



CONFERENCE EXPRESSION OF INTEREST BID

Thank you for expressing your interest in bidding for the **2025 or 2026** BIA Conferences.

Dates to be considered are:

2025	2026
<ul style="list-style-type: none"> ◆ April 27 to 30 ◆ May 4 to 7 	<ul style="list-style-type: none"> ◆ April 12 to 15 ◆ April 19 to 22 ◆ April 26 to 29 ◆ May 3 to 6

Please note, the following packages are available to you (upon request):

- (1) The Conference Manual*
- (2) Sample Conference Agreement
- (3) Conference Templates

The Conference Bid should include:

- Letter of intent from the Host BIA, including Executive Summary of why your location, BIA Profile
- Letter(s) of support from your Municipality, Tourism Sector and others
- Audited Financials from the Host BIA
- Annual Report from the Host BIA
- Hotel Packages with Conference Rates for delegate overnight
- Food Package for whole Conference
- Facility Rental Costs
- Size and Number of Trade Show Booth available in Main Ballroom and in external proximity to Main Ballroom

The following would enhance your bid:

- (1) Additional information (videos, brochures etc.) on communities (other BIAs that could/would be involved, potential social or tour activities and/or mobile tours)
- (2) List of potential local sponsors
- (3) A variety of hotel choices

DEADLINE: The completed Bid Package must be received by the **Ontario BIA Association Board of Directors** no later than **September 1, 2023**.

Upon receipt the OBIAA Board will review the package and will contact you once the host decision has been made. Following this decision being communicated a "Conference Agreement" must be signed by both parties – the **Host BIA** and the **Ontario BIA Association Board of Directors**.

Please Note: Host will not share in any member program subsidy earned, or deficit incurred, but are expected to provide minimum funding of \$10,000.00.

**Please note that the board is undergoing strategic planning – this document may be reviewed as a part of that process and therefore some aspects of this are subject to change.*