



THE WOODLANDS  
CONVENTION & VISITORS BUREAU

***The Woodlands Convention & Visitors Bureau***

The Woodlands, Texas

***TWCVB Request for Qualifications (RFQ)***

***2015 Event Production Company***

**SCOPE:** The Woodlands Convention & Visitors Bureau (“TWCVB”) is requesting qualifications to select an event producer for six (6) of TWCVB’s 2015 annual events:

- 18<sup>th</sup> Annual Red, Hot & Blue Festival™ ;
- 7<sup>th</sup> Annual Trick or Treat Trail;
- 33<sup>rd</sup> Annual Lighting of the Doves™ (“LOTD”);
- 9<sup>th</sup> Annual International Winter On The Waterway™ (“iWOW”);
- The Ice Rink at The Woodlands Town Center™; and
- The Woodlands Winter Wonderland™.

**The Red, Hot & Blue Festival:**

This event will be held on Saturday, July 4<sup>th</sup>, from 6 p.m. to 10 p.m. and attracts over 25,000 festival attendees and tens of thousands fireworks viewers from surrounding areas. With vendor booths, food, children’s activities, and entertainment on two stages, there is something for everyone. To round out the evening, TWCVB presents one of the largest fireworks displays in the Greater Houston area. This 20+ minute dazzling fireworks extravaganza reflects over The Woodlands Town Center with a choreographed soundtrack simulcast live on Sunny 99.1.

**The Trick or Treat Trail:**

The Trick or Treat Trail has become one of TWCVB’s signature events and is rapidly expanding each year. Originating at Waterway Square, the Trick or Treat Trail quickly outgrew its first host location and was moved to Town Green Park and along The Woodlands Waterway. This event features trick or treating throughout 35+ vendor booths, children’s activities, costume contests, inflatables and more. 2014’s event attracted nearly 8,000 attendees, and TWCVB expects to see continued growth for 2015.

**Lighting of the Doves and iWOW:**

The LOTD festival is a long-standing holiday tradition in The Woodlands. 2015 marks the 33<sup>rd</sup> event and signifies the beginning of the holiday season in The Woodlands as the doves illuminate The Woodlands symbolizing hope and peace for the holidays. This event includes a special visit from Santa Claus as he arrives by sleigh down The Woodlands Waterway, followed by a five (7) minute fireworks display. This event takes place at Town Green Park.

iWOW is an event designed to showcase the cultural diversity of The Woodlands, allowing residents and visitors alike to share the rich culture in holiday traditions celebrated around the world. iWOW features games, vendor booths, children’s activities, food from around the world, and a variety of international performers. This event takes place along The Woodlands Waterway, adjacent to Town Green Park.

LOTD is held in conjunction with iWOW from 3 p.m. to 9 p.m. with entertainment on three stages.

**The Ice Rink at The Woodlands Town Center:**

As the largest outdoor seasonal ice skating rink in the Southwest United States, The Ice Rink at The Woodlands Town Center (“Ice Rink”) measures 128 feet long by 60 feet wide. The 2015-2016 season of The Ice Rink is proposed to operate from November 21, 2015 to January 18, 2016 with a Preview Opening on November 14 & 15, 2015. Attracting over 50,000 skaters in the 2013-2014 season and over 100,000 visitors from surrounding areas, The Ice Rink is a highly anticipated seasonal experience.

**The Woodlands Winter Wonderland:**

This holiday lighting event adds to the holiday atmosphere in The Woodlands and stimulates tourism by bringing new shoppers and visitors into Town Center during the holiday season. This light display is conveniently located adjacent to The Ice Rink and provides an amazing showcase of colorful holiday lights and storybook displays. Winter Wonderland is proposed to operate daily from November 21, 2015 to January 18, 2016, drawing a crowd of over 100,000 spectators.

TWCVB prefers to have one Producer to provide Production Services for all six (6) events listed above. Specifications and requirements for each event begin on page nine (9). **Please note that all qualifications are due to TWCVB on Friday, February 13, 2015 by 5:00 p.m. Central Standard Time.**

**GENERAL SPECIFICATIONS:**

- Ideally, the Event Producer will be responsible for producing all six (6) events, including all equipment and personnel. Some components of the events will require that Producer employ sub-contractors.
- TWCVB expressly reserves the right to reject any and all proposals in whole or in part; to accept any proposal(s) that it determines shall best meet TWCVB’s goals, objectives, and standards, and to waive any non-material defect, informality or irregularity in any proposal procedure.
- By submitting its proposal, the Producer acknowledges that Producer has read, fully understands and shall strictly adhere to all specifications and requirements contained in this Request for Qualifications and any exhibits and ancillary documents thereto including: **TWCVB PRICING FORM** attached hereto on page six (6) and incorporated herein (Pricing Form); **TWCVB PRODUCER REFERENCE FORM** attached hereto on page seven (7) (Reference Form); and **TWCVB SPECIFICATIONS, REQUIREMENTS AND ACKNOWLEDGMENT FORM** attached hereto on page nine (9) and incorporated herein (Acknowledgment Form). These Request for Qualifications, Pricing Form, Reference Form, and Acknowledgment Form are collectively referred to and incorporated in full herein as the “Qualification Packet Documents”.
- Quoted prices shall be firm and not subject to escalation during calendar year 2015 (Service Year) with a one year option for renewal, to be exercised by mutual consent of TWCVB and the Producer.

- Producer must demonstrate the skill, capacity, and ability to develop and provide the Event Production Services as described in the TWCVB Specifications, Requirements and Acknowledgement Form.
- All pricing must be made on the Pricing Form. All blank spaces for prices must be filled in, typewritten.
- TWCVB shall not be liable for any costs or expenses incurred by Producer in responding to this Request for Qualifications, or in preparing or completing the Qualification Packet.
- Any conditional price may be cause for rejection.
- Sealed Pricing Form along with all Qualification Packet Documents and any addenda thereto must be received by TWCVB, Attn: Cameron Clay -Klepac, 2801 Technology Forest Boulevard, The Woodlands, Texas 77381, no later than **5:00 p.m. Central Standard Time Friday, February 13, 2015.**
- Any questions regarding any term, condition or provision of the Qualification Packet **must** be submitted **in writing, via email** to Cameron Clay-Klepac at CameronClay@TheWoodlandsCVB.com no later than **3:00 p.m. Central Standard Time on Wednesday, February 11, 2015.** TWCVB may, but shall not be required to, respond to any questions submitted. Any response to questions shall be provided via email to the email address from which the question was originally sent. TWCVB reserves the right to amend or revise TWCVB Qualification Packet Documents in whole or in part as it deems necessary and without further notice to the Producer. Any addenda, revisions or amendments to TWCVB Qualification Packet Documents shall replace the latest version of TWCVB Qualification Packet and may be uploaded to the same location as the original Qualification Packet on TWCVB's website, [www.TheWoodlandsCVB.com](http://www.TheWoodlandsCVB.com).

**TWCVB MINIMUM PRODUCER INSURANCE REQUIREMENTS**  
**TWCVB 2015 Event Production**

Vendor agrees to maintain and require its subcontractors to maintain at all times during the contract Term the following coverage at no less than the limits indicated:

<u>Worker's Compensation Insurance</u>	Statutory
Employers Liability	\$100,000
<u>Automobile Liability</u>	(Including Owned and Non-Owned Autos)
Bodily Injury	\$250,000 each person
	\$500,000 each occurrence
Property Damage	\$100,000 each occurrence

Commercial General Liability

Combined Single Limits for Bodily Injury and Property Damage:

Each occurrence for premises/operations:

Broad form CGL liability coverage	\$1,000,000
Products/ Operations aggregate	\$1,000,000
Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000

<u>Umbrella Liability</u>	\$1,000,000 each occurrence
	\$1,000,000 annual aggregate
	\$25,000 self-insured retention

General Public Liability Insurance

Coverage of no less than \$5,000,000 in respect of its operations and duties concerning the Waterway

Property Insurance

Coverage of at least to the same extent that similar insurance is normally and customarily carried by other political subdivisions in Texas for similar properties and improvements, and for such additional amounts and coverages as may from time to time be reasonably deemed advisable by TWCVB and The Woodlands Township, or The Woodlands Land Development Company, L.P. and The Woodlands Operating Company, L.P.

The General Public Liability Insurance and Property Insurance required herein shall:

- (a) Be issued by an insurer admitted to engage in the business of insurance in the State of Texas and having a "General Liability Policy Rating" of "A-VIII" or better, as set forth in the most current issue of the Best Key Rating Guide;

- (b) Name The Woodlands Township, The Woodlands Land Development Company, L.P., and The Woodlands Operating Company, L.P. or subsequent Owner as additional insureds;
- (c) Include a waiver of subrogation in favor of The Woodlands Township, The Woodlands Land Development Company, L.P., and The Woodlands Operating Company, L.P. or subsequent Owner;
- (d) Provide a primary/excess coverage declaration, “other insurance” excess provision, or endorsement stating that any coverage maintained by Producer shall be primary to any policy maintained by The Woodlands Township, The Woodlands Land Development Company, L.P., and The Woodlands Operating Company, L.P. or subsequent Owners.
- (e) Include a provision requiring thirty (30) days prior written notice to The Woodlands Township and The Woodlands Development Company in the event of cancellation or material change in coverage Terms; and
- (f) In instances where alcohol is being served, obtain appropriate endorsement, if necessary to provide coverage in such events, protecting against liability arising therefrom, if commercially available.

Additionally, Vendor’s coverage must be written on an Occurrence (not claims made) basis with companies acceptable to TWCVB (in accordance with (a) above), must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days prior written notice thereof to TWCVB, who shall be named as additional insured with respect to liability imposed upon it resulting from the performance of Work under this Agreement. There shall be no right of subrogation against TWCVB and this waiver of subrogation shall be endorsed upon the policies. Prior to the commencement of performance of the Production Services, Vendor shall furnish certificates which shall identify TWCVB, as an additional insured to TWCVB in duplicate, evidencing compliance with all requirements herein. **The limits of such insurance shall in no way be construed as limiting Vendor’s obligation to completely defend, indemnify and hold harmless TWCVB.**

**TWCVB PRICING FORM**  
**TWCVB 2015 Event Production**

**Company Name:** \_\_\_\_\_

Production Service	PRICE
18 <sup>th</sup> Annual Red, Hot & Blue Festival	
7 <sup>th</sup> Annual Trick or Treat Trail	
33 <sup>rd</sup> Annual Lighting of the Doves and 9 <sup>th</sup> Annual International Winter On The Waterway (iWOW)	
The Ice Rink at The Woodlands Town Center	
The Woodlands Winter Wonderland	

**Evaluation Criteria:**

TWCVB, will evaluate all proposals submitted based on the information contained in each proposal. TWCVB reserves the right to reject any and all proposals that do not meet the scope of work, and/or accept the proposal which is in the best interest of TWCVB.

Each proposal will be evaluated based on:

- Price
- Experience in Event Production
- References

I, \_\_\_\_\_, certify that this quote is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a quote for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree that and all information that I have provided in the Quote Package is true and correct and accurately reflects my skills and ability and the quality of my production services. I agree to abide by all conditions of the Qualification Packet and certify that I am authorized to sign this Quote for the Producer.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT/TYPE NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

**TWCVB PRODUCER REFERENCES FORM**  
**2015 Production Company**

Please provide the following information for five (5) clients for whom you have provided Production Services within the past twelve (12) months. You may also attach to this Producer References Form, any letters of recommendation from the below-named clients.

1. Agency/Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date(s) of Services Rendered: \_\_\_\_\_ Total Invoice for Services Rendered \$ \_\_\_\_\_

Brief Description of Specific Event Production Services Rendered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Agency/Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date(s) of Services Rendered: \_\_\_\_\_ Total Invoice for Services Rendered \$ \_\_\_\_\_

Brief Description of Specific Event Production Services Rendered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Agency/Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date(s) of Services Rendered: \_\_\_\_\_ Total Invoice for Services Rendered \$ \_\_\_\_\_

Brief Description of Specific Event Production Services Rendered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Agency/Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date(s) of Services Rendered: \_\_\_\_\_ Total Invoice for Services Rendered \$ \_\_\_\_\_

Brief Description of Specific Event Production Services Rendered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Agency/Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date(s) of Services Rendered: \_\_\_\_\_ Total Invoice for Services Rendered \$ \_\_\_\_\_

Brief Description of Specific Event Production Services Rendered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**TWCVB SPECIFICATIONS, REQUIREMENTS AND PRODUCER ACKNOWLEDGMENT**  
**TWCVB 2015 Event Production**

Producer shall initial each space under the “Producer Acknowledgement” column below to indicate that he or she has read and fully comprehends each specification and requirement and will meet, conduct and perform each specification and requirement of this Acknowledgment and the Qualification Packet Documents exactly as provided therein or will notate and provide a clear description of any deviation from any such specification or requirement if Producer is unable or unwilling to meet such specification or requirement. Producer acknowledges that the actual terms, conditions and provisions of the Production Services Contract, if awarded, may differ from the specifications and requirements outlined below. Producer shall execute and date the final page of this Acknowledgment once reviewed and initialed as required.

Item #	Description of Specifications and Requirements	Producer’s Acknowledgement
<b>Standard of Conduct and Appearance</b>		
1	The contractor to whom the Production Agreement(s) is/are awarded, if awarded, (Producer) shall exhibit proper decorum and act in a professional manner during all TWCVB directed events or while providing the Production Services to TWCVB. Producer may not use tobacco of any type or drink alcoholic beverages at any TWCVB directed event or while providing the Production Services to TWCVB.	
<b>Timeline and Contract Term</b>		
2	Production Agreement(s), if awarded, shall be for the term beginning in March 2015 and ending February 2016, with the option for TWCVB to extend the agreement for one (1) additional year under the same terms and conditions by mutual consent. Any and all financial obligations of TWCVB under a proposed contract are conditional as they relate to a yearly appropriation. The award will be subject to the presentment and execution of written Production Agreement(s) with the contractor on standard terms and conditions of TWCVB, including but not limited incorporation of those general terms outlined in this RFQ and the response(s) hereto.	
3	Timeline: <ul style="list-style-type: none"> <li>• Qualification Packet Questions Due Date – 3:00 p.m. CST, Wednesday, February 11, 2015</li> <li>• Qualification Packet Due Date – 5:00 p.m. CST, Friday, February 13, 2015</li> <li>• Qualifications Approval Date – Wednesday, February 18, 2015</li> </ul>	
<b>Communication</b>		
4	Though Producer shall have one main TWCVB contact, communication regarding the Production Services may be with multiple TWCVB staff members or TWCVB affiliates, agents or assigns due to the number of TWCVB programs and events. Producer, at Producer’s sole cost and expense, shall be capable of timely receiving and reviewing communication by fax, web, email, or via phone call/message and shall be capable of timely replying to any such communication.	
<b>Payment</b>		
5	Payments to Producer shall be made by TWCVB within thirty (30) calendar days after receipt and review of uncontested invoice based.	

6	<b>No taxes</b> shall be included in the price since the CVB is exempt from all sales tax. TWCVB may provide Producer with applicable proof of sales tax exemption.	
7	All invoices for the Production Services shall indicate the type of service (program or event), services provided, time of event, location, etc. in sufficient detail and in a form required by TWCVB.	
<b>Insurance Requirements</b>		
8	Producer shall provide TWCVB acceptable proof of valid insurance which meets or exceeds the minimum insurance requirements as provided in <b>TWCVB MINIMUM PRODUCER INSURANCE REQUIREMENTS</b> attached hereto on page 4 and incorporated herein prior to providing the Production Services.	
<b>Sub-Contractors</b>		
9	Producer shall not employ any subcontractor to fulfill any of Producer's Production Services obligations, in whole or in part, without the prior express written approval of TWCVB and shall fully indemnify and defend TWCVB for any acts or omissions of any such subcontractor.	
<b>Non-Exclusive Arrangement</b>		
10	The Producer agrees and understands that the Production Agreement(s) shall not be construed as an exclusive arrangement and further agrees that TWCVB may, at any time, secure similar or identical services for additional Producers at its sole option.	
<b>CVB Responsibility</b>		
11	TWCVB shall provide direction for all projects it initiates.	
<b>Event Cancellation Policy</b>		
12	<p>All obligations of TWCVB under event production agreements shall be excused in whole or in part, as necessitated based on the circumstances, by acts of God such as fires, storms, rain, cold, water quality or conditions, lightening, or floods; confiscations or restraints of government (civil or military, including but not limited to inability to have access to roads or pathways); strikes or labor disputes; civil disturbance; or any other cause or combination thereof that is not within the reasonable control of TWCVB, and not otherwise due to any negligence or willful misconduct by TWCVB.</p> <p>In the event that weather conditions, as determined by The Woodlands Fire Department, The Woodlands Township, TWCVB, or other similar appropriate authority, do not allow a particular event to proceed on the scheduled date, the event shall be deemed cancelled due to weather (hereinafter referred to as a "Weather Cancellation"). TWCVB hereby reserves the right to reschedule or completely cancel any event, at its sole discretion. In the event of such Weather Cancellation, the Producer shall be entitled to retain an amount, as dictated by TWCVB or as otherwise agreed, as may be necessary to compensate Producer for expenses actually incurred in preparation for the event.</p> <p>The Parties shall have no further rights or obligations to each other in the case of Weather Cancellations, except as expressly provided for otherwise.</p> <p>Weather conditions include but are not limited to rain, snow/ice, temperature and/or forecast for remainder of event day.</p>	
<b>18<sup>th</sup> Annual Red, Hot &amp; Blue Festival (RHB)</b>		

13	<p><b>STAGES</b>— Producer shall provide and install the following stages:</p> <ul style="list-style-type: none"> <li>• <u>Town Green Main Stage</u>: One (1) 28’ by 28’ main stage with the necessary lighting, follow spots, techs, cover, front and rear trussing and railing for back of stage;</li> <li>• <u>Town Green Sub Stage</u>: One (1) 28’ by 28’ main stage with the necessary lighting, follow spots, techs, cover, front and rear trussing and railing for back of stage;</li> <li>• <u>Sponsor Area Stage</u>: One (1) 28’ by 28’ main stage with the necessary lighting, follow spots, techs, cover, front and rear trussing and railing for back of stage;</li> </ul>	
14	<p><b>TENTS</b>— Producer shall provide and install the following tents:</p> <ul style="list-style-type: none"> <li>• <u>Sponsor Tent/Area</u>: One (1) 20’ by 40’ tent for sponsors, with the accompanying tables, chairs, lighting and flooring; <ul style="list-style-type: none"> <li>o Provide sufficient food for sponsors within the Sponsor Tent</li> <li>o Provide gated fencing for Sponsor Area;</li> </ul> </li> <li>• <u>Stage Tent</u>: Three (3) 10’ by 10’ stage tents. Each of these tents must be equipped with one (1) table, four (4) chairs, lighting and flooring in each tent;</li> <li>• <u>Children Activities Tents</u>: Two (2) 20’ by 20’ tents for children’s activities. These tents shall be equipped with tables and chairs, as well as lighting and flooring;</li> <li>• <u>Caricaturist and Face Painters Tent</u>: Producer shall provide two (2) 10’ by 10’ tents, each quipped with lighting, flooring, tables and chairs for the caricaturists and face painters:</li> <li>• One (1) tent at Town Green Park; and <ul style="list-style-type: none"> <li>o One (1) tent at Waterway Square;</li> </ul> </li> <li>• <u>Exhibitor Tents</u>: Approximately twenty five (25) 10’ by 10’ tents for exhibitors. Each of these tents shall be equipped with one (1) table, two (2) chairs, lighting and flooring. (Please note that the number of Exhibitor Tents is subject to change); and</li> <li>• <u>EMS, Information, Lost and Found Tents</u>: Two (2) 10’ by 10’ tents for EMS, Information and Lost and Found. Each of these tents shall be equipped with one (1) table and four (4) chairs as well as lighting and flooring.</li> </ul>	
15	<p><b>OTHER OPERATING EQUIPMENT AND SERVICES</b>— Producer shall provide the following equipment and services:</p> <ul style="list-style-type: none"> <li>• <u>Ticket Booths and Sellers</u>: Five (5) ticket booths and accompanying staff to sell tickets;</li> <li>• <u>Power Distribution</u>: Necessary generators, fuel and cable ramps;</li> <li>• <u>Bike Rack</u>: Delivery and installation of ten (10) bike racks at various locations;</li> <li>• <u>Golf Carts</u>: Three (3) golf carts (including delivery and pick up of two (2) flatbed golf carts, and one (1) seated golf cart);</li> <li>• <u>Décor</u>: All reasonable red, white and blue décor;</li> <li>• <u>Vehicle Platform</u>: One (1) vehicle platform;</li> <li>• <u>Signage</u>: Producer shall provide the installation and striking of all event signage.</li> </ul>	

16	<p><b>PROFESSIONAL MANAGEMENT SERVICES AND RELATED EQUIPMENT—</b>  Producer shall provide the following services:</p> <ul style="list-style-type: none"> <li>• <u>Professional Management</u>: Professional and experienced managers in a number and type reasonable to the size and requirements of the event;</li> <li>• <u>Staffing/Human Resources</u>: Producer shall be responsible for providing all staffing required for the safe operations at the event, including the necessary human resources services. (TWCVB is an equal opportunity employer and does not discriminate on the basis of race, color, creed, sex, age, or any other protected classification. Producer agrees to be an equal opportunity employer and to not discriminate on the basis of race, color, creed, sex, age, or any other protected classification);</li> <li>• <u>Janitorial Services and Supplies</u>: Professional janitorial service staff and supplies, clean upkeep of location (including trash can liners and staff for the prompt maintenance and removal of trash);</li> <li>• <u>Security Services</u>: including overnight security and monitoring of the event location;</li> <li>• <u>Special Service Staff</u>: Producer shall provide the following special event staff and must provide appropriate performer checks on the day of the Event: <ul style="list-style-type: none"> <li>o Two (2) Balloon Artists for a minimum of four (4) hours;</li> <li>o Six (6) Face Painters for a minimum of four (4) hours;</li> <li>o Four (4) strolling entertainers for a minimum of four (4) hours: <ul style="list-style-type: none"> <li>– Entertainers TBD</li> </ul> </li> </ul> </li> <li>• <u>Entertainment for Sponsor Event and Festival Stages</u>: Producer shall provide entertainment for Sponsor Event and festival stages after TWCVB recommendation and approval of final choices.</li> </ul>	
17	<p><b>SOUND SERVICES—</b> Producer shall provide the following sound equipment:</p> <ul style="list-style-type: none"> <li>• Ten (10) radio headsets with belt clips; and</li> <li>• Ten (10) wireless microphones.</li> </ul>	
18	<p><b>RESTROOM FACILITIES AND SERVICES—</b> Producer shall provide the following:</p> <ul style="list-style-type: none"> <li>• Eight (8) comfort stations, including one (1) ADA stall and one (1) hand washing station;</li> <li>• Site cleanup, trash removal and dumpster; and</li> <li>• Restroom porters.</li> </ul>	
19	<p><b>CONTESTS—</b> Producer shall be in charge of providing the necessary management/equipment and supplies for the following contests:</p> <ul style="list-style-type: none"> <li>• <u>Hot Dog Eating Contest</u>: Provide the necessary management staffing and prizes for four (4) heats of this contest; and</li> <li>• <u>Watermelon Eating Contest</u>: Provide the necessary management, staffing and prizes for four (4) heats of this contest.</li> </ul>	

20	<b>GARBAGE DETAIL/SITE CLEANUP</b> — Producer shall provide trash cans, liners, and trash removal, as well as complete cleanup of the event location upon termination of the event.	
21	** Fireworks will be contracted directly by TWCVB.	
<b>7<sup>th</sup> Annual Trick or Treat Trail</b>		
22	<b>STAGE</b> — Producer shall provide and install the following stage: <ul style="list-style-type: none"> <li>• One (1) 24’ by 24’ stage with the necessary lighting, follow spots, techs, cover, front and rear trussing, railing for back of stage and two (2) entrance/exit ramps at either side of the stage compliant with ADA standards.</li> </ul>	
23	<b>TENTS</b> — Producer shall provide and install the following tents: <ul style="list-style-type: none"> <li>• <u>Stage Tent</u>: Two (2) 10’ by 10’ stage tents. Each of these tents must be equipped with one (1) table, four (4) chairs, lighting and flooring in each tent;</li> <li>• <u>Children Activities Tents</u>: One (1) 10’ by 20’ tent for children’s activities. These tents shall be equipped with tables and chairs, as well as lighting and flooring;</li> <li>• <u>Exhibitor Tents</u>: Approximately forty (40) 10’ by 10’ tents for exhibitors. Each of these tents shall be equipped with one (1) table, two (2) chairs, lighting and flooring. (Please note that the number of Exhibitor Tents is subject to change); and</li> <li>• <u>EMS, Information, Lost and Found, Costume Contest and Judges’ Tents</u>: Six (6) 10’ by 10’ tents for EMS, Information, Lost and Found, Costume Contests and Judges. Each of these tents shall be equipped with one (1) table and four (4) chairs as well as lighting and flooring.</li> </ul>	
24	<b>OTHER OPERATING EQUIPMENT AND SERVICES</b> — Producer shall provide the following equipment and services: <ul style="list-style-type: none"> <li>• <u>Power Distribution</u>: Necessary generators, fuel and cable ramps;</li> <li>• <u>Bike Rack</u>: Delivery and installation of six (6) bike racks at various locations;</li> <li>• <u>Stanchions</u>: Delivery and installation of necessary amount of stanchions for Costume Contest;</li> <li>• <u>Décor</u>: All reasonable Halloween décor;</li> <li>• <u>Signage</u>: Producer shall provide the installation and striking of all event signage.</li> </ul>	
25	<b>PROFESSIONAL MANAGEMENT SERVICES AND RELATED EQUIPMENT</b> — Producer shall provide the following services: <ul style="list-style-type: none"> <li>• <u>Professional Management</u>: Professional and experienced managers in a number and type reasonable to the size and requirements of the event;</li> <li>• <u>Staffing/Human Resources</u>: Producer shall be responsible for providing all staffing required for the safe operations at the event, including the necessary human resources services. (TWCVB is an equal opportunity employer and does not discriminate on the basis of race, color, creed, sex, age, or any other protected classification. Producer agrees to be an equal opportunity employer and to not discriminate on the basis of race, color, creed, sex, age, or any other protected</li> </ul>	

	<p>classification);</p> <ul style="list-style-type: none"> <li>• <u>Janitorial Services and Supplies</u>: Professional janitorial service staff and supplies, clean upkeep of location (including trash can liners and staff for the prompt maintenance and removal of trash);</li> <li>• <u>Security Services</u>: including overnight security and monitoring of the event location;</li> <li>• <u>Special Service Staff</u>: Producer shall provide the following special event staff and must provide appropriate performer checks on the day of the Event: <ul style="list-style-type: none"> <li>o Four (4) strolling entertainers for the duration of the event – Three (3) hours: <ul style="list-style-type: none"> <li>– Entertainers TBD</li> </ul> </li> </ul> </li> <li>• <u>Entertainment for Stage</u>: Producer shall provide entertainment for stage after TWCVB recommendation and approval of final choices.</li> </ul>	
26	<p><b>SOUND SERVICES</b>—Producer shall provide the following sound equipment:</p> <ul style="list-style-type: none"> <li>• Ten (10) radio headsets with belt clips; and</li> <li>• Ten (10) wireless microphones.</li> </ul>	
27	<p><b>RESTROOM FACILITIES AND SERVICES</b>—Producer shall provide the following:</p> <ul style="list-style-type: none"> <li>• Eight (8) comfort stations, including one (1) ADA stall and one (1) hand washing station;</li> <li>• Site cleanup, trash removal and dumpster; and</li> <li>• Restroom porters.</li> </ul>	
28	<p><b>GARBAGE DETAIL/SITE CLEANUP</b>—Producer shall provide trash cans, liners, and trash removal, as well as complete cleanup of the event location upon termination of the event.</p>	
<b>Lighting of the Doves (LOTD) and International Winter On The Waterway (iWOW)</b>		
29	<p><b>STAGES</b>— Producer shall provide and install the following stages:</p> <ul style="list-style-type: none"> <li>• <u>Celebration Stage</u>: The main stage measuring 36’ by 32’ with 16’ by 16’ wings, with lighting, follow spots, sound and techs, cover, flooring and front and rear trussing;</li> <li>• <u>International Stage</u>: One (1) 28’ by 28’ “International Stage” with lighting, follow spots, sound and techs, cover, flooring and front and rear trussing; and</li> <li>• <u>Festival Stage</u>: One (1) 20’ by 24’ “Festival Stage” with lighting, follow spots, sound and techs, cover, flooring and front and rear trussing.</li> </ul>	
30	<p><b>TENTS</b>— Producer shall provide the following tents according to the specifications described below:</p> <ul style="list-style-type: none"> <li>• <u>Sponsor Tent/Area</u>: One (1) “Sponsor Tent” measuring 30’ by 40’ with tables and chairs</li> <li>• Provide sufficient food for approximately three hundred (300) people, subject to change, within the Sponsor Tent;</li> <li>• <u>Stage Tent for Celebration Tent</u>: Two (2) stage tents for the Celebration Stage each measuring 10’ by 10’ and each with one (1) table and four (4) chairs, coolers, bottled water and paper towels all to be replenished throughout the event;</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>Stage Tent for International Stage</u>: Two (2) stage tents for the International Stage each measuring 10’ by 10’ and each with one (1) table and four (4) chairs, coolers, bottled water and paper towels all to be replenished throughout the event (with additional chairs to be provided where specifically requested by the artist);</li> <li>• <u>Stage Tent for Festival Stage</u>: One (1) stage tent for the Festival Stage measuring 10’ by 10’ with one (1) table and four (4) chairs, coolers, bottled water and paper towels all to be replenished throughout the event;</li> <li>• <u>Exhibitor Tents</u>: Approximately forty-five (45) 10’ by 10’ exhibitor tents. Each Exhibitor Tent shall be equipped with one (1) table and two (2) chairs, with the accompanying power, lighting and flooring. (Please note that the number of Exhibitor Tents is subject to change in relation to the number of booths); and</li> <li>• <u>Lost Child and First Aid Tent</u>: One (1) tent to be used as a Lost Child and First Aid Tent measuring 10’ by 10’ with accompanying flooring and lighting, coolers and bolted water.</li> </ul>	
31	<p><b>OTHER OPERATING EQUIPMENT AND SERVICES</b>— Producer shall provide the following equipment and services:</p> <ul style="list-style-type: none"> <li>• Installation and striking of Event Signage;</li> <li>• Two (2) Entrance Trusses, one (1) placed at each iWOW entrance;</li> <li>• Five (5) bleachers (including installation and striking);</li> <li>• Eight (8) ticket booths and accompanying staff to sell tickets;</li> <li>• Bike Racks delivered to the locations specified by TWCVB;</li> <li>• Necessary generators, fuel and cable ramps;</li> <li>• Three (3) Golf Carts (including delivery and pick up);</li> <li>• Two (2) designated snow play areas;</li> <li>• All reasonable holiday and Santa décor;</li> <li>• One (1) Pontoon Boat with décor for Santa; and</li> <li>• One (1) vehicle platform.</li> </ul>	
32	<p><b>SAFETY EQUIPMENT AND SIGNAGE</b>— Producer shall provide all necessary safety equipment and signage.</p>	
33	<p><b>PROFESSIONAL DELIVERY, INSTALLATION AND DISMANTLING</b>— Producer shall provide professional installation and dismantling of all of the foregoing elements by competent technicians, as well as transportation and freight to and from the Location of all equipment and supplies.</p>	
34	<p><b>PROFESSIONAL MANAGEMENT SERVICES AND RELATED EQUIPMENT</b>— Producer shall provide the following services/equipment:</p> <ul style="list-style-type: none"> <li>• <u>Professional Management</u>: Professional, experienced managers as reasonably necessary for the size and requirements of the events, at a minimum of one (1) general manager in charge of all operations at the event</li> <li>• <u>Staffing/Human Resources</u>: Producer shall be responsible for providing all staffing required for the safe operations at the event, including the necessary human resources services (TWCVB is an equal opportunity employer and does not</li> </ul>	

	<p>discriminate on the basis of race, color, creed, sex, age, or any other protected classification. Producer agrees to be an equal opportunity employer and to not discriminate on the basis of race, color, creed, sex, age, or any other protected classification);</p> <ul style="list-style-type: none"> <li>• <u>Janitorial Services and Supplies</u>: Professional janitorial service staff and supplies, clean upkeep of location including, but not limited to, trash can liners, staff for the prompt maintenance and removal of trash supplies and for the safe cleanup of areas as a result of foreseeable injury, accident, sickness, and normal use of the event location during the Season;</li> <li>• <u>Security Services</u>: including overnight security and monitoring of the event location;</li> <li>• <u>Special Service Staff</u>: Producer shall provide the following special event staff and must provide appropriate performer checks on the day of the Event: <ul style="list-style-type: none"> <li>o Two (2) Balloon Artists for a minimum of four (4) hours;</li> <li>o Two (2) Entertainment Elves to accompany Santa;</li> <li>o Two (2) Ice Carvers; and</li> <li>o Other contract entertainers as may be required.</li> </ul> </li> </ul>	
35	<p><b>PROFESSIONAL EVENT LIGHTING AND SOUND SERVICES</b>— Producer shall provide complete lighting and sound systems and professional event services including:</p> <ul style="list-style-type: none"> <li>• A light switch display measuring 8’ by 8’;</li> <li>• Professional sound services on the Pontoon Boat to accompany Santa’s arrival (Santa’s sleigh is contracted by TWCVB directly);</li> <li>• A wireless microphone for Santa;</li> <li>• Eight (8) headsets and six (6) wireless microphones for other designated users; and</li> <li>• Two (2) video display screens of sufficient size to broadcast Santa.</li> </ul>	
36	<p><b>RESTROOM FACILITIES AND SERVICES</b>— Producer shall provide sufficient portable toilets given the anticipated number of participants as well as janitorial staff services as necessary during the festival to provide services such as replacement and replenishment of all items necessary for operation and use of these facilities.</p>	
37	<p><b>SITE CLEAN-UP</b>— Provider shall provide complete clean-up of the event location upon termination of the event.</p>	
38	<p>** Fireworks will be contracted directly by TWCVB.</p>	
<b>The Ice Rink at The Woodlands Town Center</b>		
39	<p><b>ICE RINK OPERATING EQUIPMENT AND SERVICES</b>— Producer shall provide the following equipment and services:</p> <ul style="list-style-type: none"> <li>• <u>Ice Rink Surface Grid</u>: A 60’ by 128’ (minimum) piping grid for the primary ice surface and a 16’ by 16’ piping grid for a secondary (children’s) ice surface, flexible transmission lines to and from rink, propylene glycol to fill entire system, Dowthern floor insulation, vapor barriers, and professional monitoring daily of each of the foregoing;</li> <li>• <u>Rink Tent</u>: A clear-span tent building measuring 214’ by 82’,</li> </ul>	



	<p>featuring at least one (1) peaked top; as well as an additional area of at least 16’ for skate rental and concession area;</p> <ul style="list-style-type: none"> <li>• <u>Rental Ice Skates</u>: Minimum of five hundred (500) pairs of new and second-use rollerblade-type rental ice skates, fifty (50) pair double-runner clamp-on skates, skate sharpening equipment, periodic skate sharpening, skate repair, and daily safety inspection and disinfection of all skates;</li> <li>• <u>Dasher Board Railing System</u>: Modular sections with slightly rounded corners, new white poly facing, new white handrail, new white poly kickplate, post supports and professional installation;</li> <li>• <u>Portable Building for Office and Kiosk</u>: Self-contained, modular “Mobile-Mini” building with air conditioning (a minimum of forty-four (44) feet in length);</li> <li>• <u>Safety Equipment</u>: First aid supplies, fencing, safety signage and other safety equipment;</li> <li>• <u>Other Equipment</u>: Ice resurfacers and various tools such as squeegees, scrapers, hoses/nozzle, four hundred eighty (480) square feet of rubber flooring for seating area, cash register, credit card machine, cordless telephone, employee uniforms and safety equipment; and</li> <li>• <u>Professional Installation/Dismantling</u>: Ice rink consultant, refrigeration plant technician and all labor to install and remove the Rink, as well as transportation and freight to and from the Location of all equipment and supplies.</li> </ul>	
40	<p><b>REFRIGERATION AND ELECTRICAL EQUIPMENT</b>— Producer shall provide the following refrigeration and electrical equipment:</p> <ul style="list-style-type: none"> <li>• <u>210-ton Package Chiller</u>: A chiller sufficient for the proper operation of the Rink;</li> <li>• <u>Fused Disconnect Platform</u>: A fused disconnect platform of a minimum of four hundred (400) amps, sufficient for the proper and safe operation of the Rink and Kiosk and sufficient to meet all applicable codes and governmental regulations. Additionally, all power distribution equipment to meet the needs of any lighting subcontractors providing services at the Location;</li> <li>• <u>Transformer</u>: A transformer of a minimum of seventy-five (75) kVa, sufficient for the proper and safe operation of the Rink and Kiosk and sufficient to meet all applicable codes and governmental regulations;</li> <li>• <u>46 20-amp Circuits</u>: Circuit breakers, wiring, outlets, switches and other equipment for the proper and safe operation of the Rink and Kiosk and sufficient to meet all applicable codes and governmental regulations;</li> <li>• <u>Glycol Pump Station</u>;</li> <li>• <u>Professional Installation and Dismantling</u>: Professional installation of all of the foregoing by competent technicians holding the appropriate licenses and certifications, as well as transportation and freight to and from the Ice Rink Location of all equipment and supplies;</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>Daily Monitoring of All Equipment</u>: Professional, competent personnel to monitor and inspect all equipment on a daily basis for proper and safe operation;</li> <li>• <u>Equipment Storage Trailer Mounting</u>: A suitable equipment storage trailer with appropriate mountings to remain on-site during the Season; and</li> <li>• <u>Safety Equipment</u>: All reasonable and necessary safety equipment and signage, including temporary fencing, warning signage and a fabric block of the chiller trailer area.</li> </ul>	
41	<p><b>PROFESSIONAL MANAGEMENT SERVICES AND RELATED EQUIPMENT AND SUPPLIES</b>— Producer shall provide the following services and equipment/supplies:</p> <ul style="list-style-type: none"> <li>• <u>Professional Management</u>: Professional and experienced managers, in a number and type reasonable to the size and requirements of the Rink and the Kiosk, but including at a minimum one (1) general manager in charge of all operations at the Rink;</li> <li>• <u>Staffing/Human Resources</u>: All staffing required for the reasonable and safe operations at the Rink, including human resources services sufficient for the appropriate and legal hiring, firing, and discipline of such staff. Such staffing shall include, but shall not be limited to, cashiers, skate rental attendants, ice monitors, ice maintenance personnel, janitorial and other maintenance personnel, customer service attendant (for peak operating hours), housekeeping and group reservation call center personnel. (TWCVB is an equal opportunity employer and does not discriminate on the basis of race, color, creed, sex, age, or any other protected classification. Producer agrees to be an equal opportunity employer and to not discriminate on the basis of race, color, creed, sex, age, or any other protected classification);</li> <li>• <u>Office Supplies</u>: Reasonable office supplies for the proper and efficient operation of the Kiosk;</li> <li>• <u>Janitorial Supplies</u>: Reasonable janitorial supplies for the proper and clean upkeep of the Kiosk and the Ice Rink including but not limited to supplies for the safe cleanup of areas as a result of foreseeable injury, accident, sickness, and normal use of the Location during the Season; and</li> <li>• <u>Rink Supplies</u>: All propylene glycol and other supplies required to service or maintain the chilling system and Rink at peak efficiency.</li> </ul>	
42	<p><b>SPECTATOR AREA</b>— Producer shall provide the following equipment in connection with the Spectator Area:</p> <ul style="list-style-type: none"> <li>• <u>Tables</u>: No less than thirty (30) sidewalk-cafe-style tables, forest green in color;</li> <li>• <u>Chairs</u>: No less than one hundred twenty (120) forest green chairs, matching the foregoing tables;</li> <li>• <u>Picnic Tables</u>: Eight (8) picnic tables and benches outside the Ice Rink</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>Skate Change Benches</u>: Not less than one hundred seventy five (175) feet of benches for skaters to change skates;</li> <li>• <u>Trash Containers</u>: No less than ten (10) trash receptacles;</li> <li>• <u>Rubber Flooring</u>: No less than two thousand six hundred forty (2,640) square feet of skate-resistant high-quality 1/4” rubber flooring; and</li> <li>• <u>Delivery and Installation</u>: Professional installation and dismantling of all of the foregoing by competent technicians holding the appropriate licenses and certifications, as well as transportation and freight to and from the Location of all equipment and supplies.</li> </ul>	
43	<p><b>MERCHANDISE AND CONCESSIONS SALES AND EQUIPMENT</b>— Producer shall provide the following:</p> <ul style="list-style-type: none"> <li>• <u>Maintenance of Inventory</u>: Maintain the Concessions, TWCVB Merchandise and Producer’s merchandise inventory;</li> <li>• <u>Department Store-Style Merchandise Display Fixtures</u>: Provide merchandise display fixtures reasonably sufficient for the display and sale of TWCVB Merchandise;</li> <li>• <u>Concessions</u>: Provide all Concessions for sale to the public at the Ice Rink;</li> <li>• <u>Storage Facilities</u>: On-site storage facilities reasonably sufficient for the safe storage of TWCVB Merchandise; and</li> <li>• <u>Delivery</u>: Deliver TWCVB Merchandise from its existing storage location to the Ice Rink location.</li> </ul>	
44	<p><b>SNACK AND BEVERAGE SALES AND EQUIPMENT</b>— <b>Producer shall provide the following:</b></p> <ul style="list-style-type: none"> <li>• <u>Concession Stand</u>: Maintain a concession stand-type operation within the ice rink facility featuring proper store fixtures and equipment and provide Concession inventory for sale including packaged candy, cookies, chips and beverages such as soft drinks, coffee, cocoa and cider. Provide all professional installation, all delivery, all breakdown and removal, all associated equipment, tools, and supplies, and all operational personnel to properly operate the concession stand. Provide all equipment and inventory from a reputable source;</li> <li>• <u>Housekeeping</u>: Provide housekeeping and trash pick-up services for the Ice Rink, including the disposal of garbage outside of the Ice Rink tent area</li> </ul>	
45	<p><b>ASSOCIATED RENTAL AND SALE ITEMS</b>— Producer shall maintain an inventory of items for sale, including, but not limited to, mittens and socks for sale to the Public and provide proper display fixtures for all inventories.</p>	
46	<p><b>CONSTRUCTION AND FINISH-OUT</b>— Producer shall provide general construction items, modular construction, appropriate floor covering installation and general site preparation as required for the proper and professional establishment of a Rink at the Location, including:</p> <ul style="list-style-type: none"> <li>• Professional construction and/or installation of a modular deck to surround the ice rink on at least three sides;</li> <li>• Professional preparation of the existing pad site;</li> <li>• Professional construction of a walkway to the parking area</li> </ul>	

	<p>having at least a carpet floor covering;</p> <ul style="list-style-type: none"> <li>Professional construction of a walkway to the Mall entrance area having at least a carpet floor covering; and</li> <li>Additionally, Producer shall deliver two truckloads of white rock, matching the existing material at the Ice Rink location, and provide tools, equipment and labor to spread such rock around the east side of the location.</li> </ul>	
47	<p><b>PROFESSIONAL EVENT LIGHTING AND SOUND SERVICES</b>— Producer shall provide complete lighting and sound system with the accompanying professional event services, as well as additional indoor holiday decorations in the form of table centerpiece flower arrangements, table cloths, wreaths and general holiday decorations. Such equipment and services shall include, at a minimum:</p> <ul style="list-style-type: none"> <li>Ambient lighting inside the Ice Rink tent area and entrance accent lighting;</li> <li>A state-of-the-art sound system including no less than sixteen (16) speakers, announcement microphones and CD and cassette players;</li> <li>Exterior major flood lighting of tent structure;</li> <li>Special effects lighting for inside Rink tent area; and</li> <li>Holiday decoration items for tent interior.</li> </ul>	
48	<p><b>STORAGE OF EQUIPMENT</b>— Producer shall safely and securely store TWCVB’s Rink equipment, supplies, and other elements for re-use by TWCVB during the next event season.</p>	
49	<p><b>SECURITY SERVICES</b>— Producer shall provide the following services:</p> <ul style="list-style-type: none"> <li><u>General Security</u>: General security presence during the Season; and</li> <li><u>Overnight Security</u>: Overnight security of outside chiller trailer, overnight monitoring of the chiller to make certain that system remains operational during overnight hours, with overnight security staff responsible for contacting rink management in an emergency or if equipment breakdown or electrical interruption occurs.</li> </ul>	
50	<p><b>RESTROOM FACILITIES AND SERVICES</b>— Producer shall provide the following facilities and services:</p> <ul style="list-style-type: none"> <li><u>Restroom Facilities</u>: First-class restroom facilities to the Location, including a minimum of three (3) stalls and two (2) sinks for each sex, in full compliance with the requirements of the Americans with Disabilities Act and associated design and accessibility guidelines; and</li> <li><u>Janitorial Services</u>: Full janitorial services for the restroom facilities as necessary during the operation of the Location throughout each day of operation during the Season, including reasonably prompt replacement and replenishment of all items necessary for the restroom facilities operation and use.</li> </ul>	
51	<p><b>PARKING SERVICES</b>— Producer shall provide parking services in accordance with the following specifications:</p> <ul style="list-style-type: none"> <li>Provide parking services including operation of an Ice Rink Parking Lot at the location of the Ice Rink throughout the Season; and</li> </ul>	

	<ul style="list-style-type: none"> <li>Each vehicle utilizing the Parking Lot will be charged five dollars (\$5.00) with the collection of said fees to be handled by Producer and distributed in a manner agreed upon by TWCVB.</li> </ul>	
52	<b>SITE CLEANUP</b> — Producer shall provide trash cans, liners and trash removal, as well as complete clean up of the event location upon termination of the event.	
<b>The Woodlands Winter Wonderland</b>		
53	<b>DISPLAYS</b> — Producer shall furnish and install twenty (20) displays (number and size may vary), entrance enhancements and lights and shall provide routine maintenance and storage of all displays, entrance enhancements and lights, including, but not limited to, repair, replacement and routine visual checks of all displays, entrance enhancements and lights.	
54	<b>SOUND EQUIPMENT</b> — Producer shall furnish a sound system and holiday music for the Winter Wonderland to be selected at Producer’s discretion. Producer shall be responsible for initiating and ending the music every day during the season and maintaining a reasonable sound level within the Winter Wonderland.	
55	<b>WALKWAY</b> — Producer shall provide an install a walkway as specified by TWCVB.	
56	<b>SECURITY</b> — Producer shall provide overnight security, including, but not limited to, two (2) uniformed security officers to patrol the Winter Wonderland during the season.	
<b>Additional Services</b>		
57	TWCVB may require additional goods and services related to, but not specifically listed in the Production Services Contract or this Qualification Packet. To the extent that any such additional services are beyond the scope of the Production Services Contract or the Qualification Packet, Producer shall timely provide to TWCVB an estimate of the cost of such additional goods and services based on the same or similar formula or method Producer used in establishing the prices in the Qualification Packet. If acceptable to TWCVB, TWCVB shall authorize Producer to provide such additional goods and services, and Vender shall timely provide such additional goods and services. Notwithstanding the forgoing, TWCVB reserves the right to procure any such additional services from other producers, contractors, or to utilize TWCVB employees, agents, affiliates or assigns to provide the additional good and services at any time and at its sole discretion.	
<b>Price Evaluation</b>		
58	Evaluations of the prices shall be based on a variety of criteria as determined solely by TWCVB and may include, in whole or in part: the total cost of Production Services, Producer’s experience; Quality and timeliness of Qualification Packet submitted, Producer’s ability to successfully perform the Production Services; Producer’s experiences with similar contracts and/or scope of services; Quality of previous Producer’s goods and services; and Producer’s reliability amongst other criteria.	
<b>Producer Qualification Packet Documents And Submissions</b>		
59	Producer shall complete Pricing Form and shall seal and submit said sealed form to TWCVB prior to the Qualification Packet Due Date.	
60	Producer shall complete Producer References Form, providing five (5) client references, and submit said form to TWCVB prior to the Qualification Packet Due Date.	

61	Producer shall submit a summary of its Community Involvement describing its location; its availability to meet with TWCVB representatives regularly and directly; and its involvement in the community and submit said summary to TWCVB prior to the Qualification Packet Due Date.	
62	Producer shall complete this Acknowledgement Form initialing each block under “Producer’s Acknowledgement”, and signing in signature section provided and submit this form to TWCVB prior to the Qualification Packet Due Date.	

## ACKNOWLEDGMENT FORM

I have read and completely understand this TWCVB SPECIFICATIONS, REQUIREMENTS AND PRODUCER ACKNOWLEDGMENT FORM and the entirety of the Qualification Packet and hereby affirm that I am able to and shall meet, conduct and perform each specification and requirement contained therein.

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DATE

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SIGNATURE

---

PRINT/TYPE NAME

---

TITLE

---

COMPANY

---

EMAIL

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WEBSITE

**TWCVB QUALIFICATION PACKET DOCUMENTS AND SUBMISSIONS RECEIVED  
CHECKLIST**

**TWCVB 2015 Event Production**

**TO BE COMPLETED BY TWCVB STAFF ONLY**

Date Qualification Packet received: \_\_\_\_\_

Producer's Name: \_\_\_\_\_

Qualification Packet reviewed by: \_\_\_\_\_

Was Qualification Packet complete and correct?     Yes     No

If Qualification Packet was complete and correct, then no further notations are required and the entire Checklist below should be left blank.

If Qualification Packet is not complete, indicate date each Qualification Packet Document and/or Submission is received under "Date Received" column. If a Qualification Packet Form and/or Submission is not received, then the "Date Received" column of the Checklist should be left blank for that particular Form and/or Submissions.

If Qualification Packet Document and/or Submission is incomplete or incorrect, provide brief description of deficiency of Document and/or Submission in the "Notes" Colum of the Checklist.

<b>QUALIFICATION PACKET DOCUMENT OR PRODUCER SUBMISSION</b>	<b>Date Received</b>	<b>REVIEWER'S NOTES</b>
PRICE TABULATION FORM		
PRODUCER REFERENCES FORM		
PRODUCER SUMMARY OF COMMUNITY INVOLVEMENT		
PRODUCER REFERENCES FORM		
ACKNOWLEDGMENT FORM		