



Proposal Due Date: 5 PM Pacific August 2, 2024

Request for Proposal (RFP) for 2025 North American Biochar Conference and Event Manager and Organizer

Introduction:

The [United States Biochar Initiative \(USBI\)](#) is seeking proposals from qualified conference organizers to manage and execute our upcoming conference, the 2025 North American Biochar Conference.

USBI is a non-profit 501c(3) organization dedicated to promoting the production and use of biochar in North America. A key component of USBI's approach is to host the North American Biochar Conference. The 2024 conference was held in Sacramento, California February 12-15. The event website, [The North American Biochar Conference](#), is available for re.

Event Information

Event Name: 2025 North American Biochar Conference

Event Description: [The North American Biochar Conference](#), organized by USBI, has been the premier event for the biochar industry in North America since its inception in 2009. The conference brings together a diverse range of industry members, experts, scientists, policymakers, users, producers, and academics.

Event Dates: September 15 – 18, 2025

Sunday, September 14 - Arrival, move-in, etc.

Monday, September 15 - Afternoon Workshops (2-3 afternoon workshops)

Tuesday, Sept. 16 - Wednesday, Sept. 17 - Full days of the conference with keynotes, simultaneous technical sessions, and panels including up to 5 topical tracks, an award ceremony, receptions, and an exhibitor hall.

Thursday, Sept. 18 - Field Trips

Event Location: Minnesota Convention Center, Minneapolis, Minnesota (location is secured)

Expected Number of Attendees: 1,000

Sustainability: At USBI, sustainability is a core principle that guides all our activities, including the planning and execution of our annual conference.

Contractor Objective

- Lead the planning, organization, and execution of the conference.
- Ensure high levels of satisfaction and engagement for attendees, stakeholders (including local partners), exhibitors, and sponsors.
- Manage the conference budget and ensure the conference stays within budget.
- Lead sales of sponsorships and exhibitions.

Tentative Scope of Work

The Conference Organizer will be responsible for overseeing and executing all aspects of the annual conference, including but not limited to:

General Event Management:

- Establish regular communication, including follow-up reports.
- Draft and manage conference budgets, timelines, and schedules.
- Serve as liaison with vendors, attendees, exhibitors, sponsors, and stakeholders.
- Work with USBI conference planning team and local conference team.
 - Tina Metzger will serve as the USBI event coordinator and will serve as the key point of contact for the Conference Organizer.
 - The local conference team consists of individuals and organizations local to the Minneapolis region that have been supporting the development of the event.
- Ensure compliance with laws and regulations and insurance requirements.

Vendor Management:

Obtain, oversee, and manage vendor relationships, including contract negotiations and quality of services. This includes but is not limited to:

- Identifying audio-visual, decorator, catering, internet connection, and other conference needs and negotiating fees/contracts for conference services.
- Identifying, soliciting, and managing hotel room block(s).
- Coordinate with the Minneapolis Convention Center within the confines of the existing agreement with USBI.

Exhibitor and Sponsorship Management:

- Serve as the primary liaison between exhibitors, sponsors, and USBI.
- Assist in developing and executing exhibitor and sponsorship strategies and recruitment efforts.
- Provide support to exhibitors and sponsors in organizing, selecting space, and managing payments.
- Ensure a seamless and efficient process.

On-Site Management:

- Oversee and manage the registration process to ensure a smooth attendee experience.
- Train and supervise staff and local volunteers as needed to support conference operations.
- Execute and coordinate all on-site logistics to ensure the seamless operation of the conference.

Proposal Submission Requirements

- **Company Background:** Provide company background and experience.
- **Services Description:** Detail the services offered, including a list of key tasks.
- **Pricing:** Provide a breakdown of pricing, ideally by task.
- **References:** Include references from previous clients.

Evaluation Criteria

- Demonstrated expertise in delivering event services for industry-focused conferences.
- Ability to meet conference objectives.
- Proven track record in assisting with exhibitors and sponsorships.
- Quality of proposed services.
- Competitive and transparent pricing aligned with service offerings
- General knowledge of the biochar industry, or similar environmental industries, is preferred.
- Positive client references and feedback from similar events.
- **Sustainability:** We value partnering with vendors who share our commitment to sustainable practices. Therefore, we strongly encourage proposals from vendors who can demonstrate their alignment with our sustainability principles. Your efforts in supporting our sustainability goals will be a significant factor in our selection process.

Diversity, Equity, and Inclusion

USBI is committed to promoting diversity, equity, and inclusion in all aspects of our operations. We encourage proposals from businesses and organizations of all sizes and from all sectors. We are dedicated to providing equal opportunities and welcome proposals from vendors who share our commitment to creating an inclusive and equitable environment for all.

Submission Details

Deadline: 5 PM Pacific August 2, 2024

Submit Proposal to:

Myles Gray, Program Manager. Email: myles@biochar-us.org

Contact Information for Questions:

Tina Metzger, Conference Director. Email: conference@biochar-us.org

We look forward to receiving your proposal and potentially working together to create a successful and impactful annual conference.