

**ZENKAIKON 2012
REQUEST FOR PROPOSAL
FOR
DISC JOCKEY STAFFING AND EQUIPMENT**

Bids may be forwarded to:

Drew McCann
Head of Zenkaikon Guest Relations Team
Email: guests@zenkaikon.com

-or-

Matilda Madden
Zenkaikon Chair
Email: chair@zenkaikon.com
Request For Proposal Open Date: 20 December 2011
Request For Proposal Close Date: 15 January 2012.

Bidders should submit Electronic Copy only. Hard copy bids will not be accepted.

1.0 Schedule of Events

Zenkaikon Convention Date: May 11-12, 2012
RFP Release Date: December 20, 2011
Proposal Due Date: January 15, 2012
Evaluation Period: January 16-30, 2012
Anticipated Contract Award: January 31, 2012

2.0 Terms and Conditions

2.1 Confidentiality, NDA: Bidders are expected to keep information related to negotiations confidential. As the awarded vendor will also be working in close contact with Zenkaikon staff and likely will also receive Staffing support for running the Rave, the vendor and all vendor staff may be expected to sign a standard non-disclosure agreement (to be provided by Zenkaikon) and maintain confidentiality if included in any of the pre-convention Staff Meetings.

2.2 Information Access: The submitted proposals will be shared between representatives from our Convention Chairperson, Convention Guest Relations, Convention Operations, Venue Liaison, and Technical Operations Staff.

2.3 Contract Duration: From Award Date of 31 January 2012 through 13 May 2012.

2.4 Bid Evaluation and Negotiation: Subsequent to the RFP Close date (or prior if all requested submissions have been submitted at that time), the Head of Guest Relations will generate a comparative breakdown based upon the RFP submissions. This breakdown will be evaluated by the Lead Staff from the Zenkaikon representatives listed above.

2.5 Formal Presentation: The proposal is to be submitted electronically, and must include the requested information listed herein.

2.6 Acceptance or Rejection: Bidders will be notified via e-mail address provided in the proposal no later than 31 January 2012.

2.7 Contract Provisions: The entirety of the RFP response will be included in the final contract.

2.8 General Pennsylvania state laws will apply to the contract.

3.0 General Information

3.1 Intent: The intent of this RFP is to solicit competitive, sealed proposals to establish a contract for the lease and event management of DJ equipment and experienced staffing for Zenkaikon VI.

3.2 Background: As a growing anime and science fiction convention in the Philadelphia region, Zenkaikon is in need of solid, well staffed Raves. We wish to establish a positive working relationship with DJ(s) who have sufficient knowledge and experience to create and staff successful Raves for Zenkaikon VI.

3.3 Definitions: The Bidder is any individual, company, or similarly organized staffing services or equipment rental group who responds to this RFP.

3.4 Method of Payment: Any applicable and authorized remittance for rental and transportation of equipment will be made by the following payment schedule:

25% Down Payment made by March 1, 2012

75% On May 13, 2012

Any applicable and authorized remittance for staffing services will be handled directly to those personnel staffing the convention as outlined below:

- 100% Food per diem
- 100% covered housing by the convention within the convention hotel block in the selected staff hotel

3.5 Contract Term: The contract resulting from this RFP will commence upon Zenkaikon's execution of the contract and will end on May 13, 2012, with an option to renew for the subsequent year's event (date TBD).

3.6 Pre-Proposal Conference: An optional pre-proposal conference may be scheduled upon request. Each potential vendor may send a maximum of two (2) representatives. Specific questions concerning the RFP should be submitted via email prior to the pre-proposal conference. Additional questions may be entertained at the conference; however, responses may be deferred and answered at a later date. Oral responses by Zenkaikon are to be considered tentative. Written copies of all questions and official Zenkaikon responses will be supplied to potential vendor.

4.0 Technical Specifications

4.1 Equipment Specifications: Appropriate soundboard, mixing tables, and/or other suitable DJ equipment to interface with audio and video projection systems set up by Technical Operations.

4.2 Scope of Work: Provide equipment and skilled staff to operate such equipment, that the Rave may run as scheduled. Expected duration of each Rave between 3 and 7 hours, to be determined. Zenkaikon may, in its discretion, choose to have separate DJs for each evening.

4.3 Scope of Activity: Zenkaikon will be scheduling the Rave in the Main Hall, to take place after the Concert. Zenkaikon will provide appropriate audio and video projection systems, adequate to the space available.

4.4 Project Management: Any questions submitted by the accepted Bidder will be responded to within a 48 hour time frame. Sufficient responses to many of these questions will likely involve additional input

from other departments or from the Convention venue. The appropriate departments will be included on the response e-mail.

4.5 Promotions/Public Relations: Selected DJ(s) shall promote Zenkaikon via announcement and banner on their website/twitter/other applicable media and Zenkaikon shall do the same for selected DJ(s).

4.6 Bio/Headshot: Selected DJ(s) shall provide a short bio (a paragraph or two), headshot and link to their website which will be placed on the Zenkaikon guest page.

5.0 Proposal Requirements

5.1 Bidder Qualifications and Experience: Describe your (or your company's staff) qualifications and experience providing similar services or goods as required in this RFP.

5.2 References: The Bidder shall provide a minimum of three (3) convention references including names, positions, and e-mail addresses of persons who may be contacted, position of person, addresses, and phone numbers where similar products or services similar in scope to the requirements of this RFP have been provided.

5.3 Set Demos: The Bidder shall provide 2-3 examples of their work in the form of set demos, to be attached to email containing RFP in the form of MP3 files or as included in RFP itself in the form of a link.

5.4 Tech Rider/Fees: The Bidder shall provide the Tech Rider detailing the equipment available/needed and typical fees that are charged.