

Request for Proposal Audio Visual Questions & Answers

Just confirming proposal due dates are in fact January 11, 2023, by 5:00 PM, the proposal mentioned that it's due Dec 9, 2022 by 5:00PM.

- **Yes, proposals are due January 11, 2023, by 5:00 p.m. by email.**

For the 2023 Events, are the rooms at the Hilton selected, and if so which rooms?

- **The State of the Region on March 31, 2023, will be held at Hilton Columbus Downtown Tower II in the large ballroom and the Summit on Sustainability on October 26, 2023, will be held at the Hilton Columbus Downtown Tower 1, the general sessions will be in the George Bellows Ballroom and the breakout session are TBD.**

Does the Hilton allow external vendor equipment?

- **Yes, the Hilton Columbus Downtown does allow external vendor equipment.**

Does the Hilton allow external stage labor?

- **Yes, the Hilton Columbus Downtown does allow external stage labor.**

Does the Hilton or MORPC require Union labor?

- **MORPC does not require Union Labor.**

Will the 2024 event also be at the Hilton, or has that been decided yet?

- **The 2024 locations and dates are TBD.**

What is the average attendance of the events?

- **The State of the Region attendance is 1,000 people and the Summit on Sustainability is 600 people.**

The State of the Region requests a video wall, is that being provided by the venue or should we plan to include as part of the proposal. Additionally, is there a specific size that is being requested?

- **The vendor is responsible for providing the video wall and it the size should be determined by the firm when designing the stage.**

The Summit on Sustainability requests AV for the breakout sessions, is that being provided as part of the venue and coordinated by the winner of the bid, or should it be planned to include that as part of the costs estimate?

- **The breakout rooms will include a projector and screen, but the firm is responsible for set-up, computer, and audio in each breakout room.**

Is there any content, aside from the recording of the show, that needs to be created? IE PPTX slides, additional videos, etc.

- **MORPC will provide the slide decks and videos. The firm is responsible for day of production of the show.**

Are the listed budgets all-encompassing including costs of the venue, or are they costs for the AV portion?

- **The budget is for Audio Visual services only.**

Are there rehearsal or load-in/out days available planned for the event?

- **Yes, there will be rehearsals and load-in/out times, but those have not been scheduled yet.**