



THE TEMPLATE SERIES

REQUEST FOR PROPOSAL (RFP) SERVICE CONTRACTOR

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Presented by ESCA
Exhibition Services & Contractors Association

REQUEST FOR PROPOSAL (RFP)
SERVICE CONTRACTOR
{SHOW NAME}
{FACILITY NAME, HALL, AND LOCATION}

INTRODUCTION: {Give brief introduction about the show.}

1) SHOW INFORMATION & HISTORY

- Sponsor:
- Owner:
- {Has the show been in this facility or city before}
- {How old is the show}

2) SHOW MANAGEMENT INFORMATION

- COMPANY NAME:
- SHOW MANAGER:
- CONTACT:

3) SHOW SPECIFICATIONS

- EXHIBIT HOURS:
- CONFERENCE/SEMINAR SCHEDULE:
- SERVICE CONTRACTOR MOVE IN/MOVE OUT SCHEDULE:
- EXHIBITOR MOVE IN/MOVE OUT SCHEDULE:
- NUMBER OF EXHIBITORS:
- PROJECTED TOTAL ATTENDANCE:
- SHOW SIZE:
- PAYMENT TERMS:

4) **RFP GUIDELINES**

- **EXPECTATIONS:** Show Management expects that all work will be performed in a professional manner. All information provided to contractor in this RFP is proprietary for this purpose only. Information cannot be released outside the contractor without written permission from Show Management.

Contractor personnel must be identified with daily service contractor badges provided by Show Management.

- **SELECTION CRITERIA:** All quotes must be specific amounts where possible. Please do not provide percentage discounts unless requested.
- **ESCA MEMBERSHIP.** Contractor must be a member in good standing of ESCA, Exhibition Services & Contractors Association.
- **RESPONSE.** Response to RFP must be in the same order as the RFP.
- **DEADLINE FOR RESPONDING:**
- **CONTRACT AWARD PROCESS.** Contractor selection is made based on the following criteria:

Information provided in the RFP
Ability of contractor to provide high level of service
Recommendations from previous and existing clients
Overall cost of the service

Responses will be reviewed and a decision made in writing by_____. The proposal with the lowest dollar amount will not necessarily be considered as the best proposal.

- **CONTRACT.** Show Management uses a standard vendor contract which we hope will not present any difficulties. A sample copy is enclosed. If chosen, your company will be obligated to sign it. Please note the insurance and indemnification clauses.
- **EXPENSES.** Expenses related to preparation and completion of the response to this RFP is the sole responsibility of the contractor.

5) **SPECIFIC REQUIREMENTS**

- A) CONTRACTOR. Provide a brief description of your company (age, size, principals, etc.)
- B) REFERENCES. Please provide three references that have used your company in the last six months. Please provide references that have used your services in the {facility name}.
- C) CONTRACTOR'S TEAM. Provide names of account executive and on-site coordinators.
- D) COMMUNICATION. How can on-site account executive be reached?
 - a) Telephone number:
 - b) Pager number:
 - c) Cellular telephone number:
- E) EXHIBITORS
 - a) ORDER FORMS. Provide samples of generic exhibitor services forms for inclusion in the Exhibitor Information & Services Manual.
 - b) EXHIBITOR PRICES. Provide exhibitor price list.
 - c) Please advise how many days prior to the first day of set-up your exhibitor services center will accept orders at pre-show prices.
 - d) Will orders taken during set-up of the Show be delivered prior to show opening?
- F) PERSONNEL. Will you require an exhibitor services area? Please describe your requirements. Will it be staffed throughout the Show?
- G) SUB-CONTRACTOR. Indicate the name of any sub-contractors.
- H) LOST OR STOLEN EQUIPMENT

ConvExx requires a statement that {client} and ConvExx are not responsible for lost, stolen or damaged equipment unless due to our negligence.
- I) EQUIPMENT & SERVICE REQUIREMENTS (include show management complimentary services, prices and discounts):

6) **CONTRACTOR REQUIREMENTS**

Advise all requirements your company has regarding equipment storage rooms, communication, payment terms, etc.

7) **ATTACHMENTS**

Sample vendor contract, exhibitor prospectus, and attendee promotion