

Invitation to Tender

SNS2018: The Sea of Opportunity Norwich

14 and 15 March 2018
EEEGR Document No.: ITT-20170706-01.0

01	Final	PW	SO	SO	06 July 2017
Issue	Report Status	Prepared	Checked	Approved	Date

CONTENTS

1.	SNS2018: THE SEA OF OPPORTUNITY	3
1.1	The East of England Energy Group	3
1.2	EEEGR's Southern North Sea Conference	3
1.3	Competition	3
1.4	Contact Details	4
2.	TENDER BRIEF	5
2.1	Overview	5
2.2	Alternative Tender	6
3.	DELIVERABLES	7
3.1	Staging and Set Up	7
3.1.1	Stage Set	7
3.1.2	Access ramps behind the stage	7
3.1.3	Audio-Visual	8
3.1.4	Carpet	8
3.1.5	Shell Scheme / Stand Construction	8
3.1.6	Stage Furniture, Aisle lighting, ropes and posts	8
3.1.7	Hospitality and Catering Areas	8
3.1.8	Exhibitor Graphics	9
3.1.9	Electrical	9
3.1.10	Exhibitors Manual including updates, finalising and uploading to EEEGR www.	9
3.2	Venue Graphics/Banners	10
3.2.1	Lectern graphics	10
3.2.2	Stage panels	10
3.2.3	Pull -up banners	10
3.2.4	Interior banners	10
3.2.5	Exterior banners	10
3.2.6	Directional signs	10
3.2.7	Exhibitor Floor plans	10
3.3	Delegate Pack	10
3.3.1	Supply and printing of Delegate Bags	10
3.3.2	Delegate Tickets	11
3.3.3	Delegate name badges	11
3.3.4	Lanyards	11
3.3.5	Delegate List	11
3.3.6	Event Programme	11
3.4	Additional Printing requirements	11
3.4.1	Production, management and printing of table plan	11
3.4.2	Table numbers and place name settings	11
3.4.3	Menu	11
3.4.4	Additional printing	11

3.5	Event Photography and Publicity	12
3.5.1	Event Photography	12
3.5.2	Publicity Services	12
3.6	Marketing	12
3.6.1	Design and artwork for full page advert	12
3.7	Planning and Management	12
3.7.1	Health and Safety	12
3.7.2	Out of hours working – Risk Assessment	13
3.7.3	Insurance	13
3.7.4	Security	13
3.7.5	Staff	13
3.7.6	Reporting	13
4.	DELIVERY SCHEDULE	14
4.1	Pre-Event	14
4.2	Event Week	14
5.	THE TENDER	15
5.1	Management of the Tender	15
5.2	Criteria for evaluating tenders	15
5.3	Acknowledgement of Tender	15
5.4	Tender Deadline	15
5.5	Tender Clarifications	16
5.6	Shortlisting	16
5.7	Notification of Outcome	16

TABLES

Table 1.1: Contact Details	4
Table 4.1: Lead Up Schedule	14
Table 4.2: Event Week Schedule	14
Table 5.1: Weighted Criteria for Tender Evaluation	15

1. SNS2018: THE SEA OF OPPORTUNITY

1.1 The East of England Energy Group

The East of England Energy Group (EEEEGR) is the industry association for energy in the East of England, representing around 300 members across the supply chain. We are a non-profit, business-led group committed to the sustained development of the energy sector in the East of England and the continued success of our members.

Our members operate throughout the energy sectors from oil, gas, wind, wave & tidal, bio-energy, and nuclear through to decommissioning, carbon capture & storage (CCS), distribution and transmission and conventional generation.

We are committed to the delivery of benefits to our members. This is through a comprehensive programme of events and industry led activities. Our core programmes and projects are geared towards the sustained development of the energy industry in the East of England.

1.2 EEEEEGR's Southern North Sea Conference

EEEEGR's key flagship event is SNS: The Sea of Opportunity, the most important conference for the offshore energy industry in the East of England. The Southern North Sea Conference 2018 will be one of the biggest conference and exhibition events that EEEEEGR has ever delivered.

SNS conference highlights to exhibitors and attendees;

- Generate fresh leads and meet new contacts in a time and cost-efficient way
- Showcase your expertise and share your insights to impress your clients
- Meet senior-level delegates looking to learn and seek out new partners
- Account manage and liaise with your current clients attending
- Reassure your current clients by aligning your company with our first-rate speakers
- Four months of intensive marketing and advertising to relevant markets ensuring a high level of attendance
- Numerous on-the-day and follow up advertising opportunities available to enhance your positioning
- Stay one step ahead of your competitors by being seen and visibly present at the event
- Strengthen your competitive advantage as a leader in your field by being billed as an event sponsor

1.3 Competition

The SNS conference is the largest energy event in the region pertaining to oil, gas, offshore wind and nuclear. Competition to the SNS includes events nationally and in Europe relating to similar disciplines in the energy sector. These include events from NOF, SPE (Offshore Europe) and Renewable UK.

1.4 Contact Details

EEEGR are a non-profit, business-led group committed to the sustained development of the energy sector in the East of England.

Table 1.1: Contact Details

Contact Details		
Name of Business:	East of England Energy Group (EEEGR)	
Company Number:	04117847	
Lead Contacts:	Simon Gray (Chief Executive) Sam O'Hara (General Manager)	
Telephone Numbers:	Main Office: +44 (0) 1493 412199	
	Direct Dial SG: +44 (0) 1493 412197	Mobile SG: +44 (0) 7787 845781
	Direct Dial SO: +44 (0) 1493 412191	Mobile SO: +44 (0) 7342 888976
E-mail:	simon.gray@eeegr.com sam.ohara@eeegr.com	
Address:	Ground Floor, Unit 4, Wellington Park Excalibur Road, Beacon Business Park Great Yarmouth NR31 7BB	

2. TENDER BRIEF

2.1 Overview

The East of England Energy Group (EEEGR) is organising a two-day exhibition and conference on 14 March and 15 March 2018 and require a main contractor to manage key aspects. These include:

- Complete event management plan
- Liaison with exhibitors after stands have been booked
- Exhibition stand construction and management
- Stage and set design and construction
- Audio-visual supply and support
- Carpeting for the exhibition and conference halls
- Panels to screen areas of the conference hall
- Hospitality areas
- Health and safety supervision
- Management of security, car parking and first aid
- Production of an exhibitors' manual
- Design and production of signage and printed materials
- Publicity services and photography

There are two elements to the event. The Southern North Sea Conference and Exhibition which spans 14 March and 15 March, of which the second day may have a sponsor focus; and the Gala Dinner on the evening of 14 March.

Both take place at the Norfolk Showground, Costessey, Norwich. The conference is divided into two main areas; the exhibitor hall and the conference/presentation area. The exhibitor hall will consist of exhibitor stands (shell scheme) with break out and refreshment areas. The conference area will consist of a stage, with presentation screens, seating (with aisle) and tables.

EEEGR request that Tenderers quote against the pricing schedule found in the appendices of this proposal, against the following criteria:

- Staging and Set-up
 - Stage set
 - Access ramp at the rear of the stage
 - Audio visual
 - Carpet
 - Shell scheme and stand construction
 - Stage furniture, aisle lighting and ropes
 - Hospitality and catering areas
 - Exhibitor graphics
 - Electrical
 - Exhibitor manual

- Venue Graphics and Banners
 - Lectern graphics
 - Stage panels
 - Pull -up banners
 - Interior banners
 - Exterior banners
 - Directional signs
 - Exhibitor Floor plans

- Delegate Pack
 - Supply and print delegate bags
 - Delegate tickets
 - Delegate name badges
 - Lanyards
 - Delegate list
 - Event programme

- Additional Printed Items
 - Production, Management and Printing of Table Plan
 - Table numbers / name place settings
 - Menu
 - Additional printing

- Photography and Publicity
 - Event Publicity photography
 - Publicity services

- Marketing
 - Design and artwork for full page advert

- Planning and Management
 - Health and safety
 - Out of hours working risk assessment
 - Insurance
 - Security
 - Staff
 - Reporting

2.2 Alternative Tender

If there are instances where the tenderer feels adjustments can be made to reduce the cost of the event, then please provide us an alternative tender and indicate where these cost saving measures can be made.

3. DELIVERABLES

3.1 Staging and Set Up

3.1.1 Stage Set

A carpeted stage is required for the two distinct elements - SNS conference and gala dinner. This will measure eight metres long by three metres wide and will be at least 600mm high, with centrally placed steps providing access. A large, plain black curtain is required to mask the wall of the venue behind the stage. This should be wider and higher than the stage and set to create a clean backdrop. The stage should be furnished with six chairs and one white rectangular coffee table.

Common features of the set for both events will be three large plasma or projector screens, display panels with general EEEGR theming, (with specific theming for the conference and dinner), a lectern, lighting and AV provision.



Figure 1: SNS2017 Stage Set-up

The set for the gala dinner will have a less formal business feel than the conference. The look and feel of the dinner would be 'evening entertainment' and this will largely be achieved by imaginative lighting and music.

The successful contractor will ensure the smooth transition of stage sets between each event and will manage the contracted AV supplier.

3.1.2 Access ramps behind the stage

We require there to be 2 x access ramps to be built at the back of the stage; one on each side. These should comply with all health and safety requirements for this type of construction.

3.1.3 Audio-Visual

We will require the supply of a full range of audio-visual equipment including technicians to ensure the smooth running of all aspects of the conference presentations and dinner speeches. This will include the loading and managing of speakers' PowerPoint presentations and the preparation of event-branded intermediate PowerPoint slides.

We anticipate that equipment required will include one lectern microphone, six lapel microphones and two roving microphones for both days, audio mixing and lighting desks, stage lighting, four 50" free-standing plasma screens beside the audience, three large-format plasma or projector screens to be mounted as part of the stage set, lectern-mounted laptop and a comfort monitor for presenters.

The contractor will be required to supply and manage equipment required by exhibitors, including laptops and TV monitors. Wi-Fi will be provided by the venue.

3.1.4 Carpet

New carpet is required to be laid throughout the venue with tape under the joins. The area to be covered, subject to final confirmation, is 2,700 square metres. This will be removed by the contractor immediately after the event. The floor area will be returned to its previous condition.

3.1.5 Shell Scheme / Stand Construction

The successful contractor will provide a sturdy shell scheme system for an estimated 70 booths, each of which will have a sign displaying the stand holder's name and stand number and contain one coffee table and two stackable chairs. An upgrade of these facilities, including the provision of a lockable cabinet will be available to exhibitors and this will be arranged and managed by the contractor utilising their nominated supplier. They will also be responsible for supervising the construction of space-only stands and liaising with the stand holders' contractors to ensure that stands are built safely and on time. A health and safety representative must be present during the build and dismantling phases.

No raised floors will be permitted in the shell scheme booths. They will be allowed with space-only stands.

To limit the number of people on site, exhibitors will be required to use suppliers nominated by the main event contractor and EEEGR for items such as furniture, audio-visual equipment and electrical items.

3.1.6 Stage Furniture, Aisle lighting, ropes and posts

In addition to the stage furniture we require the contractor to provide aisle lighting, posts and ropes to separate the aisle in the main conference space.

3.1.7 Hospitality and Catering Areas

The provision and service of food and beverages will not be the responsibility of the contractor. This will be managed by EEEGR in association with the venue.

The contractor, however, will be required to supply two service areas, including serving counters/tables measuring at least four metres long for serving refreshments throughout the day, plus lunches and

breakfast. The main conference hall should be set up with round tables and chairs, each to seat 10-12 people. It is anticipated that there will be a bar area at the back of the conference hall which will come under the separate catering contract.

The exhibition hall should have ample seating for delegates taking lunch or refreshments – the best options for these, in terms of look, space available and cost, should be presented. In addition, it is anticipated that there will be two areas with a combination of soft seating, low tables and poser tables in the exhibition area to facilitate networking.

3.1.8 Exhibitor Graphics

The contractor must be able to provide a fast and efficient design and print service for stand holders requiring exhibition graphics, brochures, leaflets and other materials. This will be chargeable and will be invoiced direct to the stand holder by the contractor. EEEGR will not have any influence or involvement in this area.

3.1.9 Electrical

The electrical requirements of all stand holders will be managed by the successful contractor in conjunction with the venue. Each stand will be supplied with one electrical socket. Where possible, additional sockets will be supplied on request and the stand holder should contract directly with the successful contractor. Stand lighting will be supplied as standard. The provision and management of these items will be the responsibility of the contractor.

3.1.10 Exhibitors Manual including updates, finalising and uploading to EEEGR www.

The successful contractor will supply an A5 12-page 4-colour exhibitors' manual providing information on all aspects of the event, including when stand construction is to take place, health and safety requirements and details for ordering and paying for items such as additional furniture, electrical sockets and lighting.

The manual will be available as a PDF download from the EEEGR website and for distribution by email. Once an organisation has booked an exhibition stand, the contractor will liaise with the exhibitor's main contact to provide them with the manual, obtain proof of public liability insurance, the company's health and safety statement, additional furniture and electrical requirements. Those booking space-only stands will also need to provide a method statement. These documents should be maintained and available for EEEGR to audit if required.

The contractors elected Event Manager and any other required technical personnel (including sub contracted companies) will be present during the set up and breakdown of the exhibition, and throughout the entire event to manage its smooth operation.

3.2 Venue Graphics/Banners

Banners and graphics are assumed to be a mixture of graphic and text; with artwork and design being supplied by the contractor. All designs will need approval by EEEGR. Where more than 1 item is required allow for several different designs. All prices must include for the disassembly and removal of all signs, banners and graphics post event.

3.2.1 Lectern graphics

Design, printing and fitting of 2 x lectern graphics 400mm x 1080mm.

3.2.2 Stage panels

Design, printing and fitting (suspending) of 4 x stage panels 1220mm x 2440mm.

3.2.3 Pull -up banners

Design, printing and construction of 4 x pull-up banners with stands 850mm x 2000m.

Design, printing and construction of 2 x simple marketing pull-up banners with stands 850mm x 2000m.

3.2.4 Interior banners

Design, printing and fitting (suspending) of 2 interior banners 1 at 3000mm x 1000mm and one at 2400mm x 800mm. Both with weighted bottoms and top fixings as necessary.

3.2.5 Exterior banners

Design, printing and fitting of 3 x 2800mm x 750mm exterior, weatherproof banners.

Design, printing and installation of 10 x 2840mm x 1090mm Monsoon A-frame exterior banners, including provision of the A-frames.

3.2.6 Directional signs

Design, printing and installation of 10 x 300mm x 600mm simple EEEGR directional signs.

3.2.7 Exhibitor Floor plans

Management, production and printing of 2 x A1 exhibitor floor plans mounted onto foamboard.

3.3 Delegate Pack

3.3.1 Supply and printing of Delegate Bags

We require the contractor to supply 1,200 delegate bags, large enough to comfortably hold an A4 brochure and other printed goods, pens etc. The bags must be suitable to be printed on.

We require the contractor to have the delegate bags printed with a design created by the contractor and agreed by EEEGR. Material – light cotton material. A sample will be required to be delivered with the tender. The design is likely to be heavily influenced by our key sponsor.

We require the contractor to fill the 1,200 delegate bags with up to 15 items of printed and other materials supplied by sponsors, and delivery of these bags to the venue.

3.3.2 Delegate Tickets

We require the contractor to design an E- Ticket as delegate confirmation – confirmation will be emailed directly from the EEEGR website following booking.

3.3.3 Delegate name badges

Printing of colour-coded (colour coding to be confirmed) delegate name badges and inserting these into plastic wallets, suitable for attaching to lanyards, will be the responsibility of the contractor. Wallets will be supplied by the contractor. Number will be unknown at present however please quote based on 1,200 delegates.

3.3.4 Lanyards

Lanyards to be provided by EEEGR or a sponsor.

3.3.5 Delegate List

Design and printing of A4 16-page delegate list – 4-colour 4-page cover, 1-colour 12-page inside section 130gsm silk x 1,200 copies.

3.3.6 Event Programme

We require the contractor to design and print the SNS day programme & exhibition guide (not to be confused with the exhibitors' manual) – A5 40-page 4-colour 130gsm silk x 1,200 copies. The contractor will collate and manage the content for this including biographies and photographs of speakers to be collated and quality controlled.

3.4 Additional Printing requirements

3.4.1 Production, management and printing of table plan

We require the production, management and printing of the table plan and names list. Specifications are as follows: design, (including EEEGR, Skills and any sponsors) print and mount on foamboard A1 gala dinner table plans x 2 and names lists x 2.

3.4.2 Table numbers and place name settings

We require the contractor to print and provide 'tent style name place settings for all Gala Dinner attendees, and table numbers for each table, Name place settings will be 'Guest of' not individuals. Based on an estimated 29 to 30 tables of 12 attendees per table; 4-colour 170gsm silk.

3.4.3 Menu

We require the design and printing of the Gala Dinner menu – A5 1-page 4-colour 170gsm silk x 40 copies.

3.4.4 Additional printing

We require the contractor to supply a price for additional printing of items that may be required at a later date. Please provide pricing for x10, x50, x100, x 500, 1200 based on the following criteria:

- A4 1-page 4-colour 170gsm silk, single sided
- A4 1-page 4-colour 170gsm silk, double sided
- A5 1-page 4-colour 170gsm silk, single sided
- A5 1-page 4-colour 170gsm silk, double sided

3.5 Event Photography and Publicity

3.5.1 Event Photography

We require the contractor to provide a price for a photographer to attend the event from 09:00 – 17:00 for the 2 days of exhibition and to cover the Gala Dinner, which is expected to run from 6.00pm to 9.30pm on the first evening. EEEGR will require the photographs to be of high quality and to be made available digitally within 48 hours of the event with full rights to use and publish the photographs accordingly.

3.5.2 Publicity Services

We require the writing and distribution to regional, national and international media of four pre-event press releases, attendance of a journalist at the conference for both days and the writing and distribution of two post-event press releases. Liaison with media representatives requiring information or attending the events is also required.

3.6 Marketing

3.6.1 Design and artwork for full page advert

We require the contractor to design an A4 magazine advertisement and digital banner ad, plus unit cost for resizing these for alternative third-party media outlets. An A6 postcard version of the same should be included in the price. The artwork should include for 4 revisions, or the ability for EEEGR to edit, as more information comes in on the event.

3.7 Planning and Management

3.7.1 Health and Safety

The contractor will nominate a qualified person to be responsible for assessing and ensuring compliance with health and safety regulations in the design, construction, assembly and dismantling of all shell scheme stands, space-only modular stands, custom-built stands, stage set, catering access to kitchen and the fixing of banners and display materials inside and outside the venue.

At least four weeks before the event, companies providing exhibitors with space-only modular and custom-built stands will supply the following information:

- Details of the stand design
- Risk assessment
- Method statements
- Copy of public liability insurance

3.7.2 Out of hours working – Risk Assessment

It is the responsibility of the contractor to ensure the conference space is ready for the opening to delegates on 14 March 2018, and equally the responsibility of the contractor that the venue is handed back at the agreed time and at the same standard it was handed to contractor. EEEGR are aware that this may require working out of 'standard' office hours by the contractor. Contractor to ensure any Late Working Risk Assessments have been undertaken.

3.7.3 Insurance

The contractor will be required to show proof of public liability insurance to the sum of £2 million.

3.7.4 Security

A security guard is required at the venue for two nights from 19:00 to 07:00. This service will be provided as part of EEEGR's contract with the venue but will be managed by the contractor.

3.7.5 Staff

Staff will be required for clearing/turnaround between events and days. The venue will provide cleaners, car-park wardens and security personnel, who will be managed by the contractor on behalf of EEEGR.

3.7.6 Reporting

EEEEGR require the successful contractor to provide a weekly progress report, to be delivered by noon on each Friday. This report will include all changes and updates made and identify the financial impact this will have on the contract. This will be applicable from contract award to close out meeting.

4. DELIVERY SCHEDULE

4.1 Pre-Event

Leading up to the event EEEGR is keen to keep an open dialogue with the successful contractor to enable the planning and execution to run smoothly. We suggest the following key milestones, and welcome feedback and input from the contractor where necessary, however please note these may be subject to change:

Table 4.1: Lead Up Schedule

Time Period	Activity
8 th August 2017	Kick-off meeting
11 th August 2017	Commencement of weekly reporting
21 st August 2017	Design of E-ticket
21 st August 2017	Completion and sign off on exhibitor manual. Distribution to follow immediately after EEEGR sign-off.
4 th September 2017	Completion of event marketing material – first version (4 revisions to follow)
11 th September 2017	Completion of 2 x marketing pull-ups
15 th January 2018	Full artwork sign-off and commencement of printing of: Delegate bags Exhibitor graphics Venue graphics and banners Delegate name badges
12 th February 2018	Contractor to have complied a full register of all exhibitors and their stand design, risk assessments, electrical requirements, method statements (if applicable) and copy of public liability insurance.
12 th February 2018	Completion of artwork and content for the event programme.
26 th February 2018	Confirmed table plan, and commencement of printing of table plan, table numbers, names list, menu and place settings.
26 th February 2018	Completion of printed goods: delegate bags, exhibitor graphics, venue graphics and banners and event programme
5 th March 2018	Completion of delegate name badges and delegate list
7 th March 2018	Finalisation of event presentations.

4.2 Event Week

The schedule for the event is fixed. The table below identifies the access and timings for the exhibition week:

Table 4.2: Event Week Schedule

Day	Activity
Monday 12 th March 2018 – early access	Lay carpet, install shell scheme units and commence stage set build.
Tuesday 13 th March 2018	Erect space-only stands and allow exhibitor access to shell scheme units. Complete conference stage and set up AV systems. Complete shell scheme to exhibition hall, conference and catering screening. Delivery of all furniture. Set up conference tables and chairs. Installation of interior suspended banners.
Wednesday 14 th and Thursday 15 th March 2018	SNS Conference and Exhibition, and Gala Dinner. Late Thursday afternoon – dismantle shell scheme units, remove portable items and furniture from space-only stands to storage area and remove carpet. Space only stands to be cleared by 9pm.
Friday 16 th March 2018	Collection of furniture (AM). Exhibitors' couriers to be supervised by the contractor.
21 st March 2018	Close-out meeting

5. THE TENDER

Please submit proposals explaining your approach, ideas for delivery and your anticipated outcomes.

In relation to the core part of the brief, performance will be assessed based on the number of specific articles published in non-local publications, web articles etc. We will also monitor any increase in leads generated.

Costed proposals responding to the other options should also be provided.

Each tender should include:

- A detailed explanation of your offering and key features
- A summary of relevant experience working within the energy (or similar) industry
- Detailed breakdown of the costs as identified in the pricing schedule attached within Appendix A
- Outline your company's resources and those of any company to which you are outsourcing services
- Any suggestions you may have for additional facilities or services you may be able to provide, please list and cost them separately in your proposal.

5.1 Management of the Tender

The contract will be awarded by EEEGR.

The company will be bound by a confidentiality agreement and EEEGR standard terms and conditions as found in Appendix C.

5.2 Criteria for evaluating tenders

The selection criteria and areas to be covered by the tender are;

Table 5.1: Weighted Criteria for Tender Evaluation

Criteria	%
Price (production, editing and distribution)	30
Capacity (ability to manage in-house/outsource)	30
Experience (industry sector or similar)	20
Methodology	20

5.3 Acknowledgement of Tender

Please return the Letter of Acknowledgement to the following email address by 11th July 17.
Siofra Driver – siofra.driver@eeegr.com

5.4 Tender Deadline

Please submit your tender to arrive by 12 noon 28th July 2017. Evaluations will be carried out once received. It is envisaged the new contract will commence on 7th August 2017, latest.

Please note that shortlisted companies *may* be invited in for an interview/presentation.

A basic set of digital visuals and layouts should be provided where applicable to help support the evaluation of a successful tender.

Please break down your quote into the following sections:

- Stage set design
- Venue graphics and banners
- Delegate pack
- Additional printed items
- Photography and publicity
- Marketing
- Planning and management

Your tender should be sent to:

Siofra Driver – siofra.driver@eeegr.com
Unit 4
Wellington Park
Excalibur Road
Great Yarmouth, Norfolk
NR31 7BB

Please mark the tender envelope clearly with “**SNS2018 Event Management Tender**”.

5.5 Tender Clarifications

Please address any clarifications you might have to Siofra Driver at siofra.driver@eeegr.com by 14th July 2017. Responses to the clarifications will be shared with all companies who have expressed in interest in tendering for this work by 21st July 2017.

It is entirely the applicant’s responsibility to ensure that tenders are delivered by the deadline. Please note that the requirements of open and competitive tendering prevent the acceptance of late submissions at any stage or under any circumstances.

5.6 Shortlisting

Once submitted, we anticipate shortlisting a selection of the most Commercial and Technically compliant tenders.

5.7 Notification of Outcome

EEEGR is not bound to accept the lowest priced Quotation or indeed any Quotation. EEEGR also reserves the right to accept all or any part of a Quotation. A final decision on the award of contracts will be subject to the satisfactory outcome of any negotiations, or any outstanding issues being resolved.

Successful applicants will be offered a contract with EEEGR based on the tender submitted and will be expected to deliver the activities and outputs specified. All expenditure and activity must be completed by the date stated in the tender specification.

APPENDICES

A. PRICING SCHEDULE

Please use the following as guidance for your quote. The quotation submitted should reflect ALL costs of production. This itemised list is taken from the SNS2017 event and may be considered a reasonable overview, though not exhaustive, for the requirements for this year. Where applicable please add additional detail and line items as required. Where items are combined into a single line item, please identify this.

Itemised List of Production Costs

Item #	Items	Price (£)	Details
1	Stage set		
2	Access ramps		
3	Audio - Visual		
4	Carpet		
5	Shell scheme supply and construction (to include provision of one table and two chairs each with upgrade options available to exhibitors). Name boards for each stand.		
6	Stage Furniture, aisle lighting, poles and ropes 19		
7	Hospitality and Catering Area, layout and furniture.		
8	Exhibitors Graphics		
9	Electrical Installations		
10	Exhibitors Manual – Manual, design, print, upload and .pdf		
11	Venue Graphics and Banners & Installation 2 x lectern graphics 4 x stage panels 4 x pull-up banners 2 x basic marketing pull-up banners 2 x interior banners 3 x exterior banners 10 x monsoon A-frame banners 10 x directional signs 2 x exhibitor floor plans		
12	Delegate bags - source, purchase and print (both sides) (1,200)		
13	Delegate ticket (digital)		
14	Delegate names badges design and print (1,200)		
15	Delegate List design and print (1,200)		
16	Event Programme design and print (1,200)		
17	Table plan management and production		
18	Table numbers and place name settings		
19	Menu design and printing (40)		
20	Additional Printing - as per deliverables		
21	Event Photography		
21	Publicity Services		
22	Design and artwork for full page advert		
23	Health and Safety, written plan and report (including any sub-contractor information) and risk assessments		
24	Alternative Tender		

B. LETTER OF ACKNOWLEDGEMENT

To: EEGR,
Unit 4, Ground Floor, Wellington Park,
Excalibur Road,
Beacon Business Park,
Great Yarmouth,
Norfolk, NR31 7BB.

Date:

Dear Ms Driver,

Re: Tender for: SNS 2018: The Sea of Opportunity

We acknowledge receipt of your Invitation to Tender package. We have received all the documents listed in the Invitation to Tender without damage and in usable condition.

We have read the Invitation to Tender and will tender in accordance with the requirements detailed.

OR

We do not wish to tender and accordingly return the complete Invitation to Tender package with this letter.

Yours faithfully,

Signature: -----

Name: -----

For and on behalf of: -----

C. TERMS AND CONDITIONS