



Request for Proposal

Rental Equipment Service for the Corsicana & Navarro County Chamber of Commerce 100th Anniversary Gala

The Corsicana & Navarro County Chamber of Commerce is seeking bids for the 100th 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 is 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 or Benji Pardee at 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 for 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.

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

Equipment needs will include:

Two Tents 30 x 30

Lighting for tents

Flooring for tents (surface for walking)

Dance Floor 30 x 30

Logo Lighting for dance floor

Two Cocktail Bars

Table Linens and Napkins for 500

Tableware service for 500

Glassware for bar service

Glassware for table service (water and tea)

Flatware for table service (salad fork, dinner fork, knife, spoon, dessert fork)

Coffee Cups, spoons, creamers, sugar holders for coffee service

Event Details

Date: Saturday, September 15, 2018

Location: IOOF Event Center
601 N 45th Street
Corsicana, TX 75110

Theme: Party of the Decades

Attendance: Approximately 500 (final count will be given 2 weeks prior to event)

Please include delivery, set up, tear down, and removal in your estimates.

2017-18 Chamber Benefactors

