



24 November 2015 Request for Quotations

Submission deadline: 14 December 2015

Headwaters Tourism is a registered not-for-profit, and the recognized destination marketing organization for the Headwaters region, providing tourism services on behalf of the regional tourism industry and on behalf of our municipal partners in the County of Dufferin and the Towns of Mono, Shelburne, Caledon, Erin & King.

HEADWATERS HORSE COUNTRY AWARDS GALA **12 May 2016 – 6:00 pm to 9:30 pm**

Project specifications:

Location: TBD

Date: May 12, 2016, 6:00 p.m. start

Room available for set-up as of 10:00 a.m.

Sound

- At least 2 microphones (podium microphone and wireless handheld and/or wireless lapel).
- Speakers capable of accommodating a large banquet room and approximately 225 people.
- Background music for dinner

Presentation Requirements

- 2 screens, 10.5' x 14.5 with dress kit
- Hi Definition Projector

Staging will be provided by the venue

Lighting

Stage, Podium and photography Enhancement Lighting

- Stage to be lit for optimum viewing by patrons
- Podium to have adequate lighting so MC can read notes and patrons can see award winners
- A photographer (contracted separately) will require lighting for still photos of each winner at the stage

Submissions:

Interested parties are invited to submit their proposals by **5pm on Monday, December 14th**.

Submissions should include:

- Deliverables
- Detailed and Itemized Pricing

Headwaters Tourism reserves the right to:

- Reject any or all offers, or cancel this RFQ without obligation;
- Accept other than the lowest priced offer.



Preference will be given to service providers who operate their business within the geographic region known as Headwaters.

Please email all submissions to: vicki@headwaters.ca no later than 5pm on Monday, December 14th.