



Request for Proposal

Full-Service Event Planner

For

Association of Canadian Port Authorities (ACPA)
2012 National Conference

The Hamilton Port Authority (HPA) invites proposals from qualified firms for a full service event planner to arrange the 54th Association of Canadian Port Authorities AGM and National Conference.

Introduction

From August 19 – 22, 2012 the Hamilton Port Authority (HPA) will host the *Association of Canadian Port Authorities (ACPA) 54th AGM and National Conference*. The Canadian ports are economic drivers and play a key role in North America's integrated continental transportation and freight movement system. Canadian ports continue to offer significant advantages in terms of efficiency, productivity, geographic location, and other related natural features in serving the needs of the North American market. The ACPA conference will bring together the 18 Canadian Port Authorities and related marine interests. Further information on the ACPA can be found at www.acpa-ports.net.

The Port of Hamilton was formerly administered by the Hamilton Harbour Commissioners (HHC) and operated pursuant to *The Hamilton Harbour Commissioners Act, 1912*. As of the 1st day of May 2001, the HHC became a Canada Port Authority under the *Canada Marine Act*.

The HPA is governed by a seven member Board, appointed in accordance with Subsection 14(1) of the *Canada Marine Act* and with Section 4.6 of the HPA's Letters Patent. The HPA is required to adhere to guidelines contained in the Port Authorities Management Regulations of the Canada Marine Act.

Objectives

To execute a well planned and creative Conference/ Accompanying Person Program that will reinforce the business sessions and the social program while ensuring extensive attendance by high level government dignitaries, Port Authority Presidents and CEOs, speakers and accompanying guests.

Project Overview

The HPA requires a full-service event-planning agency with the resources, expertise and demonstrated creative and project management experience to deliver an excellent event beyond the expectations of the HPA and the participants.

The event will take place August 19- 22, 2012 in Hamilton, Ontario. The agency will be expected to deliver on all facets of the event including pre-event planning, negotiating hotel rates, conference registration, AV, décor, music, theme execution, entertainment and catering.

The event-planning agency will work directly with the HPA staff as well as, liaise with a committee led by the HPA to ensure each event is successful.

The successful agency will also be tasked with providing support in producing collateral and promotional material. The HPA is expecting a broad range of guests ranging from senior federal and provincial government ministers to Port Authority executives, and members of the Board of Directors.

Delegate registration will include an Accompanying Person Program. The mentioned dates above include four Accompanying/Companion Programs that may need the support of a Tour Operator. The evenings will highlight three social events that will include a gala dinner/ dance. For all Accompanying Person Programs, the successful agency will need to ensure that 100 participants can be accommodated, and for the evening events up to 250.

Conference Dates

Sunday, August 19 – Wednesday, August 22, 2012

Conference Theme

Build upon HPA's 100th year celebration and a typical conference agenda

Deliverables to be completed by HPA

- (a) Hotel rooms blocked
- (b) Sponsorship letters and soliciting will be completed
- (c) Provide a detailed binder recapping the 2008 ACPA conference held in Saint John as a reference document
- (d) Speakers secured
- (e) Create a conference website for event communications and registration

Request for Proposal Deliverables

The purpose of this RFP is to determine the level of demonstrated expertise, ability and competency of interested proponents. ***This is also a request for a quote.*** The proposal should contain the following components:

- (a) Two hard copies of the proposal
- (b) A list of relevant or similar events delivered by the proponent
- (c) Samples of event plans delivered by the proponent from proposal to completion, including creative treatment, action plan, schedule, budget and costs

- (d) List of resources, both internal to the agency and external, that demonstrates the depth of the proponent to plan and execute a full-scale conference/ Accompanying Person Program
- (e) Hourly rate
- (f) Any documentation that demonstrates creative problem-solving, priority setting, effective client relations, meeting deadlines and ability to work under pressure
- (g) Letters of Reference and/or contact information from clients for whom the proponent delivered similar events

Deadline for Submissions

Proposals will be accepted until 4:00 p.m. on the closing date of August 6, 2010 at:

Hamilton Port Authority
605 James Street North
Hamilton, ON L8L 1K1
Attention: Sharon Clark, Executive Assistant

General Information

- (a) All requests for clarification concerning this RFP should be made in writing and delivered to the address noted above, by fax, or by e-mail (below) to the attention of Sharon Clark

Email: sclark@hamiltonport.ca

Fax: (905) 528-6282

Direct Ph. (905) 525-4330 ext. 247

- (b) The HPA may amend the requirements and specifications set out in this RFP at its discretion
- (c) The HPA may cancel or withdraw this RFP at its discretion at any time
- (d) All proposals and documents provided by the respondent shall become the property of the HPA and the HPA may reproduce, distribute or copy any and all submissions, plans or documents
- (e) The successful firm may be required to provide proof of any appropriate insurance
- (f) The HPA will not be held liable for any costs of preparation or presentation of proposals, including presentations that may be requested by the HPA
- (g) The HPA will require all members of the selected firm's team to be free of any conflict of interest and will expect the consultant to advise the HPA of any actual or potential conflicts of interest
- (h) The HPA is not bound to accept the lowest or any offer for these services and may reject any or all proposals
- (i) All information provided by the HPA to the firm shall be kept confidential