



Hotel Bonaventure



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Proposal letter

Dear Members,

On behalf of the Quebec Health Food Association (QHFA), I would like to welcome you all to the Healthy Food Convention in Montreal.

8 out of 10 people want to eat healthy food and enjoy the food, which tastes excellent and mouthwatering. At a healthy food convention, we want our attendees to get a full food experience that tastes great and is healthy and organic. At the Convention, you will get a chance to try the food, which is organic, vegan, gluten-free, non-allergic, low sodium and many more. You will also get an opportunity to learn all those healthy recipes, workshops where you can try to invent new recipes, and workshop on how to highlight such food and products on your menu. You will also learn about incorporating such recipes into the business. Discover other delicious desserts, seafood, meat, dairy products, and baked goods and make your menu as natural as your products are.

At the Healthy Food Convention, we will bring famous chefs known for their healthy recipes and many more professional in the field together for all healthy food and beverages all under one roof. Renowned chef Anna Olson, Brad long, Chuck Hughes from Montreal, will share some fantastic, amazing healthy recipes. All of them are the best professionals for this Convention to learn great recipes.

It is my utmost pleasure to invite all the people in the food industry and their spouse/partner and child to participate in the Convention and enjoy to the fullest.

The Convention will cover the following expenses:

- Guest rooms in Hotel Bonaventure
- Seminars
- Workshop
- Workstation for activities
- Food tasting
- Meals listed in the program

- Workstation for small competition for delegates and spouses can accompany
- Learning session
- Great recipes by Anna Olson, Chuck Hughes and Brad Long.

Although CHFA will not cover the following expenses:

- Transportation before and after the Convention
- Laundry
- Meals other than in Program
- Bar charges
- Other amenities charges
- Incidental charges in Guest room
- Parking charges

Best Regards,

Mrs. Jigna Patel

President at QHFA

Quebec Healthy Food Association

2000, Saint Catherine Street West

Montreal, Quebec, Canada

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Hotel description

Located in the heart of downtown Montreal, at the corner of La Gauchetiere and Boulevard Robert Bourassa, Hotel Bonaventure Montreal is the ideal place to discover a metropolis with a unique personality. Twelve months a year, Montreal lives at the rhythm of the seasons, festivals, and special events, offering its visitors a wide range of activities to discover. The hotel is known for its architecture, its beautiful 2.5 acres garden and its unusual location. It is the only resort hotel in Montreal. Warm welcome, top-notch service and close attention to details make this hotel stand out from other hotels.

Guest rooms

Hotel Bonaventure Montreal has 397 spacious rooms and suites.

- Standard rooms
King, Queen or two double beds
- Studios
Queen or two double beds
- Suites
King and Murphy Queen bed



The guest will be staying in the Single bed standard room and Double bed Standard room. The place is fully equipped.

- Complimentary Wi-Fi is available in all the hotel rooms.

- Guests can make free local calls from rooms.
- Heated outdoor pool and Jacuzzi are available all-year-round for your guests.
- Concierge service.
- Well-equipped fitness facility.
- Business center for printing service available 24/7.
- Spa services upon request.
- Check-in time is 3:00p.m and Check- out time is 12:00 p.m.

Pricing for Hotel Room:

Rooms	Rates	Thu 04/29/21	Fri 04/30/21	Sat 05/01/21
Single bed Standard room	\$219.00	60	60	60
Double beds Standard Room	\$219.00	40	40	40

Additional offers given by the room:

Since the hotel is getting a profitable business by organizing this event, they offer us six free rooms. Also, they offered us to upgrade three places out of 6 rooms. So, we will allot the free upgraded room to the Master Chefs, the speakers for the Convention. The rest three rooms will be utilized by staff who are staying on-site to assist guests during the Convention.

Meeting room

- Conference center including 34 multi-purpose rooms for all types of events
- Fifty thousand square feet of banquet space. Hotel Bonaventure is the perfect place to hold conventions, conferences, exhibitions, and seminars in the Montreal area.

- The hotel's various rooms' multi-functional layout makes it possible to design perfectly adapted spaces that can accommodate 10 to 1400 people.
- The hotel offers the largest ballroom without columns located in the heart of Montreal. Exceptional menus elaborated by the executive chef Riccardo Agostino.
- Audio-visual equipment is exclusively provided by the Canadian leader Freeman.



Hotel Bonaventure Montreal is the ideal destination for events of all kinds. The newly renovated meeting space offers 34 meeting rooms designed perfectly with the latest technology and personalized services requested by our clients. The hotel aims to make the event a success. At the bottom of the main escalator, a permanent registration desk is available for the group. The hall is well located in front of the ballroom.

Services

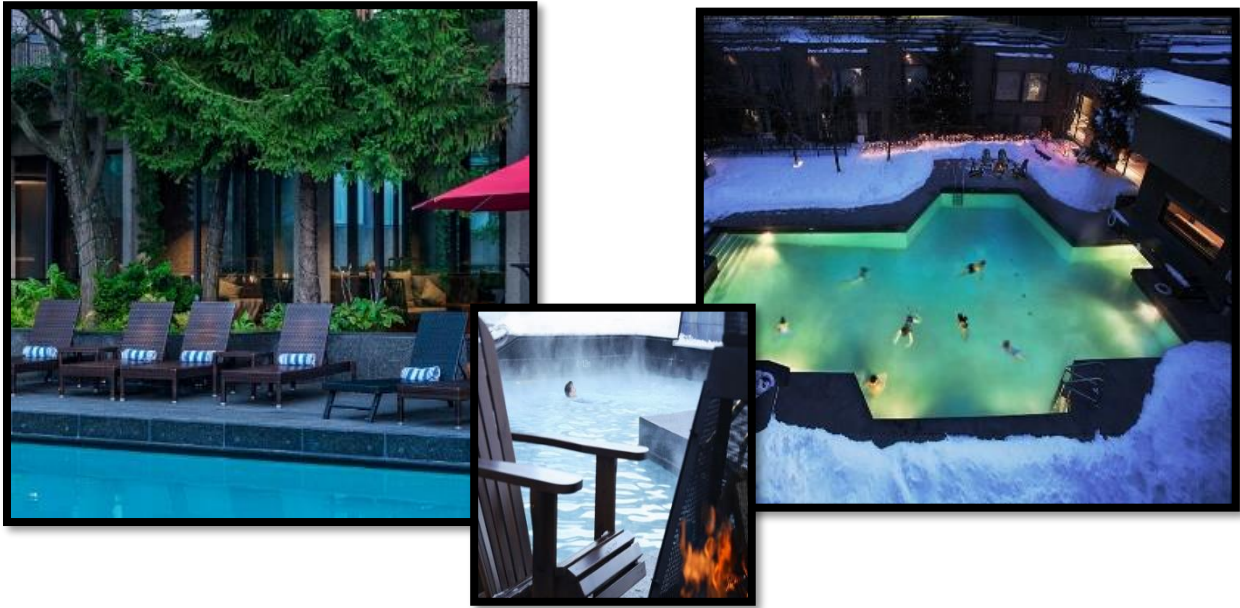
2 restaurant, 1 bar and a private executive lounge.

Le Bisco restaurant and Le Kube resto-bar

Enjoy the regional delicacies and gourmet meal at the restaurant Le Bisco. You can enjoy the breakfast buffet and A la carte lunch on weekdays from 6:30 am to 2:30 pm. The Le Kube restaurant offers lunch service and dinner daily from 11:30 am to 11:30 pm

Outdoor heated swimming pool

Open all year round; the Hotel Bonaventure pool offers the opportunity to relax or exercise in a one-of-a-kind setting, on the roof of Place Bonaventure. Accessible from inside the hotel, it is equipped with changing rooms and showers. Adjacent to the pool, a large hot tub and a dry sauna is also available.



Fitness Center

Hotel Bonaventure has advanced fitness equipment and facilities, which is perfect for your cardiovascular and muscular development. The fitness service is open 24hour.

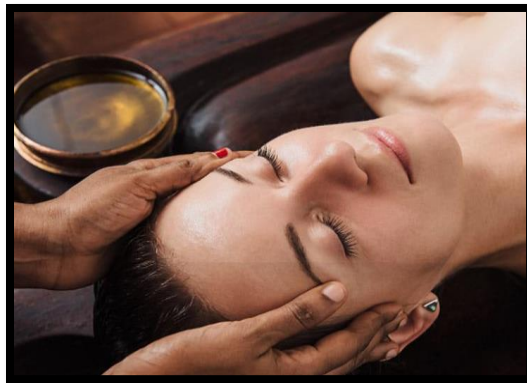


Parking

Hotel Bonaventure features a large underground parking lot. Accessible from Mansfield street, the interior parking lot extends over six floors and has 750 spaces. Valet service is available 24h. The parking fee is \$39.00 for 24 hours.

Mia Spa

The hotel offers professional massage therapy and beauty treatments directly to the rooms and suites of the hotel.



Other services and facilities

- Laundry facilities
- Currency exchange
- Luggage facility for storage
- ATM machine
- Gift shop
- Multilingual staff
- Local transport

Banquet Menus

Please find the attached link for the banquet menu of the hotel. The price does not include the 5% GST and 9.975% PST. It also does not include the gratuities.

Famous Chef

1) Anna Olson:

Anna Olson is a famous Canadian television chef known for his baking skills. She has hosted Food Network's "Bake with Anna Olson," "Fresh with Anna Olson," and "Sugar." She has a fan following in over 190 countries. And she has her own YouTube channel, "Inspired with Anna Olson." She is also the author of some great books about food and wine. She has contributed a lot to the development of Canadian Food Culture, and she has been awarded for her contribution. She practices buying local ingredients and supports the local. Anna is an ongoing student of food and cooking, now working full time on recipe development, writing and hosting food media online and television.



2) Chuck Hughes

Chuck Hughes is a Canadian chef, TV personality and restaurant owner. He is 43 years old, and he is the executive chef and co-owner of Garde Manger and Le Bremner, based in Montreal, working with his partners. He became a celebrity chef and starred in his cooking series "Chuck's Day Vacation" and wrote the best-selling cookbook: "Garde Manger" and "Chuck's Day Off." Five years ago, the Chuck and Crown Salts team catered to the world of VIP artists at Osheaga, the famous 3-day music and art festival in Montreal. Since then, Chuck and his team have brought unforgettable dining experiences to more than 100 bands at the festival every year. In a new TV show, Chuck Hughes visited aboriginals' chefs across

the country to learn more about the cuisine of his community and its connection to culture. It helps aboriginal's cooking gains mainstream attention.



3) Brad Long

Brad Long is recognized as one of the top chefs in Canada. The Country's harshest food critics highly appreciate his work. His restaurant was awarded as one of the best ten restaurants of the year. Brad Long is the owner and chef of Café Belong and Belong catering. He is making a new documentary featuring Food Network and Restaurant Makeover. He is also an advocate for sustainable farming and the ethical treatment of livestock. He is always speaking to farmers and talking about the freshness of new products when he is not inventing new dishes.



CONVENTION PROGRAM:

Day 1 Date 29 th April 2021	Activities	Meeting Room	Remarks
12:00 pm to 4:00 pm	Guest registration	Inscription	Event guest registration
6:00 pm to 9:00 pm	Orientation Gala dinner	Salle de Bal de Montreal 4	Appreciating guest for attending the Convention
Day 2 Date: 30th April 2021			
			2 activities hold at the same time, guest have choice what to attend
7:00 am to 9:00 am	Breakfast	Salle de Bal de Montreal 4	Breakfast to start a day
10:00 am to 4:00 pm Lunch from 12:00 pm to 2:00 pm	Chef's Palette	Salle de Bal de Montreal 4	Guest will be together with some famous chefs that we invited, chefs can make their signature dishes, and guests can talk to the chef and taste the food, and chefs can promote their food or restaurant at the same time.
1:00 pm to 4:00 pm	Healthy food products exhibition	Foyer Area	All the healthy products will influence a healthy lifestyle will be exhibited, and attendees can purchase the products.
5:00 pm to 6:30 pm	Cocktail making & Wine tasting	Salle de Bal de Montreal 1-2-3	Music and wine tasting

			There will also be a workshop on new cocktails recipes.
7:00 pm to 10:00 pm	Dinner	Salle de Bal de Montreal 1-2-3	

Day 3 Date 1 st May 2021	Activities	Meeting Room	Remarks
7:00 am to 9:00 am	Breakfast	Salle de Bal de Montreal 4	Breakfast to start a day
9:30 am to 12:00 pm Lunch time from 12:00 to 1:00 pm	Healthy food products exhibition	Foyer Area	All the healthy products will influence a healthy lifestyle will be exhibited, and attendees can purchase the products.
1:00 pm to 4:00 pm	Workshop or small competition	Salle de Bal de Montréal 1-2-3	Small competition on cooking some new recipes with the products given.
4:00 pm to 7:00 pm	Leisure time		Guests can explore the surroundings.
7:00 pm to 10:00 pm	Dinner	Salle de Bal de Montreal 4	

Day 4 Date 2 nd May 2021	Activities	Meeting Room	Remarks
7:00 am to 9:00 am	Breakfast	Salle de Bal de Montreal 4	Breakfast to start a day
10:00 am to 1:00 pm	Baking and Desserts	Salle de Bal de Montreal 1-2-3	Anna Olson will be sharing some new recipes during the convention. There will be an activity of dessert making where delegates

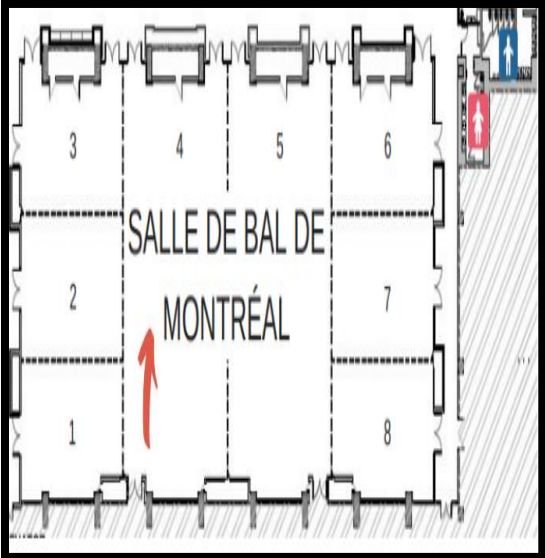
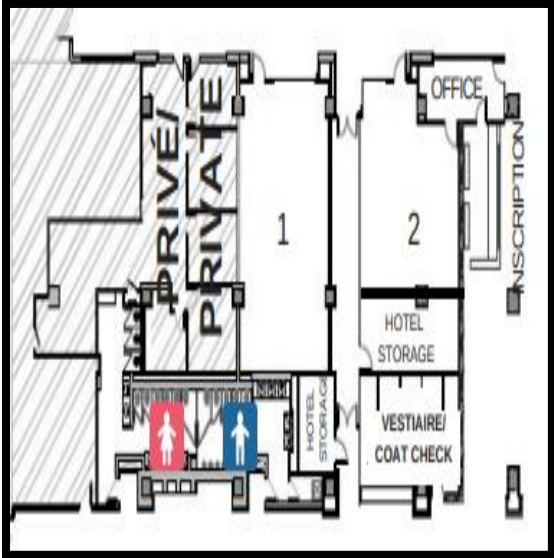
			can take part in the activity. Their partners can join them in this activity.
1:00 pm to 2:00 pm	Closing remarks	Salle de Bal de Montreal 4	

Detailed plan:

Day 1 - 29TH April 2021: On this day, delegates and their partners will be arriving and will be registering for the Convention. There will be a separate space for the delegates to be registered for the Convention and check in to their rooms. The registration will take place in the Inscription area. The registration starts at 12:00 pm to 4:00 pm. Guests who have their flights later than 4:00 pm must notify us in advance to help them with the registration process. At 7:00 pm, we will have an orientation gala dinner for our delegates and their partners. The clients will be eating plated dinner with the choice of two appetizers, two main courses and dessert. We will be thanking our guests for attending the Convention. There will be a live musician at the event, which will make the ambience happy and pleasant. The dinner will take place in the Salle De Bal De Montreal 4 since the Ballroom is huge and can host 1400 guest. We will only be utilizing half of the Ballroom. This will help us save more money. It is convenient for the hotel as well for us too.

Check-in area:

Ball room:



Half round Set Up:



Day 2 – 30th April 2021: Our guests will start their day with a fantastic classic breakfast, which includes juice, freshly cut fruits, scrambled eggs with bacon, herbs and many more. The breakfast will be at the Salle de Bal de Montreal 4 from 7:00 am to 9:00 am. The set up will be the Half-round setup. The stage will be

in front, and projectors will be installed throughout the rooms to ease the delegates. There will be a one-hour break for our clients to get ready for the convention. From 10:00 am to 4:00 pm, there will be Chef's palette session, where our famous Chef Brad Long, Chuck Hughes and Anna Olson will be speaking about healthy eating, healthy products. They will also be cooking their great signature healthy recipes, which our guests can try during the convention. The Chef will also be promoting their own some used products which they use daily at their restaurant. There will be lunch from 12:00 pm to 2:00 pm, where clients will enjoy the plated luncheon, which has a choice of one appetizer, one main course and one dessert. The activity will take place in the Ballroom Montreal 4. The set up will be half-round, stage in the front. The guest can take some notes and points during the convention.

On the same day, there will also be an exhibition of healthy food products and some local products from Quebec. The exhibition will start at 1:00 pm to 4:00 pm. The exhibition will take place in the foyer area, which is near to the ball room. The set up will be a tabletop setup. The attendees can purchase the products if they like. In the evening, from 5:00 pm to 6:30 pm, there will be a wine tasting and winemaking event. Our chefs will be giving some pointers for cocktail making. They will also be a workshop on new cocktail recipes by our Chef Chuck Hughes. The activity will be in the room Salle de Bal de Montreal 1-2-3. The setup will be a theatre-style set up, where the Chefs will be in front, and delegates will be watching them from their seats. Projectors will also be installed to make it easy for our clients to follow.

Tabletop setup:



Theatre style:



Montreal 1-2-3 and Foyer Area:



After the cocktail making and tasting event, the guest will enjoy their dinner from 7:00 pm to 10:00 pm. The attendees will be eating Platted dinner, which will have two choices of appetizers, two main course options, and one choice of dessert. We will have an open bar where clients can order a drink such as sparkling wine, liquor, cognac and Grand Marnier. The clients will have dinner at Salle de Bal de Montreal 1-2-3. The setup will be Cocktail style in round tables.

Cocktail style table layouts:



Day 3 – 01st May 2021: On the third day, our guests will be starting their day with the classic breakfast at the Salle de Bal de Montreal 4. The set up will be half round. From 9:30 to 12:00 pm, there will be a healthy food exhibition in the foyer area. All the nutritional products that influence a healthy lifestyle will be exhibited, and attendees can purchase them. There will be lunchtime from 12:00 to 1:00 pm. At 1:00 pm, we have organized a small competition for the delegates, where they are making some new recipes from the available ingredients which have to be healthy. The activity will last for 3 hours. The competition will take part in Salle de Bal de Montreal 1-2-3. The set up will be small breakout sessions for the delegated participating in the games. The solo musician will also be present to cheer up and set the mood of the competitions. After that, there is leisure time for the delegates. They can explore the city. They can enjoy the ambience of the town. The dinner will start at 7:00 pm to 10:00 pm. The guest will be eating plated dinner with two appetizers, two main courses and one dessert.

Day 4 – 02nd May 2021: On day 4, clients can have their breakfast between 7:00 am 9:00 am. Then from 10:00 am to 1:00 pm, there is a workshop on Baking and Desserts. Anna Olson, the master of desserts and baking, will be sharing some great and easy recipes for desserts and cookies. There will be small stations set up for the delegates during the session, where they can bake some recipes. The activity will be at Salle de Bal de Montreal 1-2-3. The set up will be theatre style when Anna Olson is the speaker of the session. After that, there will be small stations set up for the delegates to participate in the workshop. In this workshop, the spouses' partners can also join the baking activity and can create new recipes.

At 1:00 pm, there will be closing remarks on the conventions; the Quebec Healthy Food Association will appreciate the delegates for attending the event. The closing remarks will be at Salle de Bal de Montreal 4. Guests will enjoy lunch during the closing remarks. A small gift bag will be given to the attendees for attending the convention. Nestle sponsors the gift bags.

Activities for Partner/Spouse:

Activity 1: Old Montreal half day tour

Transfer arranged by Hotel

Date: 30th April 2021, 1:00 PM – 5:00 PM

This tour is specially designed for the partners who came to the conference. This is a four-hour guided tour to Old Montreal. Guests will enjoy the tour after their lunch at Hotel Bonaventure, and the bus will pick them up at 5:00 pm.

Old Montréal is one of the main attractions in Montreal. Tour to Old Montreal is one of the best ways to explore Montreal. At first, the guest will have a guided tour of the Notre-Dame Basilica in Old Montreal. The architecture of the Basilica is breathtaking. The Basilica is facing China Town, which is also a great neighbourhood to explore in the city. Many Chinese restaurants in the area, which will make you hungry. From there, the tour will take you to the Saint- Laurent Boulevard, where you can discover the fantastic artwork, mural and creativity by the local artists.

Guests can buy some souvenirs during the tour, and then the guest will walk to the old port. There are many great restaurants in Old Montreal. Guest can have the meal and enjoy the ambience and music at the Old Montreal. After having the Old Montreal tour, the transportation will be coming at 5:00 pm to pick up the guests.

Activity 2: Mont-royal half day tour

Transfer arranged by Hotel

Date: 1st May 2021, 1:00 PM – 5:00 PM

Another activity we have planned is the visit to Mount Royal. A must-visit attraction when visiting Montreal. Mount Royal is one of the largest parks in Montreal, opened in 1876. It was conceptualized by Fredrick Law Olmsted, the same guy who designed New York's, Central Park. The park covers an area of

200 hectares. The Olmsted trail is the most significant in the park. You can go cycling, jogging, roller skiing, walking in the park. It is very crowded during the summer. A guided tour of the park will be a lot of fun.

After visiting the park, A guided tour of the Saint Joseph Oratory will be given. The most iconic and sacred place of Montreal. It is dedicated to Saint Joseph and attracts two million visitors per year. After the guided tour, transportation will pick you from the oratory.

Food and Beverage

The Hotel offers a wide range of variety. The Hotel must be advised at least 72 hours in advance of the definite number of attendees to arrange the convention's food and beverage service. This menu is specially curated for this convention.

HOTEL BONAVENTURE

CLASSIC BREAKFAST

Choice of fruit juices: orange, apple, grapefruit
Sliced fresh fruits
Scrambled eggs with fine herbs Bacon, sausages and ham
Rissolle potatoes with onions
Whole wheat bread
Freshly house baked pastries and muffins
Butter, jam and marmalade
Coffee, tea, milk and herbal tea



DINNER

Appetizers: Two choice
Baby arugula, toasted almonds, and parmesan shavings with balsamic dressing
Carrot and sweet potato velouté with five spice scented mascarpone
Creamy asparagus and Portobello risotto, parsley sauce
Shaved cucumbers, cherry tomatoes, basil, and ricotta
Atlantic salmon, crispy radishes, dill, and mustard sauce
Duck rillettes, foie gras mousse, candied figs and port wine jelly

Main course: Two choice
Poached halibut, lentil and squid ink mash, braised endive and lemon cream
Roast of Quebec pork loin, parsnip and apple purée, root vegetables
Roasted leg of lamb, creamy artichoke, ratatouille, and caramelized garlic
Grilled Angus beef tenderloin, fresh herb and butter crumble
Montréal spiced rubbed chicken breast, maple flavored butternut squash

Dessert: One choice
Bonaventure Devil's food cake, chocolate dome
The "Blondie", white chocolate brownie, dulce de leche
Orange flavored light cheesecake, graham crust
The classic Red Velvet
Coffee, tea and herbal tea
Chocolate ganache tart, crispy almond biscuit
Oversized macaron, raspberry jam and chocolate filling

LUNCH

Appetizers:
Soup of the day
Smoked corn chowder, diced chorizo and herb oil Crispy field mix lettuce,
Fresh cherry tomatoes, balsamic and oregano dressing Baby spinach,
Sweet potatoes and cranberries Warm chickpea polenta, mushroom ragout



Main course:
Grilled chicken breast, Piri Piri sauce, medley of roasted colored carrots
Gluten free pasta, sundried tomatoes, spinach, and black olives
Slow-roasted pork loin, cauliflower purée, Canadian whiskey sauce
Broiled salmon, wilted baby spinach and lemon cream sauce

Dessert:
Carrot cake with whipped cream cheese icing and sugar fudge
Triple chocolate mousse
Lemon mousse, raspberry jam on almond cake
Strawberry short cake



The clients will be eating classic breakfast which is included in the price which is just perfect to start your morning.

Classic Breakfast – 29\$

- Choice of fruit juices: orange, apple, grapefruit
- Sliced fresh fruits
- Scrambled eggs with fine herbs Bacon, sausages and ham
- Rissolle potatoes with onions
- Whole wheat bread
- Freshly house baked pastries and muffins
- Butter, jam and marmalade
- Coffee, tea, milk and herbal tea

Lunch - 61\$

For the lunch, there is wide menu for our guest. They will be eating a plated luncheon which has a choice of one appetizer, one main course and one dessert.

Appetizers

- Soup of the day
- Smoked corn chowder,
- Diced chorizo and herb oil Crispy field mix lettuce,
- Fresh cherry tomatoes, balsamic and oregano dressing Baby spinach,
- Sweet potatoes and cranberries Warm chickpea polenta, mushroom ragout

Main course:

- Grilled chicken breast, Piri Piri sauce, medley of roasted colored carrots
- Gluten free pasta, sundried tomatoes, spinach, and black olives
- Slow-roasted pork loin, cauliflower purée, Canadian whiskey sauce
- Broiled salmon, wilted baby spinach and lemon cream sauce

Dessert:

- Carrot cake with whipped cream cheese icing and sugar fudge
- Triple chocolate mousse
- Lemon mousse, raspberry jam on almond cake
- Strawberry shortcake

Dinner and Orientation Gala dinner Menu: 90\$

The plated dinner will have two choices of appetizers, two main course and one dessert.

Appetizers: Two choice

- Baby arugula, toasted almonds, and parmesan shavings with balsamic dressing
- Carrot and sweet potato velouté with five spice scented mascarpone
- Creamy asparagus and portobello risotto, parsley sauce
- Shaved cucumbers, cherry tomatoes, basil, and ricotta
- Atlantic salmon, crispy radishes, dill, and mustard sauce
- Duck rillettes, foie gras mousse, candied figs and port wine jelly

Main course: Two choice

- Poached halibut, lentil and squid ink mash, braised endive and lemon cream
- Roast of Quebec pork loin, parsnip and apple purée, root vegetables
- Roasted leg of lamb, creamy artichoke, ratatouille, and caramelized garlic
- Grilled Angus beef tenderloin, fresh herb and butter crumble
- ADD 2 shrimps to your main course
- Montréal spiced rubbed chicken breast, maple flavored butternut squash

Dessert: One choice

- Bonaventure Devil's food cake, chocolate dome
- The "Blondie", white chocolate brownie, dulce de leche
- Orange flavored light cheesecake, graham crust
- The classic Red Velvet
- Coffee, tea and herbal tea
- Chocolate ganache tart, crispy almond biscuit
- Oversized macaron, raspberry jam and chocolate filling

Drinks: Price \$35 for 2 hours

There will also be an open bar, where guests can order drinks of their choice. The guest needs to pay for alcohol. The package is the standard bar with sparkling wine, liquor, cognac and Grand Marnier.

Sponsor:

Kellogg's, Nestle and Danone will sponsor our Convention. They are helping us in promoting healthy eating and healthy food recipes. All of these companies offer many products that influence healthy eating habits. These three company products are healthy and help you to stay fit. These companies will also exhibit their products at the Convention. By sponsoring our events, our sponsors will get fantastic

brand awareness for their company. They will also share some excellent tips about healthy eating and how they help people eat healthily.

Kellogg Company:



It is an American company that produces cereals and snacks. It is famous for inventing corn flakes for breakfast. Their products include cereal breakfast, biscuits, baked snacks, etc. The company's brands include Kellogg's, Keebler, Pop-Tarts, Eggo, etc. Kellogg's products are nutritious, and it is healthy food choices that fit the theme of our event.

Danone – Silk:



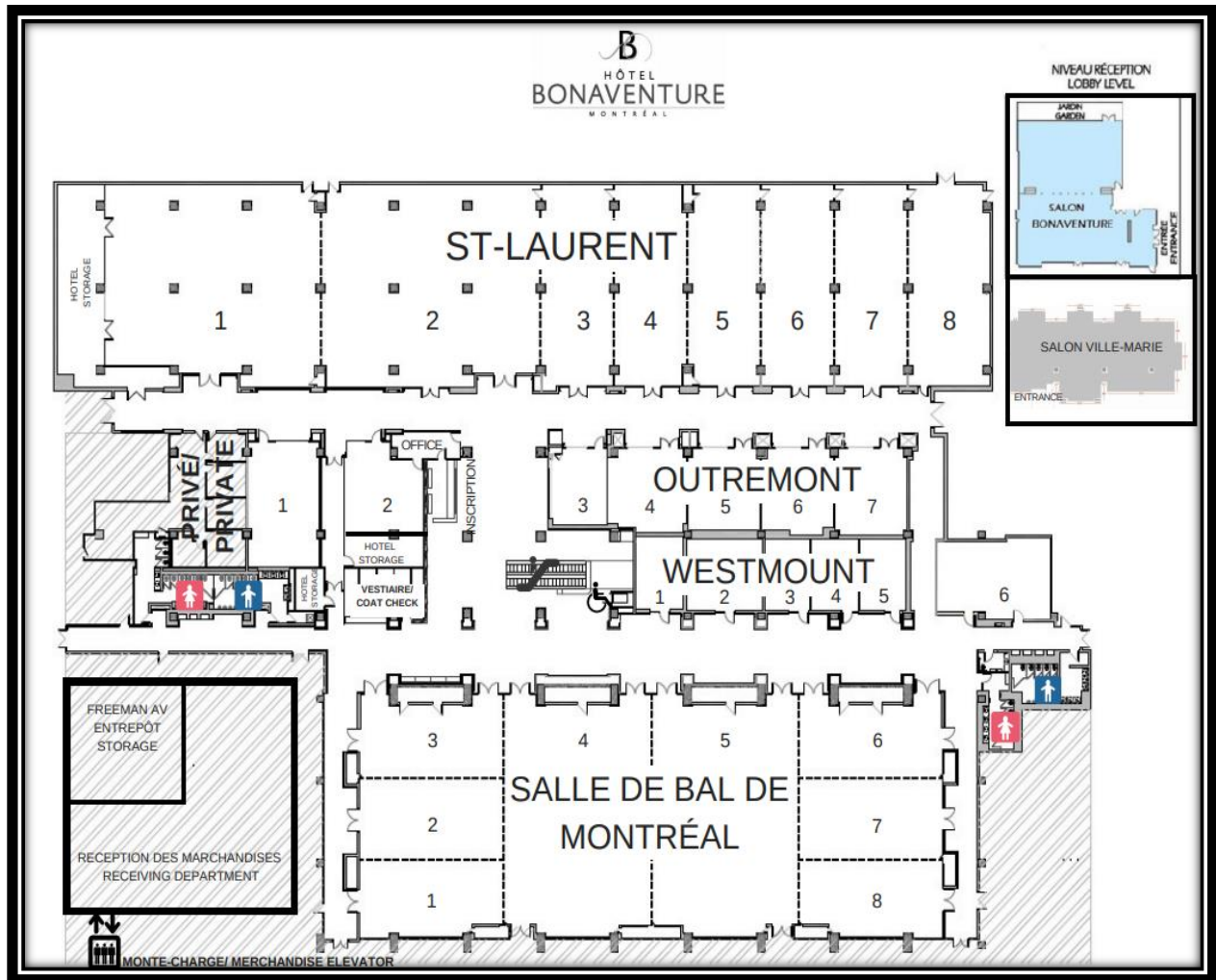
Danone Group has headquarters in Paris, France, and it owns many well-known brands, such as Danone, Evian, silk, etc. The Silk brand is a series of plant-based nutrition drinks. It is healthy, environmentally friendly, and delicious. It is a healthy choice and fits the theme of our event.

Nestlé:



Nestlé is a Swiss multinational food and beverage company. Its brands include Nestlé, Nespresso, Maggie, etc. Nestlé's dairy products, cereals, and milk powder brands all produce nutritious and healthy products, and it fit the theme of our healthy food event. Nestle has also sponsored small gift bags for the delegates who are attending the events.

Floor plan:



Audiovisual:

Global Audiovisual Canada is the audiovisual provider of Hotel Bonaventure and for onsite events. For all requirements for audiovisual services, their team can provide customized plans and packages. All expenses related to the audiovisual services will be added to the event's organizer account.

Elevator and Electricity

GES Canada is the exclusive supplier of all access, removal and equipment for any exhibition or significant event held by Hotel Bonaventure at the conference level. Access to the exhibition hall from the freight elevator at Place Bonaventure Square must be done between 7:00 pm, and 6:00 am. All electrical requirements for the event are also provided exclusively by GES Canada.

Annexure:

Information and pricing for Musician is taken from this brochure.

<https://hotelbonaventure.com/wp-content/uploads/2020/10/Hotel-Bonaventure-Montreal-N.E-1.pdf>

1. Email sent to the staff at Hotel Bonaventure:

Hello Mam,

I'm Jigna, and my team member Hong Jiang from College Lasalle. We are working on a project of organizing an event of the Food Convention about healthy food and recipes. We have decided to organize it at the Hotel Bonaventure.

I appreciate your help. As discussed on the phone call, setting a zoom meeting will be helpful. I would like to know when we can set up an appointment according to your schedule.

It is a project; can you help us with a group rate of hotel rooms. There will be 140 guests at the convention. We need the price of 100 rooms (60 single occ. 40 double occ.). It will also be helpful if you can provide us with the types of meeting rooms and show us the setup and information on the equipment needed for the convention. We also need information on the menu and what kind of food we can keep in the convention. Can we do a cocktail and wine tasting during the event? We need information on the equipment which will be required during the convention.

We will be waiting for your availability. Thank you again for your kindly help.

Regards,

Jigna Patel

2. RFP Request

Dear Sylvie,

As we discussed this morning, there is the RFP including all the information related to the convention for you to create a proposal for us. There will be 140 guests in the convention. We need the price for **100 rooms (60 single occ. 40 double occ and we need the prices for standard rooms with breakfast included)**. We are planning to do the General session as a theater style as you suggested, it will be budget friendly. I really like the idea of half round set up for the second day (30th April) where the activity of Chef's palette and then exhibition in the other half.

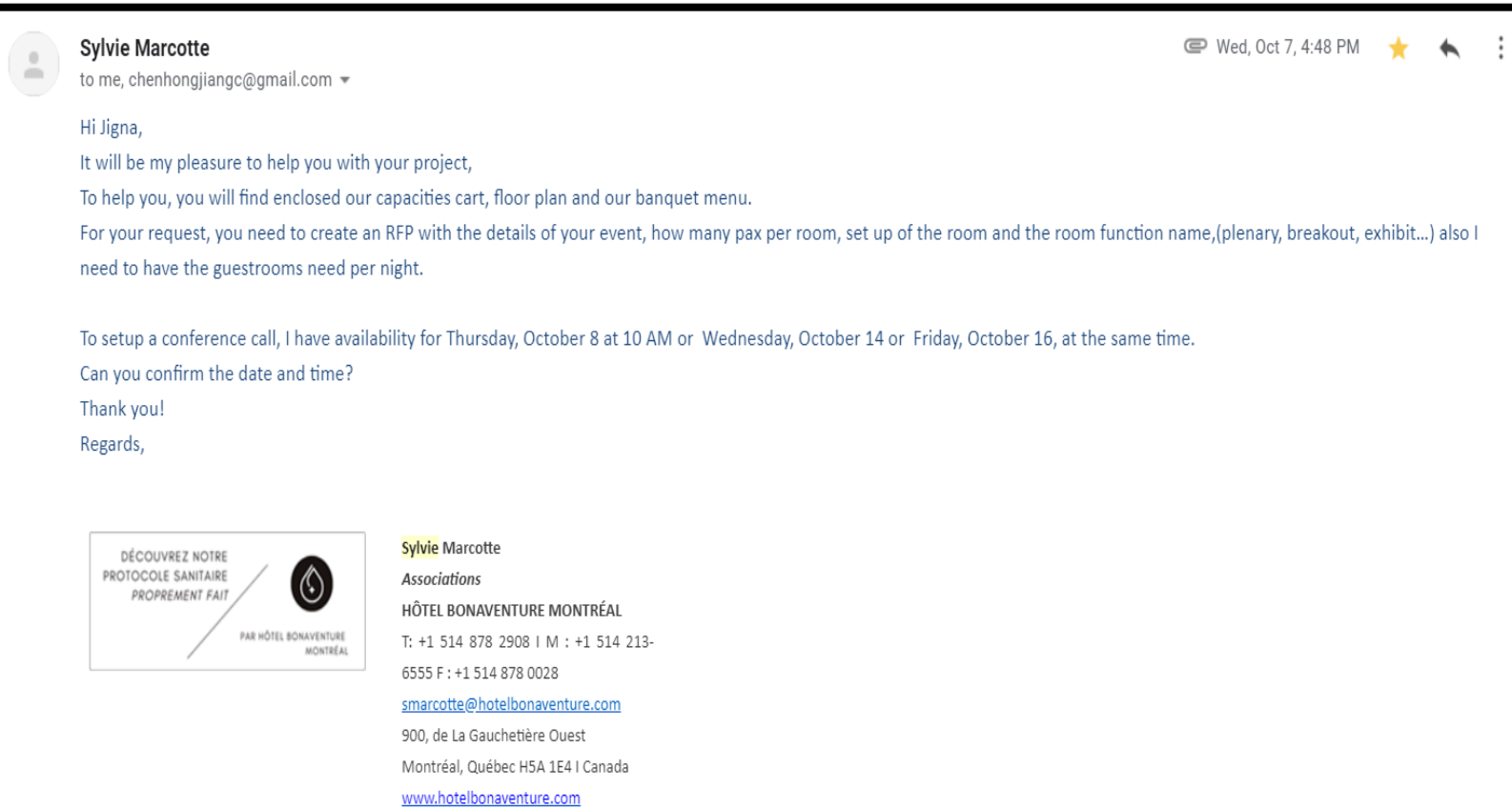
Also, we would like to ask how we should do the set up for the cocktail making and wine testing event. For the third day (1st May), can we do exhibition and small workshop in the same room at different times? For the workshops, we need the setup of small counters, where the delegates will be taking part as a group in small activities such as creating new recipes, or a small competition. For the gala dinner at every night, we want to use round tables. Could you please provide us that information?

Thank you so much for taking time to help us in this project. Please advise us, how can make this project better and we would love your comments and feedback.

Regards,

Jigna Patel.

3. Email screenshot:



Link:

4. Pricing:

The attached link is the breakdown of the pricing for the whole convention event.

Link:

- https://lcieducation.sharepoint.com/:x:/s/MTL_79857_414T16AS-JingaandHongjiang-HotelBonaventure/EUennfqEvJNCudej4GZR6-oB5CmNxuv0Zz6wKfkPIErVJg?e=YaWfQO

Some information on pricing:

The pricing of the rooms is for single and double occupancy. The price of both types is the same. So, the spouses will not be paying additional for the rooms. We could not get the costs for the electricity,

speakers for the events, and other equipment, so we assumed the prices for that. Also, we could not get the prices for the security guards, so that is also assumed. There is no price for the Banquet hall included in the pricing as the hotel said it is for free. Since we reach the mark for the specific number of people and the minimum F&B for the Convention, it is for free. The decorations and all the types of settings we requested will be taken care of by the hotel.

The guest speakers for the Convention will be the Chef who is coming to the event. Also, the sponsors will be our guest speakers. They will share some great and useful information about their products. By sponsoring their circumstances, they are getting a good brand awareness that their products contribute towards healthy eating. Their products are suitable for health when consumed. Nestle is also sponsoring the small gift bags given to the delegates at the end of the Convention as a token of appreciation for attending the Convention. The gift bag will include the little packs of different coffees.

For the companions' program pricing, the partners will only have to pay for their activities and meals. They will not be paying anything additional for the hotel's rooms and the Convention. The spouse can still participate in the two activities such as food making competitions and workshop with their partners for free. We did not have the exact prices for transportation, so we looked on the internet for the bus's cost. The tour guide will be from the hotel itself. The hotel has a tie-up with many tour guides. The hotel will provide the tour guide for the spouse activity.

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