

CONNECT ATL REQUEST FOR PROPOSALS FOR AUDIO-VISUAL SERVICES

1. What is the size of the audience in the General Session?

We expect between 400-500 attendees.

2. What size screens do you want for the scenic? The outboard / content screens?

We're not sure exactly. However, for the purposes of bidding, please assume that the general session room will require two screens of approximately 9x16' for content.

3. Does the \$12K budget include breakouts?

Yes, \$12k is the entire audio-visual budget.

4. Is there any flexibility in the budget?

No.

5. Please describe the theme and the desired scenic elements.

The theme is The Future of Mobility and Communities. You can get a feel for the theme by visiting the event website at www.atlantaregional.org/connectatl. The scenic should be limited to the General Session rooms (Salons 4,3,2 and 1 combined). We are looking for simple draping of the stage and screen and stage washes and basic lighting. See the photos below from our 2018 event.



6. **Regarding Exhibit B-1: Our proposal will break down equipment costs by feature, direct labor by category (show, local labor, professional services) and expenses, which are estimated then invoiced at cost:**

- **Equipment will be a combination of (mostly) our own available equipment supplemented with cross-rented equipment as needed.**
- **Labor is a combination of employees and freelancers that have worked for us successfully before.**
- **Except for expenses, we do not share information about our costs or profit.**

Profit is important part of ARC's evaluation to ensure we are getting fair and competitive prices, as well as meeting all the requirements of the funding sources through which ARC receives funding.

ARC is subject to the Georgia Open Records law. All proposals submitted will become public records to be provided upon request. Any information containing trade secrets or proprietary information, as defined by state law, must be marked as confidential to prevent disclosure. Confidential markings must be limited to the protected information. Entire proposals marked confidential will not be honored.

7. **III. Work and Services states that there will be 2 break-out sessions of 3-4 tracks (and locations) per session. Breakout rooms will require minimum AV. However on page 10 there are 4 Breakout Sessions listed, can I assume that the airwalls will be open in these rooms and there will only be two large breakouts as stated?**

We will have two tracks in the afternoon during which we will offer 3 separate breakout sessions. These will take place in the Swiss, Kenyan and Italian Suites. Please see the diagram provided with the request for proposals.

8. **What is the expected attendance for the breakouts, as this will determine screen size. Do you want a screen with projector and one podium mic in each breakout?**

We anticipate approximately 150 individuals will attend each session. Each Suite is equipped with screens. We will require a projector and two wireless handheld microphones and stands for each of the breakout sessions. Please provide the cost of a mixer if required.