



**BRITISH
CHAMBERS
OF COMMERCE**
BUSINESS AWARDS

Chamber of the Year

East Midlands Chamber Major Events 2019/2020

AV Invitation to Quote

1. Introduction

East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) is inviting costed proposals to deliver the known and indicative AV requirements for its Major Events programme for the financial year 2019/2020. This document outlines the Chamber's requirements and provides details on how to submit a bid for this work.

2. Scope of the Tender

2.1 Event Dates & Venues

The following events are covered by this document:

- Friday 6 September 2019 – Derbyshire Business Awards at Derby County FC
- Friday 13 September 2019 – Nottinghamshire Business Awards at The Nottingham Belfry
- Friday 21 September 2019 – Leicestershire Business Awards at Athena, Leicester
- Friday 11 October 2019 – Cultural Event XXXX, Leicester venue TBC
- Friday 6 December 2019 – Annual Christmas Lunch at XXXX, Leicester venue TBC
- Friday 6 March 2020 – Enterprising Women Awards Gala Dinner, DoubleTree by Hilton Hotel Sheffield Park
- March 2020 (TBC) – Annual Dinner, venue TBC

Please note that East Midlands Chamber delivers events over the year in addition to those listed above. The outcome of this tender bears no prejudice against any bids for future activity that takes place during or after the duration of this tender.

2.2 Event Objectives

Through delivery of the above, the Chamber hopes to achieve the following:

- To celebrate and announce winners of the award programmes which the Chamber deliver.
- To celebrate the past years successes for members of East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire).
- To give sponsors and entrants exposure through any of the award programmes or major events which the Chamber deliver.

- To encourage networking and business relationships within the East Midlands.
- To thank and recognise Chamber members in their contributions to Business within the region.
- To help raise funds for the Chambers chosen charities (Annual Christmas Lunch and Cultural Event).

2.3 Event Requirements to be met

2.3.1 Business Awards

There will be three separate Business Award Gala Dinners, one for each county as listed above. For each county there will be approximately 300 delegates.

The AV supplier needs to be available to work and quote for all three dates. The quote needs to include clear and itemised details with costings per event.

For each event we will require the following:

- Staging set with East Midlands Chamber and Business Awards branding specific to each county.
- Screens included in the staging for presentations and videos which will need to be played (this may vary for each venue – but the audience must have full visibility).
- Lectern and microphone with Chamber Branding
- Head set microphone (depending upon hosts preference – please indicate costs)
- 1x hand held radio microphone
- Lighting suitable for the staging
- Technicians to cover set up, operate technical equipment for the event and clear down (a full brief will be provided ahead of the event along with the PowerPoint slides and videos)
- Laptop – to embed and play presentation/videos/voiceovers
- Walk on music required during announcements and back ground music to be played during the food service.
- A Chamber branded backdrop for photographs to be taken off stage
- Twitter wall to display delegate Tweets live throughout the event (please indicate costs on equipment and software required)

Indicative timings:

3:30pm	Event Team arrive onsite for set up
6:30pm	Guests arrive – Drinks Reception
7pm	Call to take seats
7:15pm	Guests seated
7:20pm	Introduction (Host and President)
7:30pm	Starter and Main Course served
8:40pm	Host returns (First set of awards)
9:20pm	Dessert
9:55pm	Host returns (second set of awards)
10:30pm	Formalities end - Band/ Entertainment begins
12:00am	Event ends – guests depart

2.3.2 Cultural Event

This is the first time the Chamber will host an event of this nature, aimed at celebrating the diversity and culture within the East Midlands.

The event venue is currently TBC, and we will expect to have 250+ delegates attend.

Wherever possible we will try to utilise any AV equipment already made available to us by the chosen venue. Therefore, the below requirements may vary:

- Staging set with East Midlands Chamber branding
- Screen/s included in the staging for presentations with additional plasma screens if required to enable the audience to view the presentations/comedian
- Lectern and microphone with Chamber Branding
- 1x hand held radio microphone
- Lighting suitable for the staging
- Technicians to cover set up, operate technical equipment for the event and clear down (a full brief will be provided ahead of the event along with the PowerPoint slides and any videos)
- Laptop – to embed and play presentation/videos/voiceovers
- Walk on music required during announcements and back ground music to be played during the food service
- Voiceovers for announcements during the event (text to be agreed with event manager in advance of the event)
- Delivery, Set-up and Take-down

Indicative timings:

3pm	Events team to arrive on site
6.30pm	Drinks Reception
7.30pm	Welcome Introduction
7.45pm	Starter and Main Course Served
9pm	Speaker Slot
9.25pm	Dessert and Coffee served
10:15pm	Formalities end/ Entertainment
12am	Carriages

2.3.3 Annual Christmas Lunch

We are expecting 300+ guests at the event. The drinks reception will be held separately to where the main event and dinner will be served. Guests will be seated on round tables.

The Annual Christmas Lunch venue is currently TBC.

Wherever possible we will try to utilise any AV equipment already made available to us by the chosen venue. Therefore, the below requirements may vary:

- Staging set with East Midlands Chamber branding
- Screen/s included in the staging for presentations with additional plasma screens if required to enable the audience to view the presentations/comedian
- Lectern and microphone with Chamber Branding
- 1 x Radio Headset microphone (Dependant on preference) for comedian's use
- 1x hand held radio microphone
- Lighting suitable for the staging
- Technicians to cover set up, operate technical equipment for the event and clear down (a full brief will be provided ahead of the event along with the PowerPoint slides and videos)
- Laptop – to embed and play presentation/videos/voiceovers
- Walk on music required during announcements and back ground music to be played during the food service
- Voiceovers for announcements during the event (text to be agreed with event manager in advance of the event)
- Delivery, Set-up and Take-down within the allocated time slots

Indicative timings:

9am	Event Team arrive onsite for set up
12pm	Guests arrive – Drinks Reception
12:40pm	Call to take seats
1pm	Guests seated
1pm	Introduction (Chamber Chief Executive & President)
1:15pm	Three courses served
3pm	Toast and Welcome Comedian onto stage (Chamber Chief Executive & President)
3:50pm	Formalities end – Thank you’s etc
4pm	Event ends – guests depart
5pm	Clear of venue (to allow for evening event)

2.3.4 Enterprising Women Awards

There will be one Gala Dinner event and the venue is at DoubleTree by Hilton Hotel Sheffield Park. There will be approximately 200+ delegates.

Wherever possible we will try to utilise any AV equipment already made available to us by the chosen venue. Therefore, the below requirements may vary:

- Staging set with East Midlands Chamber and Enterprising Women Awards branding.
- Screens included in the staging for presentations and videos which will need to be played (the audience must have full visibility).
- Lectern and microphone with Chamber/ Enterprising Women Branding
- Head set microphone (depending upon hosts preference – please indicate costs)
- 1x hand held radio microphone
- Lighting suitable for the staging
- Technicians to cover set up, operate technical equipment for the event and clear down (a full brief will be provided ahead of the event along with the PowerPoint slides and videos)
- Laptop – to embed and play presentation/videos/voiceovers
- Walk on music required during announcements and back ground music to be played during the food service.
- Enterprising Women/ Chamber branded Backdrop for photographs to be taken off stage

Indicative timings:

3pm	Events team to arrive on site
6.30pm	Drinks Reception
7.30pm	Welcome Introduction
7.45pm	Starter and Main Course Served
9pm	Awards Ceremony (4 Awards)
9.25pm	Dessert and Coffee served
10.10pm	Awards Ceremony (4 awards)
10.40pm	Host to close the event
10:45pm	Band
12am	Carriages

2.3.5 Annual Dinner 2020

We are expecting 500+ guests at the event. The drinks reception may be held separately to where the main event and dinner will be served. Guests will be seated on round tables.

The Annual Dinner venue is currently TBC.

Wherever possible we will try to utilise any AV equipment already made available to us by the chosen venue. Therefore, the below requirements may vary:

- Staging set with East Midlands Chamber branding.
- Screen/s included in the staging for presentations with additional plasma screens if required to enable the audience to view the presentations/comedian.
- Lectern and microphone with Chamber Branding
- 1 x Radio Headset microphone (Dependant on preference) for speakers use
- 2x hand held radio microphone
- Lighting suitable for the staging.
- Technicians to cover set up, operate technical equipment for the event and clear down (a full brief will be provided ahead of the event along with the PowerPoint slides and videos)
- Laptop – to embed and play presentation/videos/voiceovers
- Walk on music required during announcements and back ground music to be played during the food service.
- Voiceovers for announcements during the event (text to be agreed with event manager in advance of the event.)
- Live feed to project speakers onto the screens with operator
- Delivery, Set-up and Take-down within the allocated time slots

Indicative timings

3:30pm	Event Team arrive onsite for set up
6:30pm	Guests arrive – Drinks Reception
7:15pm	Call to take seats
7:30pm	Guests seated
7:30pm	Introduction (President)
7:50pm	Starter and Main Course served
9:15pm	Guest Speaker 1
9:40pm	Dessert
10:20pm	Guest Speaker 2
11pm	Formalities end – Closing remarks
11:30pm	Event ends – guests depart

3. Submitting a bid

3.1 Guidelines for producing your proposal

All proposals should consist of a maximum of five A4 sides and five images, which can be submitted separately. A clear breakdown of individual event costs (in line with the above known and indicative requirements for each event), along with the total overall cost, should be attached separately.

Your proposal must include:

- A written explanation on how you would approach each event as detailed in 2.3
- Details of up to three examples of previous events that your company has worked on that are similar to the requirements in this document

- Up to three testimonials from past clients to support examples of previous work
- Up to three images to support examples of previous work carried out
- A detailed breakdown of known and indicative costs (excluding VAT) for all of the events detailed in 2.3. Costs given must be for the fulfilment of all requirements for all the outlined events, inclusive of travel, staffing and expenses (please note, each event will be paid for separately and will require a separate invoice post-event).

Please note: The Chamber is open to offering AV sponsorship status associated with the events in exchange for any further reduction in costs that can be offered. Please indicate in your quotation any further reductions in total cost (if any) that you could offer in return for sponsorship association. If you are awarded the contract, full sponsorship benefits can be negotiated with the team.

3.2 Awarding the Contract

Bidders are asked to submit within their proposal, information that will correspond to the evaluation criteria detailed in 3.2.1. Please take account of the relevant weighting when putting together your bid.

3.2.1 Areas to be scored

- Costs: Detailed breakdown of price showing all elements of expenditure relating to the contract, inclusive of any savings the bidder is able to offer as part of a packaged bid and any reductions associated with a sponsorship association
(Weighting 60%)
- Experience and ability to deliver: based on approach to working with the Chamber, existing customer testimonials, photographs and examples of previous events worked on, expertise and skills of the bidder relevant to the event scope.
(Weighting 40%)

3.2.2 How scoring is done

Proposals will be scored by an internal evaluation team consisting of 3 representatives of the Chamber. The tender will be awarded to the proposal that has the highest overall score.

Costs: A maximum of 60 points will be awarded to the cheapest bidder. Other bids will be scored as a percentage of 60, calculated using the percentage difference of that bid against the cheapest submission.

Experience and ability to deliver: Bids will be marked out of 40 based on an assessment of how well the submission meets the evaluation criteria above.

3.3 Submission Deadline

If you are interested in submitting a proposal for this project, this must be submitted by Monday 27 May 2019 at 5pm and subject to you currently being a fully paid member of East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) and at the time of all the above events listed.

Please submit proposals to Linsey Hardy: linsey.hardy@emc-dnl.co.uk

Please make sure your submission meets the guidelines detailed in 3.1.

3.4 Making a Decision

The Chamber will aim to make its decision in a period of ten working days after the deadline for submission has passed.

If the Chamber requires clarification on any points made in a bid it will approach that bidder – please note, this will only be for clarification and not for the provision of further information.

The Chamber reserves the right not to appoint any bidder if it is deemed that their submission does not meet the required standards.

All those who have submitted a bid will be informed in writing of the outcome of their submission w/c 3 June 2019.