

Request for Proposals for Audio Visual Services

The Halifax Chamber of Commerce is seeking proposals for Audio Visual Services for the 2018 and 2019 Signature Events. All proposals, correspondence and inspection requests are to be sent to Tania Crouse Hardy, Event Specialist. It is advisable that interested parties have communications with the Event Specialist to further ascertain our specific requirements to ensure that the proposed product will meet existing and future needs.

Signature Events:

Annual Spring and Fall Dinner

Event Type:	Corporate dinner with keynote speaker for approximately 700-1000 guests
Date:	Thursday, May 2, 2018 (Spring) & Wednesday, November 1, 2018 (Fall) 2019 Dates yet to be determined
Time:	5:00 – 6:00pm Pre-Reception (Room 100) 6:30 – 9:30pm Dinner (Grand Ballroom – Room 200) 9:00 – 10:00pm Post Reception (Room 202-203)
Location:	World Trade & Convention Centre
Budget:	Max \$12,500 includes HST

Halifax Business Awards

Event Type:	Awards Gala Dinner with presentations and entertainment for 500 guests
Dates:	Thursday, January 25, 2018 & Thursday, January 24, 2019
Time:	5:00 – 6:00pm Pre-Reception (Room 202 – 203) 6:00 - 9:30pm Gala (Grand Ballroom – Room 200) 9:30 – 10:30pm Post Reception (Room 202 – 203)
Location:	World Trade & Convention Centre
Budget:	Max \$17,500 includes HST

A. Information required with proposal:

1. Quote for services to be written in plain language and to include delivery, set-up, labour, equipment, before/after taxes, etc.
2. Suggested set-up/staging layout/design/look & feel for both Dinners and Awards Gala
3. Description of equipment used and how it will add to the look and feel of the event
4. Set-up requirements and timelines
5. Experience of technicians to be working the event
6. Contact information for main representative
7. If you wish to propose an AV package of greater value than the proposed budget amount, this amount can be put towards a technical partner sponsorship valued at \$5,000.
8. Multiple Event Discount
9. Copy of Provider's terms and conditions of contract

10. Signature of authorized representative, and phone numbers of providers contact person(s)
11. Other information you can provide that would assist in the overall experience of the event
12. Optional: Photos and References

B. AV Service Provider requirements:

1. An appropriate sound system for an audience of up to 1000
2. A minimum of 2 screens in the room for the entire audience to have an acceptable view of the speaker/entertainment and visuals. Additional screens may be required for the Awards Gala as this is a more elaborate visual production
3. Lighting for main stage and room
4. Microphones (presidential or gooseneck), podiums, chairs, etc. available for speakers (set-up is determined when speaker(s) are booked)
5. One video camera to record event (must supply video of the event upon completion)
6. Ability and equipment to support video and visuals in both PowerPoint and WatchOut formats
7. Pipe & drape for stage and video screens
8. Musical Entertainment equipment/support for the Awards Gala
9. Pipe and Drape for entire room for Awards Gala
10. Ability to change or add lapel and handheld mics
11. Back-up hand held mic for "Voice of God" or pre-recorded introduction(s)

C. Terms and Conditions:

1. Vendor should qualify proposal to demonstrate there is a quality or value benefit because of their product, warranty, installation, support etc.
2. Vendor will thoroughly state any exceptions, non-compliance, or variations to the previous specifications.
3. Vendor is responsible for any and all work performed by subcontractors.
4. Vendor is responsible to adhere to all applicable federal, provincial, and city laws governing communication, electrical, fire and building codes.
5. Vendor is responsible for any and all permits required.
6. All fees must be included in the proposal.
7. Vendor may submit multiple proposals; a primary proposal marked as such, and other proposals that include information that differs from the primary proposal. All proposals are to be separated and labeled to indicate primary, secondary, etc.
8. The Halifax Chamber of Commerce will not be liable for any costs incurred in the preparation and presentation of the proposal.
9. The Halifax Chamber of Commerce reserves the right to accept or reject any or all proposals, and to further negotiate with one or more vendors. The award will be solely based on the best interest of the Halifax Chamber of Commerce.
10. Proposal is to be received electronically by August 18, 2017 at 5pm at the Chamber offices located at Suite 100, 32 Akerley Blvd, Dartmouth, Nova Scotia B3B 1N1
11. Chamber policy mandates that Chamber members be given priority in quoting on RFP's of this size.
12. "Customer acceptance" shall consist of a subsequent signed document establishing customer acceptance of the job.