



IAEE DC Chapter AV RFP

The Washington, DC Chapter of the International Association of Exhibitions and Events is seeking a new audio/visual provider for chapter luncheons and events for the 2019 – 2020 chapter year.

Scope:

January 2019 – December 2020 with one year option to renew

- Eight chapter luncheons in the DMV Metro area, per year
- Potential reception events

Equipment/Labor:

For each of these luncheons, the required AV is as follows:

- (1) LCD Projector 5500 lumens or above
- Screen of appropriate size for venue/or flat screen monitors to show presentation
- (1) laptop
- Audio: minimally a podium mic, but potentially wireless lavalieres, or table mics
- Labor to install and dismantle

The DC Chapter is requesting an in-kind sponsorship of the AV equipment and labor. Participating company will receive the following in recognition/benefits:

- Logo on all sponsorship signage at all IAEE DC related events
- Recognition from the podium during all IAEE DC related events
- Complimentary registration for two people from the selected AV company
- Logo on website and Capitol Ideas blog

Deadlines:

RFP Dissemination Date: October 2nd, 2018

Proposal Due Date: October 19th, 2018

Decision Date: November 2nd, 2018

Start Date: December 1st, 2018 (for January luncheon)

Please respond to Mary Higham at mary@voxdeaeproductions.com, or at 908.415.5929 with any questions. Please include your general price list in the proposal. Thank you for supporting your local chapter.