

Request for Proposal (RFP)

112th Annual Meeting & Awards Banquet

Culpeper Chamber of Commerce

Event Details:

Event Date: Wednesday, November 5, 2026

Time: 5:00 PM – 9:00 PM

Location: Germanna Daniel Technology Center

Expected Attendance: 340 guests

Overview:

The Culpeper Chamber of Commerce is seeking proposals from qualified vendors to provide services for our 112th Annual Meeting & Awards Banquet. This annual event celebrates the Culpeper business community and recognizes excellence in leadership, service, and innovation. We are requesting quotes for the following service categories:

- Catering (including passed and buffet appetizers, full buffet dinner, and optional dessert)
- Beer & Wine Service (cash bar with ticket redemption)
- Centerpieces

Proposal Terms and Considerations:

The Chamber invites proposals for one or more of the services outlined in this RFP. Respondents may submit proposals for individual components or a combination thereof. Proposals will be evaluated based on the quality and relevance of the services offered, and the Chamber reserves the right to award contracts to one or multiple organizations as best to meet the event's needs.

The Chamber will accept proposals from interested organizations until the stated deadline, after which selected vendor(s) will be notified. Submission or acceptance of a proposal does not constitute a contract and does not oblige the Chamber to any future action. The Chamber is not responsible for any costs incurred in the preparation or submission of proposals prior to the execution of a final agreement.

At the Chamber, we value our members. Priority consideration will be given to Culpeper Chamber of Commerce members. Please let us know if you want to learn more about membership.

Event Sponsorship Discount Opportunity:

If you are interested in offering a discount in exchange for Event Sponsorship, please let us know and we will reach out to connect and coordinate!

1. Catering

Service Style:

- Passed appetizers and a stationary appetizer/grazing table during the networking portion (5:00–6:15 PM)
- Buffet-style dinner with servers to maintain the buffet line
- Clean up plates from tables
- Plated salad served at the table (pre-set or passed)
- Coffee, iced & hot tea, and water station available during dessert

Menu Requirements:

- Two protein options (meat)
- Vegetarian entrée
- 2–3 vegetable-based sides
- A starch (potato, pasta, and/or rice)
- Bread and condiments
- Dessert (can be included in full-service or quoted separately)

Budget: \$33-\$45 per person

2. Beer & Wine Service

Cash bar setup with beer and wine only (no liquor/cocktails). The Culpeper Chamber of Commerce will hold the ABC license.

- Looking for a quote for wine
- Bottled, canned, or sixtels of beer
- Guests will purchase drink tickets from the Chamber and redeem at the bar
- We ask that you provide at least one server to speak about your product—it's a great chance to showcase your beverages and venue. If that's a challenge, please let us know.

3. Centerpieces

- 42 guest tables
- Centerpiece to be no taller than 12" and no wider than 10".
- Event Color scheme: maroon and gold, with complementary colors allowed
- All-floral, non-floral, or mixed arrangements will be considered
- Please include delivery/setup in your quote

Budget: \$25-\$35 per table

Proposal Requirements

Please include the following with your proposal:

- Company name, point of contact, and contact information
- Detailed pricing and breakdown of all services offered
- Photos or examples of past work (especially for centerpieces)
- Confirmation of availability for November 5, 2026
- Any additional fees (delivery, setup/tear down, staffing, service charges, gratuity)
- Estimated timeline for setup and teardown

Submission Deadline:

Friday, May 23, 2026

Submit Proposals To:

Sarah Langland

540-825-8628

Events Coordinator  events@culpeperChamber.com