its 2017 Annual Gala and would like to invite you to submit a proposal. This is a great marketing opportunity for venues and suppliers throughout the state of Tennessee to showcase their properties and skills to hundreds of the region's most influential meeting professionals. Founded in 1972, Meeting Professionals International, with more than 24,000 members in 70 chapters worldwide, is the leading global community committed to shaping and defining the future of the meeting and event industry. The MPI Tennessee Chapter consists of approximately 300 members.

MEETING PURPOSE

Annual banquet that includes a live and silent auction followed by the annual awards ceremony and installation of the new Board of Directors.

HOST BENEFITS

The host venue will serve as backdrop for this event, resulting in the opportunity to showcase their venue and services to key decision-makers from the meeting and events industry in Tennessee and beyond. Sponsorship level is negotiated with the Strategic Alliances team.

PREFERRED LOCATION

Centralized location close to downtown Nashville.

PREFERRED 2017 DATES

May 2016 (09–11 or 16–18)

HOST FACILITY GUIDELINES

- Complimentary room rental
- 4 hour event + set up time
- 7,000 sq. ft. to accommodate approximately 200 guests seated at rounds
- Sq ft for silent auction + 20 – eight-foot skirted tables for silent auction
- Separate spaces for silent auction/ cocktail hour and banquet/awards ceremony
- Registration area with 5 skirted tables
- AV: microphone/sound, LCD projector, podium and screen, lighting package
- Tuesday, Wednesday or Thursday night preferred but negotiable



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FOOD AND BEVERAGE REQUIREMENTS

- President's / Nominee Reception: Passed hors d'oeuvres, hosted bar
- Gala – Cocktail Reception: Passed hors d'oeuvres, hosted bar
- Gala – Awards & Dinner: 3 course plated, hosted bar
- Beverage service & Wine service with dinner

EVENT HISTORY

The properties below fully sponsored space and food and beverage for previous MPI-TN Chapter Events.

DATE	VENUE	COUNT
Tuesday, May 24, 2016	Double Tree by Hilton Hotel	150
Thursday, May 7, 2015	Hutton Hotel Vista Ballroom	158
Wednesday, June 18, 2014	Country Music Hall of Fame and Museum	154
Wednesday, June 12, 2013	Music City Center	130
Wednesday, June 20, 2012	Loews Vanderbilt	130
Thursday, June 23, 2011	Franklin Marriott	131

TENTATIVE SCHEDULE OF EVENTS

AGENDA	
9 AM – 3 PM	Vendor Load-In
3 PM – 4:30 PM	Tech & Run through
3 PM – 4:30 PM	Silent Auction item staging
4:30 PM – 5:30 PM	Volunteer Training
5:30 PM – 7:00 PM	Arrivals, Cocktail Hour, Peruse Silent Auction
5:30 PM – 6:15 PM	President's Reception
6:50 PM	10 minutes to silent auction closing
7:00 PM	Silent Auction closes; doors open to dinner
7:10 PM	Welcome, Awards Presentation
8:30 PM	Dinner ends; Entertainment & Dancing
9:30 PM	Event Ends; Vendor Load-out

SPECIAL CONCESSIONS REQUESTED

- Parking: Complimentary or special reduced rate for Valet and Self
- Provide a small block of rooms at a reduced group rate

ADDITIONAL INFORMATION:

MPI:TN will only approve venues that agree to the following concessions:

1. No cancellation damages.
2. No attrition damages, unless following guaranteed amount.



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- 3. Standard dual coverage force majeure and cancellation clauses.
- 4. Guarantee on 72 hours prior to event
- 5. No Pre-Payment. Ability to pay net 45 days following the event.
- 6. Venue shall provide a hard copy invoice to MPI: TN no later than one week after the event. Payment will be within 30 days of invoice.
- 7. For partial sponsorship, MPI: TN will pay a maximum of \$30 per person inclusive.

Please submit proposals to Lauren Stout at: lstout@gaylordhotels.com