



WEDC Request for Bids

September 13, 2024

Conference Decorator Services

To Whom It May Concern:

The Wisconsin Economic Development Corporation (WEDC) is requesting bids from vendors interested in providing Event Decorator Services (EDS) for its 2024 Marketplace Conference.

Marketplace 2024 is *The Governor's Conference on Minority Business Development* held annually to develop and promote small, minority-, disabled-veteran, veteran-, -women owned, and LGBTQ-owned businesses in Wisconsin. The conference provides attention on their business's achievements via the Governor's Minority Business Awards Program.

Marketplace 2024 will take place virtually on December 10, 2024 and in-person on December 11-12, 2024 at the Baird Center in downtown Milwaukee, WI.

EDS Services will support the following conference events.

- **Expo Hall**

Event Date: December 11-12, 2024

Location: Baird Center - 3rd Floor, Exhibit Hall A

Setup Date: Tuesday, December 10, 2024; 12PM- 11:59PM

Exhibitor Setup: December 11, 10:00 AM – 3:00 PM

Event Times:

December 11th: 5:00 PM – 7:00 PM

December 12th: 8:30 AM – 4:30 PM (subject to change)

Exhibitor Takedown: December 12, 4:30 PM - TBC

Description:

The Expo Hall is set for approximately 110, 8'x8' exhibit booths (8' tall back drape and 3' tall side drape) with skirted 8' tables and two chairs each, a center networking lounge area with furniture, and a large meeting area with 3' tall pipe & drape (Baird Center provides tables/chairs). See Expo Hall floor plan for details. The floor plan is subject to change.

Services Required:

Pipe and drape for booths and ballroom area

Networking lounge furniture

Information Booth

(Baird Center provides electrical for booths)

- **Registration Area**

Event Date: December 11-12, 2024

Location: Baird Center – Pre-function, 1st floor

LOOK FORWARD ➤

Setup Date: Tuesday, December 10, 2024; 12PM- 11:59PM
Exhibitor Setup: December 11, 10:00 AM – 3:00 PM
Registration Open: December 11, 10:00 AM – 6:00 PM; December 12, 6:00 AM - 4:30 PM
Take Down: December 12, 4:30 PM - TBC
Description: The registration area is located in the pre-function area outside the ballroom to welcome guests to the conference. (Baird Center provides tables/chairs). See Registration floor plan for details.

Services Required:
Entrance Archway
Graphic printing for archway panels (both sides)
Registration Counter
Information booth
(2) contour chairs
Select large signage
(Baird Center provides electrical for area)

- **Ballroom**

Event Date: December 11-12, 2024
Location: Baird Center – Ballroom ABC, 1st floor
Setup Date: Tuesday, December 10, 2024; 12PM- 11:59PM
Take Down: December 12, 4:30 PM - TBC
Description: The ballroom is on the first floor of the Baird Center and will be the main location for the breakfast panel and awards luncheon.

Services Required:
(6) Panel Chairs
(3) Side tables
(40) Easels
(1) Raffle Drum

Ballroom Stage Pipe and Drape (Optional – please quote but usually done by AV contractor)

Event Date: December 11, Location: Ballroom, 1st Floor
AB Setup Date: December 10
Description: Four (4) pipe and drape sections 10’ wide by 16’ high are placed along and behind the main ballroom stage. Setup is not possible until December 10.

Vendors must have the capacity to staff the team working on Marketplace 2024 with qualified employees to deliver the services and support necessary. **This includes having a person on-site Dec 11th for any last-minute changes.**

Vendors must maintain strict confidentiality regarding WEDC and employee information. During the term of Agreement, the vendor will be responsible for, at its expense, obtaining and maintaining adequate liability insurance insuring the vendor against any claims, demands, causes of action, and liability arising from and in connection with the vendor’s services under the agreement. It is WEDC’s expectation that the chosen vendor has insurance appropriate for the operation of their business.

Vendors interested in providing services to WEDC should submit any questions by **5:00 pm on September 18, 2024**, and their bid by **5:00 pm on September 30, 2024** to Kelsey McElrath at: k.mcelrath@a-mazingevents.com. **Subject header line should read:** Conference Event AV Services Bid Submission.

Bids should include the following information:

1. Bid responses to each line item of Exhibit A provided with this bid request.
2. All costs required to provide the services required including labor, materials, and supplies.
3. Any items proposed *in addition to the request should* be submitted and totaled on a separate page to permit comparison of different vendor responses.
4. Additional details can be provided explaining the Vendor's experience.
5. References from three (3) other non-WEDC clients to whom the vendor has provided similar services.

In submitting a bid for these services, the vendor should make determinations about the amount of work involved in providing such services and the number of staff they dedicate thereto. The cost proposal should present the vendor's hourly rate, estimated hours, and fixed price bid.

The selected vendor will be paid based on their fixed firm price for the services outlined. It is WEDC's expectation that the fixed firm price is what will be paid for the completion of the services outlined in this Request for Bids (RFB). It is the responsibility of the vendor to appropriately manage their staff and adhere to all relevant laws and regulations.

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.

Please visit www.MarketplaceWisconsin.com to familiarize yourself with the event. Photos and floor plans of the event are also provided with this RFB.

Questions concerning this request for bids should be directed to Kelsey McElrath at: k.mcelrath@a-mazingevents.com.

Instructions for Responding:

- Each proposal responding must include the information requested in this RFB.
- Expenses related to the preparation and completion of a response to this RFB are the sole responsibility of the vendor.
- Incomplete and/or late responses will not be considered.

Proposal Specifications:

- The RFB issuer expects all work will be performed in a professional manner.
- WEDC will own all work and files will be submitted to WEDC following the project.
- Following bid selection, a vendor-supplied contract will be executed by the parties.

Timeline:

RFB Distribution Date: 9/13/2024
Questions Due by: 9/18/2024, 5:00 PM (CST)
WEDC Emails Answers to Questions Bid 9/25/2024
Due Date and Time: 9/30/2024, 5:00 PM (CST)
Decision by: 10/7/2024

Decision Notification Method – EMAIL

Vendor Information

Each proposal responding to this RFB must include the following information (in the order presented here).

Company Name:
Mailing Address:
City:
State/Province:
Zip/Postal Code:
Country:
Web Site:
Primary Contact:
 Full Name:
 Job Title:
 Phone:
 Mobile Phone:
 E-mail Address:

Thank you for your interest in working with WEDC.

Attachments:

- Exhibit A RFB Items
- Pictures and Diagrams

Photo 1: Stage Set for Ballroom



Photo 2: Entry Archway



Photo 3: Information Kiosk



Photo 4: Networking Lounge



Photo 5: Exhibitor Area



Photo 6: Ballroom Floor Plan from 2023 (Ballroom AB, 1st Floor)

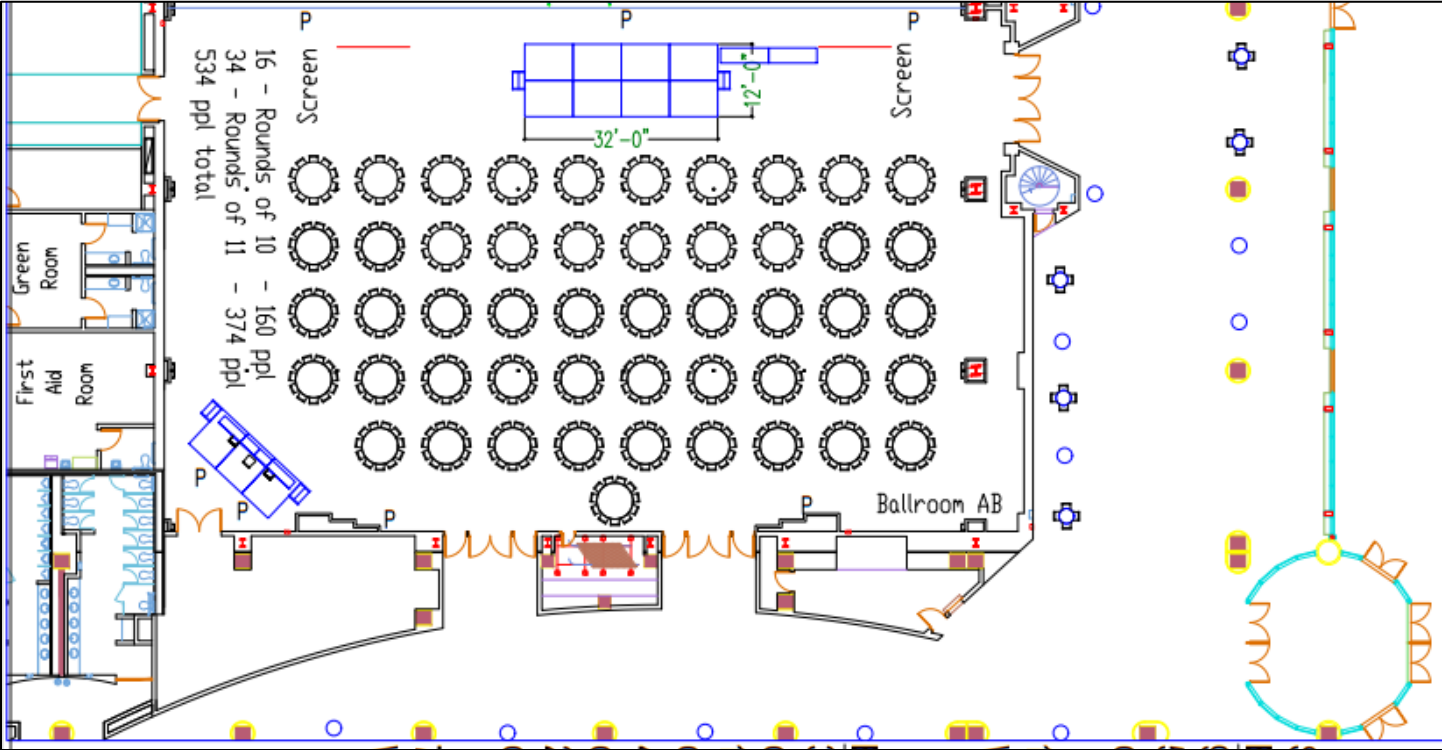


Photo 7: Expo Hall Floor Plan from 2023 (Note: this is moving to the 4th floor Exhibit Hall space for 2024)

- The Networking Reception is occurring on the expo hall floor.

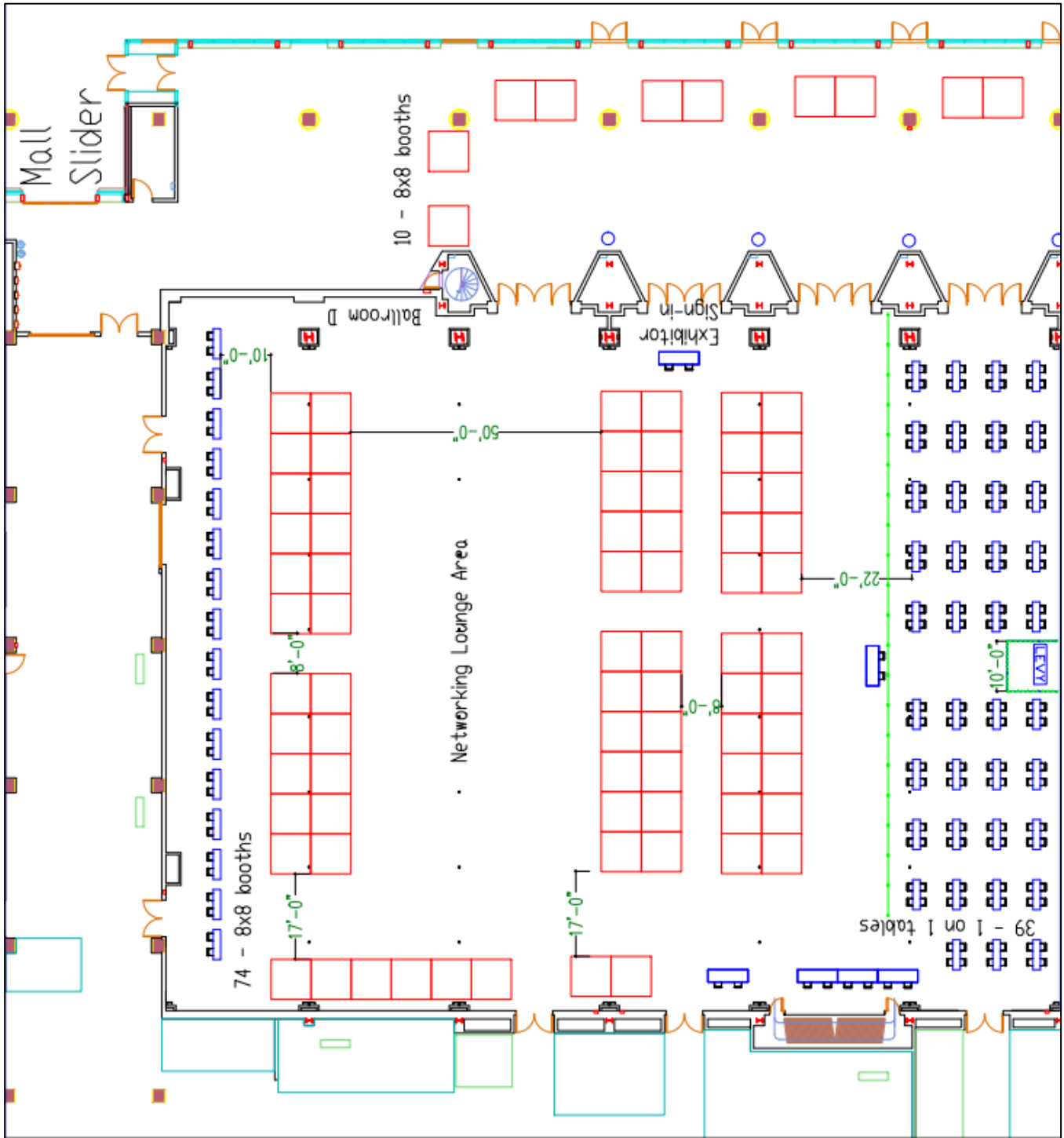


Photo 8: Expo Hall Floor Plan for 2024 - Tentative

- The Networking Reception is occurring on the expo hall floor.

