



## **Request for Proposal**

### **Decorating Service for the Corsicana & Navarro County Chamber of Commerce 100th Anniversary Gala**

The Corsicana & Navarro County Chamber of Commerce is seeking bids for the 100<sup>th</sup> Anniversary Birthday Gala. **The sealed bids will be due by May 18, 2018.** Sealed Bids should be mailed or delivered to the Chamber of Commerce office located at 120 N. 12th Street, Corsicana, TX. Bids must be received in the chamber office before noon on May 18, 2018. Award date will be May 25, 2018.

Should you have questions about this request for proposal, need clarification or would like to meet and discuss the Chamber Gala Committee's expectations prior to the bid due date please contact Heather Miller at [heather@milesfurniturecompany.com](mailto:heather@milesfurniturecompany.com) or Benji Pardee at [bpardee@corsicana.org](mailto:bpardee@corsicana.org).

Bids will be awarded based on the best value/service as determined by the Gala Committee in whole or in part. Bidders may submit bids on one, several or all items. Preference will be given to bidders that have an active membership with the Corsicana & Navarro County Chamber of Commerce but membership is not required. We will also hold a design meeting for the finalists to bring samples and pictures to discuss their proposal before the final bid award is announced.

This will be a multi area, multi room, multi activity event.

#### **Decorated areas will include:**

Pre Event Area- Red Carpet History/Walk of Fame Area-(Tented Area Outside IOOF\*) 1000 Sq. Ft.  
1920- 1930 Prohibition Theme (Tented Area outside IOOF\*) 1000 Sq. Ft.  
1940-1950 Drive In/Sock Hop 720 Sq. Ft.  
1960-1970 Disco/Karaoke 500 Sq. Ft.  
1980-1990 Comedy Club/Video Games 500 Sq. Ft.  
2000- Selfie and Google Room 500 Sq. Ft.  
2020 and Beyond-The Future Chamber 430 Sq. Ft.  
Main Room- Tables for 500 with centerpieces  
Stage Area for band and DJ

### **Event Details**

Date: Saturday, September 15, 2018  
Location: IOOF Event Center  
601 N 45<sup>th</sup> Street  
Corsicana, TX 75110  
Theme: Party of the Decades  
Attendance: Approximately 500 (final count will be given 2 weeks prior to event)

Service: Please provide a brief paragraph listing some ideas for each decorating area. Include a price for each area, including your staff costs to prepare and decorate for the event. There will be some volunteers to assist, however your planning should not depend on those volunteers. The IOOF will be available for decorating the Thursday and Friday before the event from 8 am. - 4 pm. and on the day of the event beginning at 2:00 pm. The venue will need to be cleared of all decorating items by 12:00 am the night of the event. Bid price will include delivery, setup tear down and removal of all decorations included in this bid. We understand that this a creative process and changes or additions to the plan may be requested. Any changes to the original bid along with any changes in bid price, will be put in writing and signed by both parties.

### **2017-18 Chamber Benefactors**

