



RFQ

AV/SOUND/LIGHTS SERVICES

ARCTIC ENERGY AND EMERGING TECHNOLOGIES
CONFERENCE & TRADESHOW
INUVIK NWT CANADA

JUNE 11 - 13
2018

The Town of Inuvik is currently seeking a provider of AV/Sound/Lighting services for the upcoming Inuvik Arctic Energy and Emerging Technologies (AEET) Conference & Tradeshow taking place June 11-13, at the Midnight Sun Complex in Inuvik, Northwest Territories, Canada.

This is not a request for tenders or an offer. The Arctic Energy and Emerging Technologies Show / Town of Inuvik are not bound to accept the proposal with the lowest quotes nor to accept any of the submitted proposals.

DEADLINE: All quotes must be received no later than 5:00 pm Monday, April 30

CONTACT Jackie Challis, Director
jchallis@inuvik.ca
phone: 867.777.8632
fax: 867.777.8601

SCOPE & TERMS OF REQUEST

Services Required:

The Arctic Energy and Emerging Technologies Show and the Town of Inuvik are looking for an agency to provide AV/Sound/& Lighting technical equipment and services for the 3 day event.

Proposal Timeline:

DATE	DEADLINE	DELIVERABLE	AGENT RESPONSIBLE
Monday, April 30, 2018	5:00 pm	Proposals Received	Proponent
Wednesday, May 2, 2018	5:00 pm	Selection of Proponent	Town of Inuvik (TOI)
Friday, May 4, 2018	5:00 pm	Contract Finalized	Proponent & TOI

Payment Terms:

The Town of Inuvik will pay upon completion of services rendered and after an invoice has been received following the event.

DELIVERABLES DETAILS & TIMELINE

DATE	TIME	EQUIPMENT	VENUE	EVENT & SERVICES REQUIRED
Monday, June 11	5:00 pm - Midnight	Full stage PA Speakers Hand-held/stand vocal mics Mixing Board (play IPod)	Inuvik Golf Course	OPENING BBQ & GOLF EVENT Sponsor Speeches MC Speeches / Announcements Background Music **Live Band possible, but not yet confirmed
Tuesday, June 12	8:30 am – 5:00 pm	Floor PA Hand-held mics Podium mic Lapel mics On table mics Mixing Board Second set of mid-room monitors may be necessary	Community Hall	CONFERENCE Dignitary Welcomes Key Note Speeches Panel Presentations MC / Moderator Presentations Power Point Presentations Podium Presentations
Tuesday, June 12	4:00 pm	Full stage PA Lighting Speakers Mixing Board Hand-held mics	Curling Arena	SOUND CHECK Sound & Lighting Check with Sponsors / MC
Tuesday, June 12	6:00 pm - Midnight	Full stage PA Lighting Speakers Mixing Board IPod Connection Hand-held mics	Curling Arena	DINNER & NORTHERN CULTURAL SHOWCASE Dignitary Welcomes Sponsor Speeches MC Presentations / Announcements Cultural Performances** not yet confirmed but will most likely include Inuvik Drummers & Dancers, Jiggers, Fiddlers, Northern Games Presenters

DATE	TIME	EQUIPMENT	VENUE	EVENT & SERVICES REQUIRED
Wednesday, June 13	8:30 am – 5:00 pm	Floor PA Hand-held mics Podium mic Lapel mics On table mics Mixing Board Second set of mid-room monitors may be necessary	Community Hall	CONFERENCE Dignitary Welcomes Key Note Speeches Panel Presentations MC / Moderator Presentations Power Point Presentations Podium Presentations
Wednesday, June 13	4:00 pm	Full stage PA Lighting Speakers Mixing Board Hand-held mics Stand Mic	Curling Arena	SOUND CHECK Sound & Lighting Check with Sponsors / MC / Headline Comedian / Band
Wednesday, June 13	6:00 pm - Midnight	Full stage PA Lighting Speakers Mixing Board iPod Connection Hand-held mics	Curling Arena	DINNER & GALA EVENING WITH STAND UP COMEDIAN & LIVE BAND Dignitary Welcomes Sponsor Speeches MC Presentations / Announcements Stand-Up Comedian Live Band

Guidelines & Notes

- The proponent must be prepared to work closely with the Director of Economic Development & Tourism & the MSC Foreman.
- The Sound & AV for the Conference Sessions can be set up prior to the event based on MSC availability.
- The Town of Inuvik will be setting up the portable stage inside the curling arena as this will be used for both the evening events on the Tuesday & Wednesday evenings
- Technical riders will be discussed prior to event with proponent and Director of Economic Development & Tourism as performers are confirmed.
- Changes to the dates, times, & equipment specifications may occur at any time. These will be discussed on an as & when basis with the proponent and the Director of Economic Development & Tourism

Selection Criteria

Each proposal will be reviewed by a committee of Town of Inuvik administration and personnel. Each proposal will be scored on a weighted scale based on the following:

- QUALITY OF PROPOSAL 25%
- PRICE 50%
- DEMONSTRATED CAPACITY 25%