

LECONTE CENTER



AT PIGEON FORGE

Exposition Services / Event Creative Provider Specifications

Request for Proposals must be received by 3 P.M. April 23, 2018 in a sealed package with “**Expo Services**” clearly marked on the front along with your company name and address. Proposals may be mailed or delivered to:

LeConte Center at Pigeon
Phil Campbell, General Manager
P.O. Box 1390
135 Jake Thomas Road
Pigeon Forge, TN 37868

Term of Service:

July 1, 2018 – June 30, 2020

Scope of Services:

The in house provider’s responsibility is to offer professional staffing and service in the areas of:

- Sufficient inventories of exposition materials such as trade show pipe & drape, carpet, furnishing, tables, chairs, skirting
- Ability to produce and provide graphics or signage
- In booth trash receptacles
- Freight & portorage services
- Provide client and LeConte Center Management with scaled floorplans of show floor

Insurance Requirements:

Commercial General Liability- Provider shall provide coverage for all operations performed including property damage and personal injury with limits of not less than \$1,000,000.00 per occurrence. The Owner shall be specifically included as an additional insured on the general liability policy.

Business Automobile Liability- Provider shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$500,000.00 per occurrence for property damage and personal injury.

Workers' Compensation- Provider shall provide coverage for its employees with statutory workers' compensation limits as required by Tennessee law, and no less than \$1,000,000.00 per incident for Employers' Liability

LeConte Center at Pigeon Forge Required Facility Fee:

Provider must agree to remit 10% of all gross receipts for goods and services delivered at LeConte Center in exchange for being designated as it's preferred in house exposition service provider.

- Based on calendar year (January-December) and remitted quarterly
- A copy of the invoice billed to client is due to General Manager within 30 days of the last day of each event.

Requested Information:

- Company history
- Owned inventory of related equipment
- Access to inventory of related equipment
- Rental price list for related equipment & services
- Safety record
- Referrals

The City of Pigeon Forge reserves the right to reject any or all proposals and qualifications or accept the proposal deemed most favorable to the city and its clients.