



# Request for Proposal (RFP) Audio-Visual Services

*2026 Tourism Congress & Canadian Tourism Awards*

**Issued by:**

Tourism Industry Association of Canada  
(TIAC)

[Tourism Industry Association of Canada](http://TourismIndustryAssociationofCanada.ca)

**Event:**

2026 TIAC Tourism Congress and  
Canadian Tourism Awards

**Proposal Submission Deadline:**

February 26, 2026

**Location:**

Fredericton Convention Centre  
670 Queen Street  
Fredericton NB E3B 1C2 Canada  
[www.frederictonconventions.ca](http://www.frederictonconventions.ca)

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## Audio-visual Services RFP - Event Overview

<b>Event Title:</b>	TIAC Tourism Congress & Canadian Tourism Awards 2026
<b>Event Production:</b>	Tourism Industry Association of Canada
<b>Event Location:</b>	Fredericton Convention Centre
<b>Event Format:</b>	In-person
<b>Expected Attendance:</b>	450 - 500 delegates
<b>Event Date Range:</b>	November 17 – 19, 2026
<b>Event Length:</b>	Full day event Tuesday & Wednesday, Gala , and Welcome Reception
<b>Event Objectives:</b>	Networking, Professional Development, Advocacy, Showcase TIAC

## About Tourism Congress & Canadian Tourism Awards 2026

The Tourism Industry Association of Canada (TIAC) seeks proposals from Audio-visual companies to deliver the technical requirements of the 2026 Tourism Congress and Canadian Tourism Awards & Gala.

The Tourism Congress is TIAC's flagship event. It brings together hundreds of tourism industry leaders, government officials, and key stakeholders to discuss trends, challenges, and the future of tourism in Canada. The Congress provides a platform for policy dialogue, networking, and innovative solutions.

The Canadian Tourism Awards, presented by the Tourism Industry Association of Canada (TIAC), recognize the best and brightest in Canada's tourism industry. From outstanding teams and organizations to individual luminaries who surpass all expectations, exemplifying a commitment to provide nothing short of exceptional tourism experiences from coast to coast to coast.

We invite AV organizations to submit proposals that align with TIAC's role as the national voice of Canada's tourism industry. The selected partner will have the opportunity to showcase their capabilities to approximately 500 delegates from across tourism, business events, and related businesses.

## About the Tourism Industry Association of Canada (TIAC)

The Tourism Industry Association of Canada (TIAC) is an incorporated not-for-profit membership organization and the leading voice for the Canadian tourism industry, dedicated to promoting and supporting a competitive and sustainable tourism sector. The Tourism Industry Association of Canada advocates for policies and programs that benefit its members, ensuring the continued growth and prosperity of Canada's tourism industry.

Founded in 1930 to encourage the development of tourism in Canada, the Tourism Industry Association of Canada serves today as the national private-sector advocate for this \$130 billion sector. Based in Ottawa, the Tourism Industry Association of Canada acts on behalf of Canadian tourism businesses and promotes positive measures that help the industry grow and prosper.

TIAC is responsible for representing tourism interests at the national level, and its advocacy work involves promoting and supporting policies, programs and activities that will benefit the sector's growth and development.

TIAC's membership reflects partnerships among all sectors of the industry, and provincial, territorial, and regional tourism associations, enabling the association to address the full range of issues facing Canadian tourism.

## Attendance History & Audience Profile

Attendees of the TIAC Tourism Congress include senior decision-makers such as Presidents, C-suite executives, Vice-Presidents, Directors, Managers, business owners, and tour operators. The Congress has also welcomed Members of Parliament and other political leaders and influencers over the years. Participants represent a broad cross-section of the tourism ecosystem, including destination management organizations; accommodation and lodging providers; government agencies; industry suppliers; attractions and events; media and communications; tour operators; transportation and airline partners; consulting and strategy firms; food and beverage organizations; and Indigenous tourism operators.

TIAC TOURISM CONGRESS REGISTRATION OVERVIEW			
YEAR	LOCATION	AV PROVIDER	ATTENDANCE
2025	Gatineau	Encore	460
2024	Vancouver	Encore	502
2023	Westin	Encore	500

## Program Snapshot (*Subject to Change*)

### Program Development Note:

The following program snapshot is intended to illustrate the scale, flow and production requirements of the Tourism Congress and Canadian Tourism Awards. While the program is still in development, below is a snapshot of the tentative program structure for the duration of the event.

TIAC is still determining space allocation and is looking at the following two options: One room for all meals and plenary, or two-divided spaces to act as a main plenary and a meal room.

2026 Tourism Congress – Program Draft Overview	
Day	Tentative Programming Elements
Monday, November 16	<ul style="list-style-type: none"> <li>• Setup day for TIAC staff office</li> <li>• Setup of external meeting rooms 1 &amp; 2</li> </ul>
Tuesday, November 17 <b>Setup &amp; Welcome Reception</b>	<ul style="list-style-type: none"> <li>• Programming Elements: <ul style="list-style-type: none"> <li>◦ Board Meetings</li> <li>◦ Half Day afternoon Forum (<i>1 Room, to be confirmed</i>)</li> <li>◦ <b>Evening:</b> Welcome Reception (<i>Offsite- to be confirmed</i>)</li> </ul> </li> <li>• Setup day of: <ul style="list-style-type: none"> <li>◦ Main Plenary</li> <li>◦ Meal Room</li> <li>◦ 2 Breakout Sessions (<i>to be confirmed</i>)</li> </ul> </li> </ul>
Wednesday, November 18 <b>Official “Day 1” of Congress</b>	<p><b>Option 1: No Breakout Sessions</b></p> <ul style="list-style-type: none"> <li>• Main plenary room used for keynotes, workshop style sessions, panels and meals, including a fully produced sponsored luncheon</li> <li>• Networking Breaks in the Atrium</li> </ul> <p><b>Option 2: Main Plenary &amp; Concurrent sessions</b></p> <ul style="list-style-type: none"> <li>• Main plenary room used for keynotes, panels and meals, including a fully produced sponsored luncheon</li> <li>• Breaks in the Atrium</li> <li>• Concurrent Breakout Sessions: Two sessions, one taking place in the Main Plenary. One taking place in a meeting room</li> </ul>
Wednesday, November 18 <b>(Evening)</b>	<p><b>Canadian Tourism Awards</b></p> <ul style="list-style-type: none"> <li>• Pre-reception for finalist which leads into the core reception for all attendees (<i>to be confirmed location – likely the Atrium</i>)</li> <li>• Awards and gala dinner</li> <li>• To be confirmed: potential to have an “after party”</li> </ul> <p>3 hours in length with curated videos for each award category</p>
Thursday, November 19 <b>Official “Day 2” of Congress &amp; Tear Down</b>	<p><b>Option 1: No Breakout Sessions</b></p> <ul style="list-style-type: none"> <li>• Main plenary room used for keynotes, workshop style sessions, panels and meals, including a fully produced sponsored luncheon</li> <li>• Breaks in the Atrium</li> </ul>

**Option 2: Main Plenary & Concurrent sessions**

- Main plenary room used for keynotes, panels and meals, including a fully produced sponsored luncheon
- Breaks in the Atrium
- Two sessions, one taking place in the Main Plenary. One taking place in a meeting room.

- **Sponsored Lunches:** Sponsored lunches are structured programming during lunch time, which can often include a panel or Q&A segment.
- **Meal Room Configuration:** Meals may take place in the same room as the main plenary or in a separate room. To support a complete and comparable proposal, proponents are asked to provide pricing for the following scenarios:
  - **Option 1:** Single-room configuration accommodating both plenary sessions and meals
  - **Option 2:** Two-room configuration with a dedicated plenary room and a separate meal room.
- **Member's Lounge:** A networking area for TIAC members to come together and relax, network and work. If this space is activated in 2026, the lounge space will require power for laptop plug-ins.

## Meeting Space & AV Requirements Summary

The 2026 Tourism Congress will take place at the Fredericton Convention Centre. The following is a summary of the rooms allotted to the 2026 Tourism Congress and a snapshot of the AV requirements. ***Please refer to the section “Scope of Services” for a more detailed breakdown of the Audio-visual needs.***

Room	Floor / Level	Capacity (R or T or C or U)	Recommended Use	Recommended Tech Needs
<b>Monday, November 16, 2026 - Move-in Day (TBC) and Half Day Forum (TBC)</b>				
Lincoln A	Level 1	Boardroom (14) or Theatre (16)	TIAC Team Office	Dedicated Wi-Fi Possible Hard-line internet (TBC)
Conference Office	Level 1	568 sq ft	Info Centre	
Baker's Point A	Level 1	Combined: T: 152   R: 110   C: 72 Divided: T: 55   R: 50   C: 27   U: 24	Storage	None at this time
Baker's Point B	Level 1	Combined: T: 152   R: 110   C: 72 Divided: T: 55   R: 50   C: 27   U: 24	MTNG RM #1	Standard Meeting Room Package: Screens or Projector Use Laptop with sound capabilities Zoom capabilities
Nashwaaksis A	Level 1	Combined: T:120   R: 110   C:75 Divided: T: 65   R:50   C:36   U: 24	MTNG RM #2 TBC: TIAC BOD MTNG (would move to Bakers Point B if doing a half-day forum)	Standard Meeting Room Package <b>Room A</b> : Screens or Projector Use Laptop with sound capabilities Zoom capabilities TBC: TIAC To bring their own OWL
Nashwaaksis B	Level 1	Combined: T:120   R: 110   C:75 Divided: T: 65   R:50   C:36   U: 24	MTNG RM #2 Room B: unassigned	Tentative: Standard Meeting Room Package <b>Room B</b> : Screens or Projector Use Laptop with sound capabilities Zoom capabilities
<b>TBC Alternative Use: Nashwaaksis A+B Combined</b>		<b>Rounds</b>	<b>TBC Half-Day Forum</b>	<b>Podium, Mic, Riser, Lavaliers (up to 4), Screens, projection, Sound</b>

Room	Floor / Level	Capacity (R or T or C or U)	Recommended Use	Recommended Tech Needs
<b>Tuesday, November 17, 2026 - Setup Day</b>				
Lincoln A	Level 1	Boardroom (14) or Theatre (16)	TIAC Team Office	Dedicated Wi-Fi Possible Hard-line internet (TBC)
Conference Office	Level 1	568 sq ft	Info Centre	None at this time
Baker's Point A	Level 1	T: 55   R: 50   C:27   U: 24	Storage	N/A
Baker's Point B	Level 1	T: 55   R: 50   C:27   U: 24	Meeting Room	Standard Meeting Room Package: Screens or Projector Use Laptop with sound capabilities Zoom capabilities
Nashwaaksis (A+B Combined)	Level 1	Combined: T:120   R: 110   C:75 Divided: T: 65   R:50   C:36   U: 24		Set up for Breakouts next day - combined Standard Meeting Room Package
Marysville	Level 1	R: 110   T: 162	Extra Storage	N/A
Point Sainte- Anne Atrium	Level 2	16 - 8'x8' booths	Registration Marketplace	(x1) Digital Signage for Registration, Hard wired internet for Reg, Power (any AV will be individually ordered by exhibitors for the Marketplace portion)
<b>Option 1: Point Sainte- Anne (A &amp; B)</b> <b>Option 1: Point Sainte- Anne (C&amp;D)</b>	Level 2	R: 560	Main Plenary	Reference production elements in RFP
	Level 2	R: 300	Meal Room (TBC) Option 2: Open Marketplace	Small Riser and minor stage design to support Sponsored Luncheons. Screens and projectors
<b>Option 2: Pointe Sainte-Anne A to D</b>		Cabaret/ Half Moon Crescent: 606	Main plenary AND meal room - Setup Day	Reference production elements in RFP
Location TBD			Offsite- Opening Reception	Dependent on Location - Uplighting and maybe sound/microphone

Room	Floor / Level	Capacity (R or T or C or U)	Recommended Use	Recommended Tech Needs
<b>Wednesday, November 18, 2026 - "Day 1"</b>				
Lincoln A	Level 1	Boardroom (14) or Theatre (16)	TIAC Team Office	Dedicated Wi-Fi Possible Hard-line internet (TBC)
Green Room	Level 2		Green Room or Zen Zone	N/A
Conference Office	Level 1	568 sq ft	Info Centre	1 Digital Signage outside of room
Baker's Point A	Level 1	T: 55   R: 50   C:27   U: 24	Storage	N/A
Baker's Point B	Level 1	T: 55   R: 50   C:27   U: 24	TBC: TIAC Member's Lounge	Power and use of any in-room screens (x1) Digital Signage outside of Room (x1)
Marysville	Level 1	R: 110   T: 162	Luggage Room	N/A
Devon	Level 1	R: 60   T: 78	DC Project Office	Any AV Will be ordered directly by DC
Nashwaaksis (A+B)	Level 1	Combined: T:120   R: 110   C:75 Divided: T: 65   R:50   C:36   U: 24	TBC: Breakout Room	Standard Meeting Room Package (x1) Digital Signage
Point Sainte- Anne (A - D)	Level 2	Combined: T: 1156   R: 910   C: 489	Option 1: Plenary Only Option 2: Meal Room and Plenary  <b>Flips to Canadian Tourism Awards and Gala for evening</b>	(x3) Digital Signage outside entry points
Point Sainte- Anne Atrium	Level 2	16 8'x8' booths	Registration & Marketplace  <b>Flips to Reception space for Gala and Awards</b>	x1 Digital Signage for Registration, power and hard line internet with adapter (USB-C)

Room	Floor / Level	Capacity (R or T or C or U)	Recommended Use	Recommended Tech Needs
<b>Thursday, November 19, 2026 - "Day 2"</b>				
Lincoln A	Level 1	Boardroom (14) or Theatre (16)		Dedicated Wi-Fi Possible Hard-line internet (TBC)
Green Room	Level 2		Green Room or Zen Zone	N/A
Conference Office	Level 1	568 sq ft		1 Digital Signage outside of room
Baker's Point A	Level 1	T: 55   R: 50   C:27   U: 24	Storage	N/A
Baker's Point B	Level 1	T: 55   R: 50   C:27   U: 24	TBC: TIAC Member's Lounge	Power and use of any in-room screens (x1) Digital Signage outside of Room (x1)
Marysville	Level 1	R: 110   T: 162	Luggage Room	N/A
Devon	Level 1	R: 60   T: 78	DC Project Office	Any AV Will be ordered directly by DC
Nashwaaksis (A+B)	Level 1	Combined: T:120   R: 110   C:75 Divided: T: 65   R:50   C:36   U: 24	TBC: Breakout Room	Standard Meeting Room Package (x1) Digital Signage
Pointe Sainte-Anne	Level 2	Combined: T: 1156   R: 910   C: 489	Option 1: Plenary Only Option 2: Meal Room and Plenary	(x3) Digital Signage outside entry points)
Pointe Sainte-Anne Atrium	Level 2	16 8'x8' booths		x1 Digital Signage for Registration, power and hard line internet with adapter (USB-C)
<b>Friday, November 20, 2026</b>				
Lincoln A	Level 1	Boardroom (14) or Theatre (16)		

## Scope of Services

The selected Audio-Visual provider will be responsible for the complete delivery and execution of the Tourism Congress audio-visual production, working collaboratively with the venue's on-site AV services as required.

### Main Plenary Audio-visual Requirements

#### Visual & Projection

- High-output projection or equivalent LED display solution suitable for a large plenary environment
  - A total of two screens at the front of the room (edgeless preferred) and two at the back of the room
- Primary and backup video playback systems
- IMAG (image magnification) with live camera coverage, including robotic and/or manned camera operation
- Video switching and signal distribution to support multiple content sources

#### Audio

- Professional digital audio mixing console with sufficient channel capacity for presenters, panels, and awards programming
- Line-array or equivalent speaker system appropriate for room size and audience capacity
- Podium microphone (x1), wireless handheld microphones (x6), and lavalier microphones (x6)
- Assistive listening or audio distribution systems as required
- Integration with interpretation and recording systems (Wordly or other)

#### Lighting

- Stage lighting suitable for keynote speakers, panels, and awards presentations
- Front and wash lighting to ensure proper visibility for presenters and IMAG
- Accent and moving lighting elements to enhance production value during plenary sessions and awards programming

#### Staging & Scenic Elements

- Custom staging and scenic elements aligned with Congress branding
- Black drape, soft goods, and scenic masking as required
- Coordination with TIAC-provided custom lectern signage

## Presentation & Show Support

- Confidence monitors and presenter support tools
- Speaker timer and presentation cueing systems
- Slide and media playback management
- Show calling and technical direction for tightly timed programming

## Electrical & Rigging

- Power distribution appropriate for audio, video, and lighting systems
- Truss and rigging to support lighting, projection, and scenic elements

## Recording & Content Capture

- Recording of all main plenary sessions
- Unedited recordings delivered post-Congress
- Dedicated technical staff for recording and media management

## Staffing & On-Site Support

- Dedicated production manager and stage manager
- Specialized audio, video, lighting, and graphics operators
- Camera operators and recording technicians
- On-site technical support throughout event hours, including rehearsals, live sessions, and strike

## Marketplace Audio-visual Requirements

- Distributed background music throughout the Marketplace space
- Voice of God (VOG) announcements pushed from the Main Plenary or central AV control point
- Audio coverage designed to support ambient sound without disrupting exhibitor or delegate conversations
- Limited digital signage for sponsor recognition, wayfinding, or general Congress messaging (as required)
- Set-up and strike labor coordinated with the overall Congress production schedule

## Meeting Room(s) Audio-visual Requirements

The following technical requirements are standard for any meeting rooms other than the main plenary, such as breakout sessions or Board Meetings.

- Microphone and podium

- Option for handheld microphone use, up to 4 per room
- 1 Screen/projector or built-in screen use, if available
- Sound capabilities

## Interpretation & Language Support

The Tourism Industry Association of Canada is a proud bilingual organization. Our verbal content will be primarily delivered in English. It is preferred to use a digital or AI interpretation system rather than in-person live interpretation.

- Live interpretation services, such as Wordly or equivalent
- Complete delivery and execution of live interpretation services across required sessions
- Coordination and technical support for interpretation platforms

## Audio Recording & Voice-Over Playback

- Voice-over recording and on-site playback
- Pre-recording session(s) for TIAC to record wayfinding announcements and session transitions
- On-site staff to manage and play recordings in the main plenary room and common areas

## Proposal Requirements

To be considered as the primary Audio-Visual provider, organizations must include the following in their proposal:

- **Organizational Overview**

A brief overview of the proposing organization, including relevant experience delivering large-scale conferences or awards programs, key areas of expertise, and differentiators that distinguish your organization from other providers.

- **Creative Design Approach**

A creative design concept for the main plenary that reflects TIAC's position as a national organization and a leading voice of Canada's tourism industry. Proposals should demonstrate thoughtful use of staging, scenic elements, lighting, and visual presentation, while allowing flexibility for innovative and cost-effective solutions.

- **Venue & Operational Approach**

A description of how the AV provider will deliver a seamless, in-house quality operator experience.

- If applicable, while acting as an off-site provider, this should include approaches to working collaboratively with on-site AV teams, managing logistics within the venue, and ensuring consistent service across all programmed spaces. Examples from similar events or venues are encouraged.

**TIAC Membership – if awarded the contract, must agree to become a TIAC Member.**

## Project Costing

We ask bidders to provide multiple options for each of the deliverables with the estimated costs associated with each option. The final budget will be based on the proposed plan, estimated activity costs and consultation with TIAC.

Costing must be all-inclusive of all costs, including third-party expenses and all labour.

### **Electrical Services:**

*Encore is the exclusive supplier for power distribution in the Fredericton Convention Centre and will process all applications for additional power distribution systems to be installed. This includes all applications utilizing 3 Phase Services, and all 15 amp & 20-amp circuits accessed via the many receptacles found within the building. Please refer to their electrical price list for information on potential charges, or contact Craig MacPherson - 1-506-478-8076.*

Proposals must indicate Internet, power and rigging requirements and associated costs. Costing should clearly outline any consideration of concessions, incentive and discounts extended to TIAC.

## Evaluation Criteria

Proposals will be assessed according to the following criteria, which highlight the main priorities for this successful event:

### **Contractor Evaluation (30%)**

- Company's overall capabilities based on understanding of project scope and activities
- Qualifications and experience in delivering similar high-impact events
- Demonstrated experience/past performance
- Team member qualifications
- Preference is given to bidders who are / or will become a member of the Tourism Industry Association of Canada.

## Proposed Work Plan (20%)

- Understanding of the project, including clarity and relevance of the proposal
- Quality of the work plan, including approach to deliverables
- Proposal preparation, thoroughness, and responsiveness to the requirements of RFP
- Outline of deliverables and how they will be met
- Identification, explanation, and justification of modified tasks and/or unique challenges expected
- Creative and innovative approach to the project

## Estimation of Project Costs (50%)

- Itemized and detailed budget estimates and allocations should be commensurate with the level of activity not limited to all rental charges, shipping/delivery, I/D labour, etc.
- Consideration of concessions, incentives and discounts extended
- Competitiveness compared to other bidders

***Proposals must be submitted in English in PDF or PPT format (including appendices, where applicable) to email: [rfp@tiac-aitc.ca](mailto:rfp@tiac-aitc.ca) no later than February 26, 2026, at 5 pm ET. No other submission format will be accepted.***

All proposals must be marked with the bidder's name and reference the title of this project.

The Tourism Industry Association of Canada will notify all bidders upon receipt of their proposal via email. The Tourism Industry Association of Canada is not responsible for bids that fail to reach its office by the submission deadline.

## Critical Timelines

This proposal was broadcast on Wednesday, January 28, 2026.

Email or phone inquiries are welcome until 10 a.m. Eastern Time on February 4<sup>th</sup>, 2026. Contact Alex Melbourne, Manager, Events and Program, Tourism Industry Association of Canada @ [amelbourne@tiac-aitc.ca](mailto:amelbourne@tiac-aitc.ca) or at (613) 238.7887 Ext 1948.

Proposal submissions must be received by the Tourism Industry Association of Canada office ***no later than February 26, 2026, at 5 pm ET.***

The selection committee will review submissions and convene in March to decide on the winning bidder. All bidders will be notified of outcomes by March 11, 2026.

The Audio-visual Services provider must be prepared to commence work immediately.

## Submission Instructions

Please submit your proposal electronically in PDF format to:

**Email:** rfp@tiac-aitc.ca

**Subject line:** RFP Submission for 2026 Tourism Congress

**Submission Deadline:** February 26, 2026

## Key Terms of Engagement

Although not exhaustive, this list of key terms of engagement will become an integral part of the Agreement between the Tourism Industry Association of Canada and the successful bidder.

- **Acceptance of the Proposal:** Tourism Industry Association of Canada reserves the right not to accept the lowest price or any proposal. The RFP should not be construed as a contract to purchase services. The Tourism Industry Association of Canada shall not be obligated in any manner until a written agreement relating to an approved proposal has been duly executed.
- **Proposal Revisions:** Proposal revisions must be received prior to the RFP submission/closing date and time.
- **Financing of Proposals:** The cost associated with preparing and submitting proposals will not be paid by the Tourism Industry Association of Canada
- **Acceptance of RFP Conditions:** Receipt of the proposal offer will be considered acceptance of the RFP terms and conditions by the bidder.
- **Subcontracting:** Subcontracting is allowed as a condition of the anticipated contract for service. When allowed, proposed subcontractors must be listed. Joint proposal submissions must indicate which bidder has overall responsibility for project management.
- **Project Contact:** The Tourism Industry Association of Canada will assign a project contact at the time the contemplated contract is awarded. The successful bidder will also assign a project contact at that time.
- **Negotiation Delay:** If a written contract cannot be concluded within five days of notification to the designated bidder, the Tourism Industry Association of Canada may, in its sole discretion, terminate negotiations with that bidder and either negotiate a contract with another bidder of its choice or choose to terminate the RFP process and not enter into a contract with any of the bidders.
- **Funding:** The implementation of the selected proposal is dependent upon funding being approved by the Tourism Industry Association of Canada.

- **Proposals as Part of Contract:** Proposals may be negotiated with bidders and, if accepted, will form part of any contract awarded.
- **Disclaimers/Limitations of Liability:** Neither acceptance of a proposal nor execution of an agreement shall constitute approval of any activity or development contemplated in any proposal that requires any approval, permit, or license pursuant to any federal, provincial, regional district or municipal statute, regulation, or by-law. It is the responsibility of the contractor to obtain such approvals prior to the commencement of the services under the proposed contract.
- **Copyright:** During the project period, the successful bidder shall not sell, transfer, mortgage, lease, or otherwise dispose of any tangible or intangible assets including any intellectual property purchased for the Tourism Industry Association of Canada under the contracted agreement without prior written consent of the owners. The copyrights, trademarks, and any other intangible or tangible rights relating to the Underlying Works belong to TIAC and shall be delivered forthwith to TIAC upon completion of the particular project, or as otherwise requested by TIAC.

***Tourism Industry Association of Canada reserves the right to modify the conditions of the RFP, at any time up to the closing date and time.***

## Confidentiality and Security

- **Other Purpose:** This document or any portion thereof, may not be used for any purpose other than the submission of proposals.
- **Security and Privacy of Information:** The successful bidder must agree to maintain security standards consistent with the security policies of the Government of Canada. The successful bidder must also agree to comply with the Tourism Industry Association of Canada Privacy Policy regarding information received from participants in industry consultation activities. This include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties under the terms of any contract.
- **Health and Safety:** Although we are planning, as directed by the facility, a full capacity event, there may still be some health and safety regulation protocols in place for our trade show, or TIAC might elect to implement certain protocols for the safety of our delegates, exhibitors, sponsors, partners, staff, and suppliers. We expect our audio-visual partner to adhere to these rules and have their own protocols as well.
- **Environmental Sustainability:** TIAC has a core value of being a leader in environmental sustainability, promoting and supporting best practices. To achieve our vision and act in accordance with this core value, TIAC incorporates the principles and practices of sustainable development into its decision-making, governance, policies, operational

practices, programs, events and day-to-day operations. Your environmental sustainability policies will be taken into consideration when reviewing proposals.

- A no-idling policy of no more than five minutes of idling every hour in the dock/yard should be in place during move-in, move-out, and during Trade Show hours.
- The audio-visual supplier will cooperate with TIAC to ensure that a minimum waste diversion rate of 40% is achieved for the event on the exhibit floor.
- The audio-visual supplier will have documented environmental procurement policies and will actively follow and purchase according to these policies or will specify the environmental sustainability attributes of the products to be purchased.
- The audio-visual supplier will purchase environmentally preferable products at least 20% of the time.
- **Disclosure:** All documents submitted by bidders shall become the property of Tourism Industry Association of Canada, and as such will be subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act. Information pertaining to Tourism Industry Association of Canada obtained by the bidder as a result of participation in this project is confidential and must not be disclosed. Samples of work provided as part of submission requirements remain property of the bidder.

TOURISM INDUSTRY ASSOCIATION OF CANADA, ITS EMPLOYEES, AGENTS, AND CONSULTANTS EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR REPRESENTATIONS, WARRANTIES EXPRESSED OR IMPLIED OR CONTAINED IN, OR FOR OMISSIONS FROM THIS RFP PACKAGE OR ANY WRITTEN OR ORAL INFORMATION TRANSMITTED OR MADE AVAILABLE AT ANY TIME TO A BIDDER BY OR ON BEHALF OF TOURISM INDUSTRY ASSOCIATION OF CANADA. NOTHING IN THIS RFP IS INTENDED TO RELIEVE BIDDERS FROM FORMING THEIR OWN OPINIONS AND CONCLUSIONS IN RESPECT TO THIS RFP.

## Optional Multi-Year Consideration

While this Request for Proposal is for the 2026 Tourism Congress and Canadian Tourism Awards, TIAC may consider the option of extending the agreement to future events based on overall performance and service excellence.

To support this consideration, proponents are asked to include the following information related to potential future Congress locations, in addition to the requirements outlined above:

A description of how the organization would deliver a consistent level of service for the Tourism Congress and Canadian Tourism Awards in 2027 (Ottawa) and 2028 (Mississauga).

A list of all company office locations, including the services and capabilities available directly from each location.

A list of Canadian venues where the organization is currently the preferred or in-house supplier of show services or related production services.

## RFP Submission Schedule

<b>Deadline for questions:</b>	February 4, 2026 (email: <a href="mailto:amelbourne@tiac-aitc.ca">amelbourne@tiac-aitc.ca</a> )
<b>Deadline Intent to Submit:</b>	February 11, 2026 (email: <a href="mailto:rfp@tiac-aitc.ca">rfp@tiac-aitc.ca</a> )
<b>Deadline for submitting Proposal:</b>	February 26, 2026 (email: <a href="mailto:rfp@tiac-aitc.ca">rfp@tiac-aitc.ca</a> )
<b>Contract Awarded:</b>	March 11, 2026