



**WOMEN IN  
AGRICULTURE**  
NEWFOUNDLAND AND LABRADOR

# Request for Proposals

Sowing  
Strength,  
Harvesting  
Leadership

A Women in Agriculture NL  
Workshop



# Request for Proposals (RFP)

## Venue Host – One-Day Event

### “Sowing Strength, Harvesting Leadership” Workshop

#### 1. Organization Overview

Women in Agriculture NL Inc. (WIA-NL) is a not-for-profit organization. Our mission is to empower women in agriculture to find and use their voice. Our vision is to foster a vibrant, inclusive community of women working across all aspects of agriculture in NL.

#### 2. Event Overview

- Event Name: “Sowing Strength, Harvesting Leadership
- Date: August 24, 2026
- Format: One-day conference/event
- Expected Attendance: 100 + participants
- Audience: Women farmers, producers, farm workers, agri-business employee, agricultural entrepreneurs, business owners, students, new entrants to the industry, researchers, industry professionals and stakeholders

This event will focus on leadership development, networking, and skills-building within Newfoundland and Labrador’s agriculture industry.

#### 3. Purpose of RFP

Women in Agriculture NL is seeking proposals from qualified venues across Newfoundland and Labrador to host this one-day event. The selected venue will provide an accessible, welcoming, and functional space aligned with the event’s goals of collaboration, learning, and connection.

#### 4. Venue Requirements

##### Space Requirements

- Main meeting room for 100+ attendees
- Breakout spaces for 2–3 smaller sessions
- Registration/check-in area
- Space for local vendor/agriculture showcase (tables/booths)



## Technical Requirements

- Audio/visual equipment (projector, screen, microphones)
- Wi-Fi access for attendees
- Ability to support presentations and panel discussions
- Hybrid capability (asset but not required)
- Food & Beverage
- Light breakfast with coffee/tea service
- Morning coffee/tea service
- Lunch service
- Afternoon refreshments
- Dinner service
- Accommodation of dietary restrictions
- Must be willing to support local producers and food processors if available

## Accessibility

- Wheelchair accessible facility
- Accessible washrooms
- Parking availability (on-site or nearby)

## Additional Considerations

- On-site accommodation (preferred but not required)
  - Minimum 20 rooms available
  - Discounted rate for attendees booking accommodations
  - Check-in available Sunday, August 23 and check-out available Tuesday, August 25
- Proximity to airport or major transportation routes
- Experience hosting conferences or professional events
- Availability for full-day booking (including set-up and teardown)
- Availability to access the venue for set up/ decorating on the afternoon prior

## 5. Proposal Requirements

Interested venues should include:

- Venue overview and description
- Capacity and layout options
- Available spaces (main room + breakout areas)
- Catering options and sample menus (if applicable)
- Audio/visual capabilities
- Pricing (detailed breakdown including taxes and fees)



- Availability confirmation for August 24, 2026
- Photos or links to virtual tours
- References or examples of similar events hosted

## 6. Evaluation Criteria

Proposals will be evaluated based on:

- Suitability of space and layout
- Cost and overall value
- Accessibility and location
- Quality of amenities and services
- Experience hosting similar events
- Alignment with event atmosphere (welcoming, professional, community-focused)
- WIA–NL reserves the right to: reject any or all proposals, accept the proposal in its best interest, cancel, amend or reissue this RFP at any time.

## 7. Timeline

- RFP Issued: March 23, 2026
- Proposal Deadline: April 2, 2026 4:30pm NDT. Proposals submitted after this deadline will not be considered.
- Selection Notification: April 13, 2026
- WIA–NL reserves the right to: reject any or all proposals, accept the proposal in its best interest, cancel, amend or reissue this RFP at any time.

## 8. Submission Details

Proposals should be submitted electronically to:

[info@womeninagriculturenl.ca](mailto:info@womeninagriculturenl.ca)

Subject Line: Venue Proposal – Sowing Strength, Harvesting Leadership

## 9. Contact Information

Terri Lynn Robbins

Chair, Women in Agriculture NL

[info@womeninagriculturenl.ca](mailto:info@womeninagriculturenl.ca)

(709)636-8719

