

REQUEST FOR PROPOSAL (RFP)
COPA NATIONAL FLY IN AND AVIATION EXHIBITION



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Table of Contents

1..... Introduction
.....3

2.....Statement of Purpose
.....3

3.....Proposal Guidelines
.....4

4..... Event Description
.....5

5..... Timeline
.....7

6..... Budget
.....7

7..... Appendix 1 event budget
.....8



1. INTRODUCTION

COPA is currently accepting proposals from facilities wanting to host our annual National Fly In and Aviation Exhibition.

Founded in 1952, COPA was established to speak as the unified voice for general aviation in Canada. Since then, COPA has grown to meet the ever-changing needs of the Canadian aviation community.

COPA is active at the grassroots level, with over 200 regional chapters which constitute the COPA Flights. Today we are proud to represent close to 15,000 members from every province and territory who recognize the need for strong, effective representation.

The National Fly In and Aviation Exhibition is held on an East/West rotation with the division being the Ontario/Manitoba border, Eastern Canada in even-numbered years and Western Canada in odd-numbered years.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various facilities, COPA Flights and aerodromes. COPA will conduct a fair and extensive evaluation based on criteria listed herein.

2. STATEMENT OF PURPOSE

The COPA National Fly In and Aviation Exhibition occurs every year to provide an opportunity for the Canadian aviation community and industry to unite under one sky.

COPA believes in creating an event that will:

- Improve the aviation community culture*
- Validate the importance of our members*
- Keep our members engaged*
- Connect leadership and the COPA team to the COPA community*
- Build long lasting relationships*
- Provide a networking opportunity*
- Improve collaboration withing the aviation industry*



- *Gain fresh insight on the needs and concerns of our members*
- *Boost morale and improve motivation*

COPA takes pride in assembling Canadian aviation enthusiasts and industry leaders alike and providing educational seminars, informative talks, entertaining aviation themed activities, a unique and exciting tradeshow, and the opportunity to camp under the wing.

This annual event must align with our company goals, build brand awareness and engage our membership.

3. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST on May 1 of every year (for hosting the following year). Any proposals received after this date and time will not be assessed.

All proposals must be signed by an official agent or representative of the organization submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal and do so at their own expense.

All costs must be itemized to include an explanation of all fees including in kind contributions.

Contract terms and conditions will be negotiated upon selection of the winning bidder. All contractual terms and conditions contained in the event plan will be subject to review by COPA's National Office and will include a detailed preliminary budget, an event schedule, and any other necessary items pertaining to the event.

The COPA Events Committee will review each proposal and use a selection criteria matrix to perform its evaluation. Matrix include but are not limited to:

- *Aerodrome type (certified, registered, private);*
- *Location and ease of access;*
- *Ability to accommodate several recreational aircraft (free parking);*



- *Availability of aerocamping grounds;*
- *Ability to host RPAS activities such as races;*
- *Facilities and space to host seminars, AGM, food a beverage services;*
- *Accommodations proximity;*
- *Budget costs (ensuring the cost of attendance is reasonable);*
- *Etc.*

4. EVENT DESCRIPTION

Your facility should be capable of accommodating 500 attendees (static displays can attract the local community and does not need to be inside the airport grounds).

The Event should be from a Thursday (registration open) to a Sunday morning (return home) with the potential timeline as follows.

Thursday

- *COPA Board of Directors Meeting from 9:00AM-4:30PM*
- *Registration Opens from 3:00PM-6:00PM*
- *Exhibitor Hall is open all day for exhibitors to set up*
- *Welcome event in the evening and exhibitor hall opens*

Friday

- *Registration Open from 8:30AM-4:30PM*
- *Exhibitor Hall (Tradeshow) open from 9:00AM-5:00PM*
- *Plenary Sessions from 9:00AM-4:00PM*
 - *Note that each room should have a capacity of 200 people*
 - *Note that each room will need a microphone, podium, projector, screen, and the proper wiring, adapters, and ports to connect a laptop*
- *Refreshments 4-6pm*



	Sessions (seminars, talks, activities)		
	Room 1	Room 2	Room 3
9:00AM-9:45AM	Session 1	Session 2	Session 3
10:00AM-10:45AM	Session 1	Session 2	Session 3
11:00AM-11:45AM	Session 1	Session 2	Session 3
1:00PM-1:45PM	Session 4	Session 5	Session 6
2:00PM-2:45PM	Session 4	Session 5	Session 6
3:00PM-3:45PM	Session 4	Session 5	Session 6

Saturday

- *Registration is Open from 8:30AM-4:30PM*
- *Exhibitor Hall (Tradeshow) is open from 9:00AM-5:00PM*
- *Annual General Meeting will occur from 9:30AM-10:45AM*
 - *Note that the room should have a capacity of at least 200 people*
 - *Note that the room will need a microphone, podium, projector, screen, and ports to connect a laptop*
- *Plenary Sessions are from 11:00AM-4:00PM*
 - *Note that each room should have a capacity of 200 people*
 - *Note that each room will need a microphone, podium, projector, screen, and the proper wiring, adapters, and ports to connect a laptop*

	Sessions		
	Room 1	Room 2	Room 3
11:00AM-11:45AM	Session 7	Session 8	Session 9



1:00PM-1:45PM	Session 7	Session 8	Session 9
2:00PM-2:45PM	Session 10	Session 11	Session 12
3:00PM-3:45PM	Session 10	Session 11	Session 12

- A pre-dinner reception with refreshments will be held from 5:00PM-6:00PM
- A Farewell Banquet & Awards Ceremony will be held from 6:30PM-11:00PM

5. TIMELINE

All proposals in response to this RFP are due no later than 5pm EST May 1 each year.

Evaluation of proposals will be conducted from May 1 until May 15 each year. If additional information or discussions are needed with any bidders during this two-week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than the first Monday in June.

Notifications to bidders who were not selected will be completed shortly thereafter.

6. BUDGET

All proposals must include proposed costs to host the event as described in the event description. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). The pricing should also include menu options, accommodation options as well as Audio/Visual costs.

Budget should clearly define areas of responsibility, i.e., COPA national office costs and host costs.

COPA will contribute financially to the planning and implementation of the event but some costs are shared and the applicants should be in a position to contribute financially (ex: event promotion, grant application fees, welcome reception, etc).



Request for Proposal
Office Manager
finance@copanational.org

NOTE: All costs and fees must be clearly described in each proposal. An event budget template is included for you convenience.

Each bidder must submit a digital copy of their proposal to the address below by May 1, at 5pm EST with the subject line Request for Proposal for COPA 2023 Fly-In and Aviation Exhibition. No mail in requests will be accepted.

Office Manager
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7. APPENDIX 1 EVENT BUDGET

Event budget template in separate attachment.