



REQUEST FOR PROPOSAL

BUSINESS EXCELLENCE AWARDS – AUDIO/VISUAL REQUIREMENTS

RELEASE DATE JUNE 5, 2019

DEADLINE FOR SUBMISSION FRIDAY, JULY 5, 2019, 3PM

EVENT DATE: THURSDAY, OCTOBER 24, 2019

INTRODUCTION

The Dufferin Board of Trade (DBOT) is seeking requests for proposals to provide audio-visuals at the Annual Business Excellence Awards (BEA) Gala.

The Dufferin Board of Trade (formerly the Greater Dufferin Area Chamber of Commerce) is a not for profit, membership-based, business organization that connects the business community in the Greater Dufferin Area. Each year the Dufferin Board of Trade honours exceptional businesses and business people in our community at our annual Business Excellence Awards.

The BEAs are the premier event in Dufferin County to celebrate and recognize business excellence in the region. This event had approximately 200 guests last year and garnished significant public awareness. This year, the evening will consist of a welcoming reception, keynote speaker, and awards gala dinner. The date for this event is **October 24th, 2019**.

ABOUT THIS RFP

This request for proposal (RFP) document consists of the following:

- 1) Scope
- 2) Terms and Conditions
- 3) Submission Requirements

SCOPE

At a minimum, the proposal should address the following items:

1. Executive Summary
2. Deliverables
3. Detailed and itemized pricing

The Dufferin Board of Trade requires professional services with respect to provision of Audio-Visual services for the Business Excellence Awards Reception and Dinner.

Location: Dufferin area venue TBD

Date: Thursday, October 24, 2019, 5:00 p.m. start

Room available for Set up as of 10:00 a.m.

SOUND

We will require at least 2 microphones (podium microphone and wireless handheld and/or wireless lapel).

Speakers should be capable of accommodating a large banquet room and approximately 200 people.

We will require background music for dinner, and upbeat music to play briefly while the winners make their way to the stage to pick up their awards.

PRESENTATION REQUIREMENTS

2 screens, 10.5' x 14.5 with dress kit

Hi Definition Projector. Rear projection preferred.

STAGING WILL BE PROVIDED BY THE VENUE

LIGHTING

Stage, Podium and photography (off stage) Enhancement Lighting

- Stage to be lit for optimum viewing by patrons
- Podium to have adequate lighting so MC can read notes and patrons can see award winners
- A photographer (contracted separately) will require lighting set up outside in foyer for still photos of each winner.

PHOTOGRAPHY BACKDROP

Freestanding white curtains to be used as photography backdrop

TERMS AND CONDITIONS

DBOT reserves the right to:

- Reject any or all offer, or cancel the RFP entirely without obligation
- Accept other than the lowest priced offer
- Award more than one offer

SUBMISSION REQUIREMENTS

All proposals should have the following sections: Executive Summary, Deliverables, Detailed and Itemized Pricing.

PROPOSAL DUE DATE:

All proposals are due in writing via email by July 5, 2019.

Proposals can be emailed to diana@dufferinbot.ca.

Please contact Diana Morris at 519-941-0490 ext.202 for any questions.

Please note: Preference will be given to members in good standing with the Dufferin Board of Trade; DBOT reserves the right to award this contract to non-members.