

REQUEST FOR PROPOSAL

OCI's Conference and Tradeshow

SHOW SERVICES 2024 – 2026

Issue Date: September 27, 2023

Closing Date: October 11, 2023

Ontario Centre of Innovation (OCI)

For over 36 years, the Ontario Centre of Innovation (OCI), has been a central pillar of Ontario's innovation community, with a mission to equip Ontario businesses with the transformative emerging technologies to keep them growing and globally competitive. OCI is the only province-wide organization that connects and engages Ontario's innovation community for the benefit of all.

OCI brings industry, academic, and government partners together to invest in collaborative R&D, technology development, and commercialization opportunities that generate the highest return on innovation for Ontarians. As an ecosystem connector, OCI initiates unparalleled partnership opportunities, develops, and manages successful industry-academic collaborations, supports high-potential SMEs in commercializing ground-breaking research, and provides hands-on training and skills development opportunities for the next generation of highly skilled talent. OCI drives economic growth and job creation through investments in the development, commercialization, and adoption of advanced technologies.

OCI is a non-profit organization funded by the Government of Ontario.

www.oc-innovation.ca

The **OCI Conference** hosted by OCI, is an innovation conference, trade show, and technology showcase. Returning to Toronto in the spring of 2024, the OCI Conference will bring together key players from industry, academia, government, and the investment community to connect and collaborate, providing speakers, sessions, and demonstrations of breakthrough technologies across all sectors.

Garnering over 3,000 attendees and 550 exhibitors in 2019, the OCI Conference is a showcase of leading-edge technologies, best practices, and collaborative research across Ontario's innovation ecosystem.

Conference 2024-2026

Conference Requirements

The objective of this multi-year Request for Proposal (RFP) is to solicit proposals for providing show services for OCI's Annual Conference in 2024, 2025, and 2026. The conference will be held at the Enercare Centre, Toronto.

- Conference 2024 will be held on April 17 and 18
- Conference 2025 will be held on April 16 and 17
- Conference 2026 will be held on April 29 and 30

Details of the services required are outlined below but are subject to change.

Issuance of this RFP does not commit the Ontario Centre of Innovation to pay any cost incurred in the preparation and submission of a response, or to procure a contract for any services, software, and/or equipment.

Conference Objectives

- Build a profile for OCI and the innovation community in Ontario along with its stakeholders to maximize networking opportunities and help build partnership opportunities for entrepreneurs, industry, researchers, and others.
- Provide a forum for collaboration and exchanging new ideas and critical information among government, researchers, academia, industry, entrepreneurs, students, and investors.
- Showcase Ontario's world-class research and innovative technologies, including those currently being developed with OCI support, to a diverse range of potential partners including small, medium, and large companies, governments, and academia as well as foreign markets and media.
- Support Ontario's industrial growth, expansion of markets, and the creation of Ontario-based employment in OCI-supported sectors
- Showcase entrepreneurs to investors, other companies, and academia.
- Grow the OCI Conference annually, increasing attendee and exhibitor participation.

Our goal each year is to find new and better ways to meet the needs of our participants, increase exhibitor and attendee ROI, provide unique content to stimulate ideas and discussion, improve the delivery of our event, and maintain the OCI Conference as the "must-attend" event in the innovation space in Canada and further develop its international reputation.

Target Audience

- Industry (Owners, Presidents/CEOs, heads/members of corporate R&D teams)
- Entrepreneurs
- Investment community (Angels, VC, Financial Institutions)
- Regional Innovation Centres
- Provincial, federal government
- Academic researchers
- Post-secondary students
- Media

The audience is primarily Canadian, with the majority of attendees based in Ontario.

Key Messages/Themes

- Canada's leading innovation-to-commercialization conference
- A destination for the brightest minds in research, innovation, business
- A forum for collaboration – exchanging new ideas and critical information among researchers, academia, and industry.
- OCI is at the centre of innovation, driving economic growth and job creation through investments in the commercialization and adoption of new technologies. As host, OCI is showcasing the best of Ontario's technology companies.

Preliminary Agenda & Conference Specifications for 2024 (subject to change)

o Tuesday, April 16

- Load in – timing TBC
- Rehearsals
- Exhibitor set-up starts 3pm

o Wednesday, April 17

- Registration opens at 7:00 am
- Exhibitor set-up complete by 8:00am
- Pre-meetings and workshops (TBD)
- Exhibitor Showcase opens at 9:00 am
- Opening remarks at 9:30 am

- Keynote speaker(s)
- Luncheon 12:00 pm - 2 pm
- Programming: multiple simultaneous panels/sessions/ pitch competitions from 10:00 am - 4:00 pm
- Networking Reception 4:30 pm – 6:00 pm

o Thursday, April 18

- Exhibitor showcase opens at 9:00 am
- Programming: multiple simultaneous panels/sessions/pitch competitions from 10:00 am – 3:00 pm
- Keynote speaker(s)
- Luncheon begins at 12:00 pm – 2:00 pm
- Conference closes at 3:00 pm

Conference Venue:

Energize Centre, Halls A, B, C (approx. 230,000 – 280,000 sq. ft. depending on Halls utilized per year)

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|--------------------------------------|-------------------------------|----------------|
| • Expected registrations 2024: 3,100 | Expected Exhibitors 2024: 300 | Halls A&B |
| • Expected registrations 2025: 4,800 | Expected Exhibitors 2025: 400 | Halls A, B & C |
| • Expected registrations 2026: 6,900 | Expected Exhibitors 2026: 450 | Halls A, B & C |

Potential conference elements:

- Facilities for media, speaker's green room, VIPs, and registration
- Preconference meetings and workshops
- Opening remarks and keynote addresses
- Opening networking reception
- Luncheon for 3,100 in 2024; 4,800 in 2025; 6,900 in 2026
- Awards ceremony
- Panel discussions
- Pitch competitions
- Trade delegations
- Mentoring sessions
- Roundtable discussions and training

The conference will integrate speaker and panel sessions within the trade show, with possible modifications (if you would like to view previous show floor plans and agendas, please request).

Concurrent programming locations:

Venues are located on the show floor for various presentations, panel discussions, and mentorship. The number of required stages and zones is dependent upon programming for a given year and could include:

- Main Stage (luncheon tables provide audience seating)
- 1st Theatre – 250+ seats
- 2nd Theatre – 150+ seats
- 3rd Theatre – 150+ seats
- 4th Theatre – 40+ seats
- B2B Zone – 1x1 set up
- B2G Zone – 1x1 set up
- Ask an Investor – 1x1 set-up

Show Services Requirements

The Show Services supplier will provide a package price to deliver, install and dismantle the following for the exhibitor showcase:

- 10' x 10' draped booths (8 ft. high back drape / 3 ft. high side drapes)
- 6 ft. draped table
- 2 side chairs
- 7" x 44" booth number sign
- Floor plan revisions as required
- Mask-off draping

Additional Requirements

- Entrance carpeting
- Aisle carpeting
- 10' x 10'in-booth carpet
- Coloured/Plexi infill panels
- Design input and concept of the entire show floor including presentation theatres.

- Design concepts and build for feature areas on the show floor including, but not limited to:
 - OCI welcome area - A place where delegates can exchange ideas, learn about OCI programs and collaborate with each other and OCI staff
 - Approximately 20'x50'
 - Ask an Investor/Expert zone – A place where delegates can meet one-on-one with experts in the areas of investing, entrepreneurship, support for innovation, professional services, and corporate leadership
 - Approximately 30'x40'
 - B2B Zone - enables up-and-coming SMEs to pitch their innovative products to large corporations. Public lounge area and private meeting spaces
 - Approximately 40'x50'
 - Showcase Areas - An open area that highlights leading-edge technologies in various sectors
 - Space determined by size of displays
 - Prior showcase areas were 60'x60' and 60'x100', as an example
- 6-8 registration counters with graphic headers (including high chairs, Registration counters and waste baskets)
- Exhibitor Information desk
- Entrance treatment
- Generic aisle signs
- Floorplan Directory
- Show management discounts on list prices of other requirements (e.g. furniture, sign boards, graphics, etc.)

Graphics

- Please state your policy regarding housing and ownership of signs and graphics.

Pre-Contracted Suppliers

- Enercare Centre – conference venue

Proposal must contain:

1. Skill/Creativity/Experience

- Year the company started in business.
- Overall scope of services offered by the company.
- Description of trade shows of similar size and complexity serviced in the last five years.
- Capabilities and experience of all senior personnel assigned to the project.
- Description of your working relationship with our selected venue including the number of events, size and type serviced there in the last five years.
- Examples of new and unique trade show design concepts available
- Willingness to work with supplier/vendor contacts brought to the process by OCI.

2. Resources/Capability

Provide a written review of your in-house capabilities as follows:

- Staff assigned to conference.
- Equipment owned which would be used for our event, if applicable
- List of resources that would be utilized for the project that would be rented or outsourced, if applicable
- Location of office closest to our chosen venue*
- Proximity to venue of in-house inventory*

(*How quickly can you access last minute inventory / equipment requirements if needed)

Your proposal should include an estimate for all services listed.

3. References

Please provide three (3) current professional references from work done at the Enercare Centre or venue and events of similar scale. References to include:

- Contact name
- Company name
- Contact information (email address and telephone number).

The service provider grants the Ontario Centre of Innovation permission to contact submitted references.

4. Pricing Structure/Rates

Please provide a comprehensive pricing and/or rate sheet for all services you might provide under this RFP agreement including:

- Discount for multi-year contract
- Discount allowed for prompt payment and period within which invoice must be paid to qualify.
- Proposed remuneration structure and payment terms
- Outline any potential additional costs/ mark-ups.
- Labour charges
- Minimum number of hours charged for each working person.
- Hourly rate
- Does your company use union labour? If yes, please outline union rules.
- Discounts off labour rates and any complimentary hours
- Set-up fees, etc.
- List any possible additional expenses, e.g., accommodation costs.

Prices are to be quoted in Canadian dollars and inclusive of all costs. Should you be selected as a service provider under this RFP, hourly fees quoted for time and service will be considered firm through May 31, 2026.

OCI Evaluation

- Show Services RFP submissions will be evaluated using the following criteria:
 - Experience, expertise, qualifications, and capability to carry out work described in the RFP (40%)
 - Price; Payment and Pricing Terms (50%)
 - Presentation of Proposal / Company Background and References (10%)
- Select organizations will be asked to present to the OCI organizing committee and will be requested to provide four (4) copies of their formal presentation.

Timeline

- Submit proposals by 4:00 p.m. Wednesday, October 11, 2023
- Presentations by shortlisted agencies Week of October 23, 2023
- OCI advises agencies on decision Week of October 30, 2023

Subsequent Contract Terms and Conditions

- The Ontario Centre of Innovation (OCI) reserves the right to award all, partial or none of this solicitation.
- Contract renewal for 2025 and 2026 is subject to performance in 2024.
- Assigned on-site supervisor must be available for client meetings prior to on-site set-up (in-person weekly meetings one month prior to the event)
- This RFP does not create an employment relationship. Individuals performing services required by the contract are not employees of OCI. Vendor's employees shall not be considered employees of the Ontario Centre of Innovation and as such shall not be eligible for benefits accruing to OCI employees.
- Any changes to the scope of services and associated costs following the execution of the contract must be submitted in writing and are subject to approval by OCI
- Travel and travel reimbursement is not authorized for this acquisition.
- The vendor will be paid upon submission of proper invoices to OCI at the prices stipulated in the contract.
- Invoices will contain the contract number and reference number.

Response Deadline/Schedule

Responses are required via email by **4:00 p.m., Wednesday, October 11, 2023, to the following:**

Palak Verma

Tradeshow and Exhibition Lead

Ontario Centre of Innovation

pverma@oc-innovation.ca

All bids will be acknowledged with a return receipt.

Proposal Retention

Proposals submitted in response to this RFP will not be returned. It is the understanding that the contents of the proposals are the property of the agency and will not be utilized in any marketing efforts unless the agency enters into a written agreement with the Ontario Centre of Innovation.

Questions / Clarifications

Questions may be addressed via email to Palak Verma.

Responses may or may not be shared with all potential bidders.