



corsicana & navarro county
chamber of commerce

Request for Proposal

2019 Business EXPO & Job Fair

The Corsicana & Navarro County Chamber of Commerce is seeking bids for the 2019 Business EXPO & Job Fair. **The bids will be due by September 19, 2019.** Bids should be delivered to the Chamber of Commerce office located at 120 N. 12th Street, Corsicana, TX no later than 4:00pm. Bids will also be accepted via mail but should be mailed with ample time to arrive by due date.

Bids will be awarded based on the best value/service as determined by the 2019 Business EXPO & Job Fair Committee. It is preferred that bidders have an active membership with the Corsicana & Navarro County Chamber of Commerce but membership is not required.

Should you have any questions, please contact Kim Gordon @ kgordon@corsicana.org.

Event Details

Date: Saturday, October 5th, 2019 (vendor set up will be Friday, October 4th)
Location: IOOF Event Center
601 N 45th Street
Corsicana, TX 75110

Please use the following bid form.

Corsicana & Navarro County Chamber of Commerce
2019 Business EXPO & Job Fair

Company _____
 Contact _____
 Mailing Address _____
 Office _____
 Cell _____
 Email _____

Qty	Item	Bid Price	Comments
75	RENTAL Tablecloth (floor length) to fit 2' X 6' size tables / White Please include delivery and removal in bid price	\$	
TBD by bidder	RENTAL Pipe & Drape (Diagram with dimensions can be obtained at the Chamber office.) Black drape preferred. Please include an itemized list with quantities. Set up and tear down should be included in the bid price.	\$	

Total	\$	
Tax	\$	
Total Including Tax	\$	

Authorized by: _____

Date: _____