



WEDC REQUEST FOR BIDS

Date 2/6/2023

To Whom it May Concern:

The Wisconsin Economic Development Corporation (WEDC) is requesting bids from vendors interested in providing booth production and trade show services coordination for the Wisconsin Economic Development Corporation's 20' x 30' trade show booth at the 2024 SelectUSA Investment Summit, June 23-26, 2024, in National Harbor, MD.

Primary components will be acquired from the selected vendor or rented from the selected vendor or show management. Our preference is to minimize purchasing assets in favor of renting.

Please see Exhibit A for show information and exhibit guidance.

Scope of services

Specific services to be provided include:

1. Exhibit production
 - a. Produce WEDC's 20' x 30' booth
 - b. Advise on rental and purchase decisions
 - c. 3D renderings, to include delivery of original art and 3D object files at end of project.
 - d. Comprehensive set of set up drawings
2. Show services coordination
 - a. Rental booth components
 - b. Graphics ordering for rental components
 - c. Electrical, internet, labor, and other show services ordering

Submission Requirements

Vendors interested in providing services to WEDC should submit a bid by the end of business on 2/23/2024 to Scott Champion at scott.champion@wedc.org. Bids should include the following information:

1. Vendor's ability to provide the above outlined services.
2. Vendor's experience providing related services. Please include samples of your work.
3. Comprehensive, detailed quotes covering all design and management fees, rental and/or purchase costs, production, shipping, show coordination services, projected shipping expenses, and any other fees or costs that may be associated with the services associated with fulfilling the scope of this request for bids. T

LOOK FORWARD 

Vendor Selection

Selection will be granted to the vendor that provides the best value to WEDC and will be evaluated based on the vendor's ability to accommodate the above stated requirements, the vendor's experience providing related services, and the vendor's cost proposal. WEDC may review the vendor's website as a tool for evaluating bids.

Vendors must maintain confidentiality regarding WEDC and employee information. WEDC brand guidelines are available upon request.

Questions concerning this request for bids should be directed to Scott Champion at scott.champion@wedc.org.

Thank you for your interest in working with WEDC.

EXHIBIT A

SelectUSA Investment Summit

[SelectUSA Investment Summit 2024 \(selectusasummit.us\)](https://selectusasummit.us)

June 23 – 26, 2024

National Harbor, MD

Photos from past years, including competitor booths, can be viewed at: [Summit Archives](#)

Booth #513 [Exhibit Hall Map](#)

Booth Size: 20' x 30'

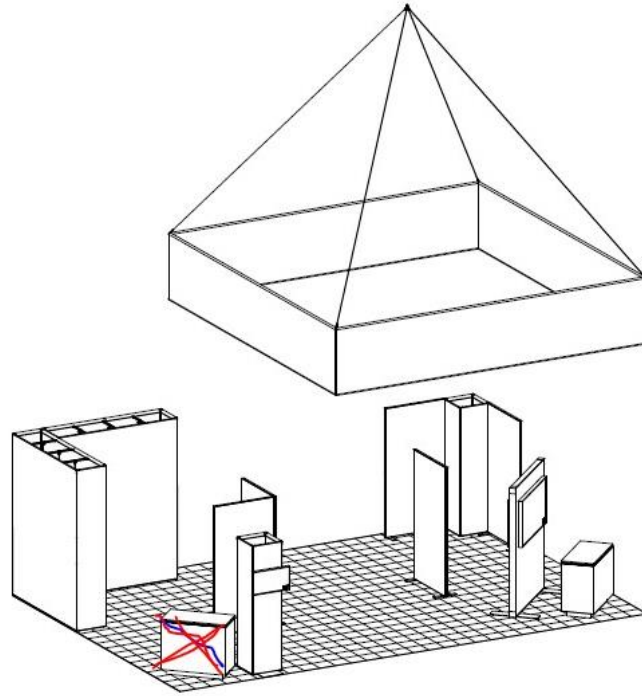


Target Audience: Investors seeking a geographic location for their US operations.

Exhibit Guidance:

We are looking to recreate or simulate WEDC’s exhibit from the 2023 SelectUSA Investment Summit. All “skins” for exhibit assets at floor level will need to be recreated from updated existing design files. The skins for the elevated sign are available (if the selected vendor can supply matching hardware).

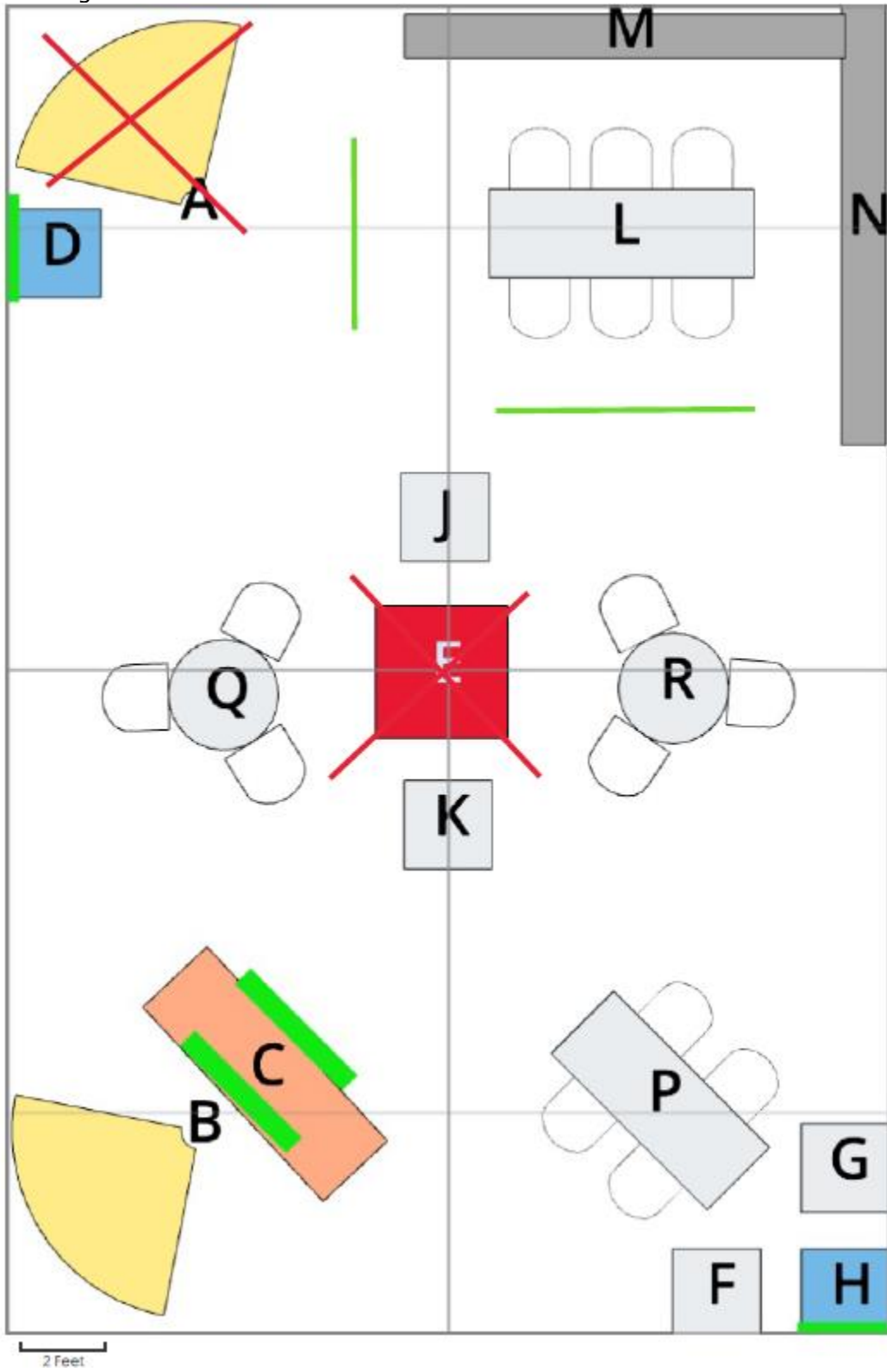
Following is a schematic, photos, a list of elements required for the 2024 exhibit, and coordination services. Additional photos are available upon request.



(Note: We are eliminating the reception desk shown on the left side of this image.)



Working schematic



Notes:

- Eliminate items with red "x"
 - Item E – structural element
 - Item A – second reception desk
- Item P – counter-height table with stools with backs
- Green lines indicate two-sided thin panels with matching graphics
 - Short line indicates 4'x8'
 - Longer line indicates 8'x8'

Assets list

Note this rental list uses last year's vendor's (Skyline) product names; selected vendor can substitute with comparable assets:

- Hanging sign hardware only 20' square with liner
- (5) 4x8 Picturescape hardware
- Picturecubes
 - (2) 115x92x23
 - (2) 23x23x92
 - (2) monitor stands
- Envoy kiosk with monitor mount (monitor not included)
- 2x4 Tablox table with LED
- Production of skins for all above elements

Show services

- Exhibit installation and dismantle
- Show rental equipment
 - (2) 65" monitors
 - (2) 32" monitors
- Rental flooring (carpet)
- Cleaning (4 days)
- Electrical
- Internet access (5 devices)
- Hanging sign labor
- Material handling
- Tables and seating
 - Total of chairs: 24 (20 regular chairs, four bar height chairs)
 - Total of tables: six (five square tables, one counter-height table)
- Coordination fee

EXHIBIT B

Cost proposal must contain the following:

- i) Rental fees for exhibit assets
- ii) Costs for purchase assets
- iii) Warehousing and storage fees for purchased assets for at least 24 months following their return
- iv) Any additional fees for production of drawings and 3D renderings
- v) Markup rate on commercially available items (if any)
- vi) Fees for show services
- vii) Any other fees or costs