

## Request for Proposal- Audio Visual Contractor

Respond to:

TheConferenceManagers, TCM @ [CONFMGRS@AOL.COM](mailto:CONFMGRS@AOL.COM), or @ 1-888-310-8900

National WIC Association Annual Meeting

Gaylord OpryLand Hotel

May 24 - 27, 2009

(estimated attendance, possible 800)

### Desired Results/Goals/Objectives

1. Speaker delight with AV equipment, compatibility, performance and on-site support
2. AV bid within conference budget
3. Personable staff to work and respond with TCM

### Rules/Expectations

1. Sunday thru Wednesday program (May 24 - 27, 2009) technical on-site support,
2. Available and responsible for AV service to meeting rooms (speakers change almost hourly.)
3. Continual radio/cell phone contact with TCM Conference registration desk.
4. Preliminary bid package to include: 4-meeting rooms, each to have a) Podium Mike, b) LCD projector, c) screen, d) power strip, e) cabling, f) mixer, g) special order items to post to web site as program solidifies--actual program posted here: <http://theconferencemanagers.com/nwa2009/AV%20Requirements.htm>
5. Ability to trouble-shoot both creatively and spontaneously
6. Nothing in this agreement is intended to produce surprises.
7. TCM desires to be a full partner in the production and delivery of a successful Meeting for NWA.
8. Clarifications, additions, corrections, and substitutions are important

### Resources

1. Program schedule available on line @ <http://theconferencemanagers.com/nwa2009/AV%20Requirements.htm>
2. Speaker AV needs as known @ <http://theconferencemanagers.com/nwa2009/AV%20Requirements.htm>
3. TCM to have two full-time professionals on-site at registration central
4. Back-up equipment and plans for trouble-shooting (AV contractor)

### Responsibilities

- |   |         |
|---|---------|
| 1. Identify equipment needs                                       | TCM     |
| 2. Supply equipment- transport to/from hotel site                 | CON     |
| 3. Daily security of equipment- (set-up / take down)              | CON     |
| 4. Successful delivery of technical support to speaker/presenters | TCM+CON |

### Rewards/penalties

- |  |     |
|--|-----|
| 1. Letters of recommendation from conference committee | TCM |
| 2. Prompt and full payment of contractor invoice       | TCM |

Proposals are due by April 30th, 2009

Please quote price based on your review of the above site(s) (site date of review).

Please include "a la carte" price list as we know there will be additions and cancelations.

Dave Pearce, TCM Senior Associate

1-888-310-8900

[confmgrs@aol.com](mailto:confmgrs@aol.com)