

**REQUEST FOR BID FOR EVENT MANAGEMENT, PRODUCTION
AND REGISTRAR SERVICES
Tinker and the Primes 2011**

The Midwest City Chamber of Commerce Economic Development Department (CEDC), referred to hereafter as the CLIENT, hereby requests bids from companies, referred to hereafter as CONTRACTOR, with superior qualifications and experience in providing event management, production and registrar services. These services are solicited for the purpose of successfully conducting the seventh annual Tinker and the Primes National Business Event. The event is tentatively scheduled for August 8-10, 2011 at the Sheraton Midwest City Hotel at the Reed Conference Center in Midwest City, Oklahoma.

Tinker and the Primes has emerged as a national business event. Its purpose is to promote the business advantages and opportunities associated with Tinker Air Force Base, the Oklahoma City Air Logistics Center, their prime contractors, supply chain management partners, and other area contracting organizations.

A national marketing effort has attracted attendees from Connecticut, California, Canada, Texas and points in between. In 2011, we have substantially reformatted the event into a smaller "Requirements Symposium" format. We expect to attract 400+ attendees to this year's event. We will occupy a very limited exhibition area, and that will be reserved predominately for units from Tinker AFB and other partnering organizations and without a specific fee charge.

A. Preliminary Agenda Summary:

- **Day ONE: Event Set-Up and Tours.**
- **DAYS TWO & THREE GENERAL SPECIFICATIONS:**
 - **A theater style symposium for 400+ (possibly as many as 1,000) in the main ballroom.**
 - **Limited exhibitor area on Second Floor ONLY (mainly Tinker Units and Event Partners).**
 - **All activities confined to the Second Floor.**
 - **A Green Room for Presenters.**
 - **Use built-in registration booth at the head of the escalator for registration.**
 - **Set up a large stage area in the main ballroom with:**
 - **Pipe and drape for the full length of the stage area and beyond. This is an important item. Must be approved by the CLIENT prior to opening the room.**
 - **Podium.**
 - **PowerPoint services.**
 - **AV/Sound.**
 - **Chairs in rows with no tables.**
 - **No meals or Keynote addresses.**

- **Food service:**
 - **Early morning pastries, coffee and water stations.**
 - **Mid-morning break: Coffee, water and remaining morning pastries.**
 - **Water stations throughout the event**
 - **Iced tea and cookies available throughout the afternoon sessions**
- **Volunteer support from the OC ALC Plans and Programs XP. Additional volunteer support to be sought from the AFA Gerrity Chapter.**
- **DAY TWO SPECIFICS:**
 - **Posting of colors with Tinker AFB Leadership and Community Leaders providing brief welcome remarks.**
 - **Throughout the day:**
 - **Respective Tinker AFB Unit Leaders will present their work-load requirements for the foreseeable future.**
 - **Average presentation 45 -75 minutes.**
 - **These will generally be lecture/podium style presentations with PowerPoint support.**
 - **Mid-morning break: Coffee, water and remaining morning pastries.**
 - **There will be a lengthy lunch break with each attendee responsible for their own luncheon arrangements.**
 - **On-site box lunch for staff and volunteers**
 - **A mid-afternoon break: Iced tea and cookies available throughout the afternoon sessions**
 - **Tinker AFB Units will have either their display booth or a table to use for an area to meet with attendees prior to, and following, their presentations.**
- **DAY THREE SEPCIFICS:**
 - **Repeats DAY TWO format with Requirements Presentations by private sector prime/general contractors and other government agencies.**
 - **Event tear-down and vacate the building. The exact time for concluding event presentations is to be determined**

B. Preliminary Scope of Work:

1. To act as Event Manager, Producer and Registrar for the Seventh Annual Tinker and the Primes National Business Event, scheduled tentatively for August 8-10, 2011 at the Sheraton Midwest City Hotel at the Reed Conference Center (SHRCC) in Midwest City, Oklahoma.
2. Maintain proper military protocol, courtesy and respect in all communication with military officials and civilian staff at Tinker AFB and other military installations.

3. Facilitate and/or coordinate arrangements with the SHRCC for lay-out, set-up, meal selection (if any), break arrangement/refreshments, and /or other arrangements necessary to produce the event efficiently, economically and with excellence.
4. Assist the CLIENT in convening no less than three (3) meetings of the AeroEOC/Tinker and the Primes Advisory Committee to make sure that event arrangements are on target, or if plans need to be revised.
5. Communicate directly with exhibitors to arrange for booth delivery, set-up and/or additional services. In 2011, we will offer only limited booth space on one floor of the SHRCC, and that will be offered to units from Tinker AFB and other partnering organizations without a specific fee charge.
6. Arrange for rental, delivery, set up and tear down of pipe, drape, tables, chairs and any other items necessary to facilitate attendee registration, exhibitor set-up, at-show registration/check-in, tear down and evacuation of the facility.
7. Communicate directly with presenters and/or session leaders to determine and provide the equipment and services necessary to facilitate their event participation. This includes, but is not limited to, contacting all speakers and session hosts prior to the event:
 - a) To determine their audio visual and other equipment needs.
 - b) To obtain biographical briefs and photos in digital format and forwarded to the Event Program Producer at a time and in a manner that will allow the Event Program to be printed and delivered to the event prior to deadline.
 - c) To obtain computer discs with PowerPoint presentations well in advance of the event.
 - d) To determine and provide for any copying and/or distribution of presentation hand-outs.
 - e) Provide the CLIENT with digital copies of all PowerPoint presentations immediately following the conclusion of the event.
8. Provide all signage at the event site. Signage will be consistent with the design and aesthetics of the marketing and promotional materials.
9. Provide sufficient staff support prior to, during and after the event as necessary to meet all time lines on time, without delay and with excellence.
10. Serve as the Event Registrar:
 - a) Coordinate with the CLIENT and the CLIENT'S online registration and payment system for the pre-conference registration of attendees.
 - b) Provide at-show check-in, registration and payment collection services in coordination with the CLIENT and the CLIENT'S credit card payment and cash management system.
 - c) Provide pre-printed attendee name tags for pre-registered registrants.
 - d) Provide a means for issuing exhibitor and attendee name tags for on-site registrants.
 - e) Coordinate with the CLIENT regarding the preparation, delivery and distribution of meeting packets.
11. Will promptly inform CLIENT regarding any budgetary changes from the approved budget.
12. Provide the CLIENT with a final report and review of all invoices for event related expense.

13. Provide the CLIENT with a final report and review that provides:
 - a) A copy of the event registration data base.
 - b) An accounting of the any and all revenue received and/or processed for collection as the Event Registrar.

C. CLIENT will provide the following to CONTRACTOR:

1. Guidance and necessary consultations to ensure successful event.
2. Final decision on any budgetary changes from the approved budget.
3. Final decision on meal and break selections.
4. Operate a web site for online registration of attendees and for payment of fees and other charges.
5. Weekly updates of registered attendees and exhibitors by email on Excel spreadsheet.
6. Contact information regarding speakers and session leaders by determined deadline.
7. Guidance in implementing at-show check-in and late registration process.
8. Introduction and assistance in communicating with Tinker AFB staff and other event partners.

D. ADDITIONAL PROVISIONS

1. CONTRACTOR's staff and/or sub-contractors shall be available during normal business hours to communicate with the CLIENT as necessary for the timely completion of all work products.
2. **Membership in the Midwest City Chamber of Commerce is a contract requirement for the selected CONTRACTOR.**

RESPONDING TO THIS REQUEST:

1. Provide a separate line-item bid for cost for respective event activities.
2. Bids may be submitted by email, fax, or by mail/express delivery in paper/print format.
 - a. Email bids to David.Burnett@midwestcityok.com
 - b. Express mail bids to:
David Burnett
Midwest City Chamber of Commerce
5905 Trospen Road
Midwest City, OK 73110
3. **Proposals are requested as soon as possible. (Within 10 days of the date at the bottom of this request).**

The Process:

1. The CLIENT will review all bids that are submitted in a timely manner. **(Within 10 days of the date at the bottom of this request).**
2. The CLIENT, at its discretion, may request additional clarification prior to final consideration of any and all bids.
3. All contracts for services must be approved by the CLIENT's governing body.
4. CLIENT will issue a Preliminary Notice of Selected CONTRACTOR contingent upon final approval by the CLIENT'S governing body.
5. The date of CONTRACTOR selection will be subject to the meeting schedule of the CLIENT's governing body. CLIENT will act expeditiously in facilitating this approval.
6. It is the CLIENT's intent to select a CONTRACTOR and initiate a contract for services as soon as possible.
7. The CLIENT reserves the right to reject any and all bids.

Contact Information:

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Physical Address:

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5905 Trosper Rd.
Midwest City, OK 73110

Prior to executing a Contract for Services with the selected CONTRACTOR or CONTRACTORS, the CLIENT reserves the right to modify this process, to require additional information and/or change its requirements as it deems appropriate.

PLEASE NOTE: Upon notification of selection, the selected CONTRACTOR will prepare an AGREEMENT FOR SERVICES providing for the stipulations contained herein and such additional or amended stipulations as specified by the CLIENT in the selection notice. The CLIENT reserves the right to have the AGREEMENT FOR SERVICES reviewed by legal counsel prior to executing the AGREEMENT.

DATE OF THIS REQUEST: February 12, 2011