

# Request for Proposals

Newfoundland and  
Labrador Federation  
of Agriculture  
Annual Industry  
Symposium  
2025



NEWFOUNDLAND & LABRADOR  
**FEDERATION OF**  
**AGRICULTURE**



## Introduction:

The Newfoundland and Labrador (NL) Federation of Agriculture is the provincial agricultural organization representing farmers, the agricultural industry and services province-wide. The NL Federation of Agriculture Annual Industry Symposium is the main event for farmers, agricultural industry organizations and partners from across Newfoundland and Labrador to gather to educate, to promote and to advance the social and economic conditions of those engaged in agricultural pursuits and to connect on the state of the industry and its importance to the Provincial economy. The NL Federation of Agriculture Annual Industry Symposium is the single largest gathering of agricultural leaders in Newfoundland and Labrador and depending on the venue can attract 120 farmers, industry representatives and partners for the four-day event.

## General Information:

NL Federation of Agriculture is requesting proposals to host this event from interested facilities. The following requirements will provide a basis for venues to submit proposals:

One (1) electronic copy of the proposal must be received by **4:00 p.m. Friday, May 24<sup>th</sup>, 2024**, and meet guidelines outlined in this RFP to receive consideration. Proposals for the NL Federation of Agriculture Annual Industry Symposium 2025 are submitted to Colin Carroll at [colin@nfa.ca](mailto:colin@nfa.ca). Proposals received after the deadline will not be reviewed.

If a joint proposal is being submitted by several venues in a specific area in order to meet the requirements of the RFP, all facilities must be outlined in the submission and include meeting space and accommodations, and a contact person from each venue must sign the proposal to indicate their commitment. Respondents are encouraged to select event(s) which they would like to sponsor and indicate those within the proposal.

## Dates:

The dates for the NL Federation of Agriculture Annual Industry Symposium runs consecutively from **Tuesday, January 28<sup>th</sup> to Friday, January 31<sup>st</sup>, 2025**.

NL Federation of Agriculture will require access to the venue(s) the day before the four (4) day event with allowance for set-up and tear-down (Five (5) days in total).

## Room Block:

A minimum of 100 guestrooms near the exhibition and meeting space are required. Please indicate driving distances from hotels to other venues, if applicable.



A special conference room rate for delegates will be required from the host hotel(s). An agreement to hold this event in a property will not be considered until a final hotel guestroom rate has been established.

A minimum of two (2) complimentary suites should be made available to NL Federation of Agriculture at the host hotel(s). Individual delegates will be required to make their own room reservations.

A cut-off deadline for the room block for this event must be indicated. Close contact will be maintained with the hotel(s), and unoccupied rooms will be released to the hotel for resale.

## Meeting Rooms:

NL Federation of Agriculture uses conference style set-up. Scale floor plans of all meeting spaces should be provided along with seating capacities.

The event may have concurrent meetings and workshops, so venues should be able to accommodate up to three concurrent sessions at one time in rooms that can accommodate a minimum of 20 people theatre style.

A large room for a minimum of 100 will be needed for keynote speakers.

Please outline the associated meeting room and audio-visual equipment rental cost (if applicable).

All space will be held on a 24-hour basis for the exclusive use of NL Federation of Agriculture. Space may be released only after consultation with NL Federation of Agriculture's Industry Symposium Coordinator. A staff office is required near the major meeting areas. *NL Federation of Agriculture prefers all exhibits, plenary and concurrent sessions to be held in the same venue.*

Please advise of any venue policies that might restrict or otherwise affect NL Federation of Agriculture's use and/or operation of multimedia equipment in the facility.

## Exhibits:

A large room (area) is required for minimum of 8 (eight) 8ft x 8ft to a maximum of 16 (sixteen) 8ft x 8ft exhibit booths. The exhibit booths should be located near the plenary, concurrent session area and the meal functions. The venue must provide the following as part of the rental agreement:

1. Tables, chairs and table skirting for exhibit booths
2. Security for exhibits after hours
3. Staging for presentations and entertainment

4. Dedicated electricity for all booths (with level of amps available in area)
5. High-speed Internet Access
6. If the exhibition space is located on an ice surface, appropriate floor covering must be used, and heating must be maintained at an appropriate comfort level for participants.
7. Floor plan indicating electrical outlets and Internet access
8. Nutrition breaks as well to be set up near the exhibits to ensure engagement

Please advise of any venue policies or exclusivity agreements that might restrict or otherwise affect use and/or operation of multimedia equipment or food & beverage services in the facility.

The exhibition will tentatively operate from the first evening of the event until the afternoon of the third day. Set-up will begin on the day prior with the audio-visual service provider. Nutrition Breaks will be held in the exhibition area.

Please include the daily rental fee and other costs associated with this exhibition, such as, electricity, internet access, security, storage, coat check and kitchen access. A rental agreement from the venue must be in place six (6) months prior to the event for budgeting purposes.

### Food and Beverage Requirements:

The NL Federation of Agriculture is a farmer association, that strives to support its members, the local economy and community with locally sourced food and beverages when available. The NL Federation of Agriculture Industry Symposium Coordinator will work with the venue Food and Beverage manager to provide where possible and when available, locally sourced food that showcases locally inspired cuisine from the NL Federation of Agriculture members.

The conference and exhibition includes the following food and beverage functions:

**Day 1 Tuesday 28<sup>th</sup> January** – One Nutrition Break for estimated 20 people and Opening Reception for a minimum of 80 people.

**Day 2 Wednesday 29<sup>th</sup>** – Breakfast, Two Nutrition Breaks, Lunch, Pre-reception, and Banquet Dinner for minimum of 100 people.

**Day 3 Thursday 30<sup>th</sup> January** – Breakfast, Two Nutrition Breaks, Lunch and Dinner for minimum of 100 people.

**Day 4 Friday 31<sup>st</sup> January** – Breakfast and One Nutrition Break for minimum 30 people.

Please include menus with **confirmed** food & beverage costs (per person cost, tax and gratuity included) highlighting where possible locally sourced food and/or local infusions.

## Transportation:

If transportation will be required to move delegates between venues, NL Federation of Agriculture requires respondents to submit draft transportation requirements, schedules, and possible local service providers available.

## Host Committee:

NL Federation of Agriculture encourages that a host committee be formed comprised of representatives of each venue (if applicable), NL Federation of Agriculture Industry Symposium Coordinator and NL Federation of Agriculture event staff and any other representatives that the host deems necessary. We encourage regular meetings and communications with the Agriculture Industry Symposium planning committee.

## Draft Schedule of Events: (Please note: This may change though the planning of the event.)

Monday, January 29 <sup>th</sup> all day event set up	
DAY 1 – TUESDAY, January 28 <sup>th</sup> 2025	
2:00PM – 5:00PM	NLFA Board of Directors Meeting
6:00PM – 8:00PM	Registration open
6:30PM – 8:30PM	<b>OPENING WELCOME RECEPTION</b>

DAY 2 – WEDNESDAY, January 29 <sup>th</sup> , 2025	
7:00AM – 8:30AM	<b>BREAKFAST</b>
8:00AM – 9:00AM	Registration
8:45AM – 10:20AM	
10:20AM – 10:40AM	<b>NETWORKING BREAK &amp; EXHIBITION</b>
10:40AM – 11:40AM	
12:00PM – 12:45AM	<b>LUNCH</b>
1:00PM – 2:30PM	Break Out 1
1:00PM – 2:30PM	Break Out 2
1:00PM – 2:30PM	Break Out 3
2:30PM – 3:00PM	<b>NETWORKING BREAK &amp; EXHIBITION</b>
3:00PM – 4:00PM	<b>Panel: FARMERS Moderator</b>
4:00PM – 4:20PM	<b>Wrap up</b>
*4:20PM – 6:00PM	<b>Associations AGM's</b>
6:00PM – 6:30PM	<b>OPENING RECEPTION - CASH BAR</b>
6:30PM – 9:00PM	

DAY 3 – THURSDAY, January 30 <sup>th</sup> , 2025	
7:00AM – 8:30AM	<b>BREAKFAST</b>
8:00AM – 8:30AM	NLFA AGM Registration
8:30AM – 9:45AM	NLFA AGM Closed Session
9:45AM – 10:30AM	NLFA AGM Open Session
10:30AM – 11:00AM	<b>NETWORKING BREAK &amp; EXHIBITION</b>
11:00AM – 12:00PM	Break Out 1
11:00AM – 12:00PM	Break Out 2
11:00AM – 12:00PM	Break Out 3
12:00PM – 12:45AM	<b>LUNCH</b>
1:00PM – 1:30PM	<b>Keynote 2:</b>
1:30PM – 2:30PM	Break Out 1
1:30PM – 2:30PM	Break Out 2
1:30PM – 2:30PM	Break Out 3
2:30PM – 2:50PM	<b>NETWORKING BREAK</b>
2:50PM – 3:10PM	
3:10PM – 4:10PM	<b>Panel</b>
4:10PM – 4:30PM	Wrap up
6:00PM – 9:00PM	<b>DINNER</b>

DAY 4 – FRIDAY, January 31 <sup>st</sup> , 2025	
8:30AM – 12:00PM	Meetings: NLLL Steering Committee AITC Steering Committee NLFA BOD Meeting Note: Requires a shared breakfast and nutrition break to accommodate the meetings above.

### Billing:

All expenses associated with this event, such as designated guestrooms and room tax, meeting rooms, exhibit space rental, audio-visual equipment and food and beverage will be billed directly to NL Federation of Agriculture.

Please note that the information contained in this document is not final and may be subject to change. It is intended only to provide a point of reference on which to base responses.



## Force Majeure:

Please include your organizations Force Majeure contract details re: major issues and events at hand, i.e.: natural disaster, fire, pandemic (Covid-19, H1N1, or similar infectious diseases) and associated travel recommendations by WHO, Public Health Agency of Canada and/or Provincial Health Agency against non-essential travel.

## References:

Please include two references and contact information regarding events of a similar nature that were held at the bid location.

## Please submit your proposal to:

NL Federation of Agriculture Annual Industry Symposium 2025 Selection Committee

Attn: Colin Carroll

Email [colin@nlfa.ca](mailto:colin@nlfa.ca)

Phone 709-632-4894

**Deadline: 4:00 p.m. Friday, May 24<sup>th</sup>, 2024.**