



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

---

**The Woodlands, Texas**

### ***TWCVB Request for Quote (RFQ) 2011 Event Production Company***

**SCOPE:** The Woodlands Convention & Visitors Bureau (“TWCVB”) is requesting quotes to select an event producer for five (5) of the 2011 TWCVB annual events:

- The 14<sup>th</sup> Annual Red, Hot & Blue Festival™;
- 29<sup>th</sup> Annual Lighting of the Doves™ (“LOTD”);
- International Winter On The Waterway (“iWOW”);
- The Ice Rink at The Woodlands Town Center™; and
- Winter Wonderland™.

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

This event will be held on Monday, July 04, 2011, from 6 pm to 10 pm and generally attracts over 25,000 festival attendees and over 110,000 fireworks viewers from surrounding cities. With vendor booths, food, children’s activities, and entertainment on two stages, there is something for everyone. Ending the evening with a bang, TWCVB presents one of the largest fireworks displays in the Greater Houston area. This 20+ minute fireworks extravaganza reflects over The Woodlands Waterway® as Sunny 99.1 broadcasts choreographed music live.

#### Lighting of the Doves and iWOW:

The LOTD festival is a holiday tradition in The Woodlands. 2011 marks the 29<sup>th</sup> event and signals the beginning of the holiday season in The Woodlands. The Doves symbolize hope and peace. This event includes a special visit from Santa Claus as he arrives by boat down The Woodlands Waterway followed by a 5 minute fireworks display. This event takes place inside Town Green Park.

iWOW is an event designed to share the rich culture in holiday traditions celebrated around the world with games, vendor booths, food from around the world, and a variety of international performers. This event takes place along The Woodlands Waterway, connecting to Town Green Park.

In the past, LOTD has always been held in conjunction with iWOW on the third Saturday of November from 3 pm to 9 pm with entertainment on three stages. Last year this event attracted over 25,000 festival goers.

This year TWCVB is entertaining the possibility of hosting each of these two events on separate days, the third Friday of November and the following Saturday. Therefore, TWCVB is requesting different quotes regarding these events. First, TWCVB would like to receive a quote for Production Services for LOTD and iWOW held in conjunction with one another from 3 pm to 9 pm on Saturday, November 19, 2011, taking place in the same location as last year: Town Green Park and along The Woodlands Waterway. Additionally, TWCVB is requesting a separate quote for the production of LOTD held on Friday, November 18, 2011 from 7 pm to 9 pm in Town Green Park. Similarly, TWCVB would like to receive a separate quote for the production of iWOW if it were held individually in Town Green Park on Saturday, November 19, 2011 from 3 pm to 9 pm.

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

As the largest seasonal ice skating rink the Southwest United States, The Ice Rink at The Woodlands Town Center ("Ice Rink") measures 132 feet long by 60 feet wide. The 13<sup>th</sup> Season of The Ice Rink will operate from November 19, 2011 to January 16, 2012 with a Preview Opening the weekend before the Grand Opening. Attracting over 47,000 skaters in the 2010 – 2011 season and over 100,000 visitors from surrounding areas, The Ice Rink is a highly anticipated seasonal experience.

Winter Wonderland: This holiday lighting event is to enrich the holiday atmosphere in The Woodlands in order to stimulate tourism and to bring new shoppers into the The Woodlands during the holiday season. This light display is along The Woodlands Waterway® and provides an amazing showcase of colorful holiday lights and storybook displays. Winter Wonderland will operate daily from November 19, 2011 to January 02, 2012, drawing a crowd of over 100,000 spectators.

The Woodlands Convention and Visitors Bureau prefers to have one Producer to provide Production Services for all five (5) events listed above. **Please note that all quotes are due to TWCVB on Friday, March 4, 2011 by 5:00 P.M. Central Standard Time.**

#### **GENERAL SPECIFICATIONS:**

- The Event Producer will be responsible for producing five (5) holiday 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 the TWCVB's goals, objectives, and standards, and to waive any non-material defect, informality, or irregularity in any quote or proposal procedure.
- By submitting its quote, the Producer acknowledges that Producer has read, fully understands, and shall strictly adhere to all quote specifications and requirements contained in this Request for Quote and any exhibits and ancillary documents thereto including: **TWCVB QUOTE FORM** attached hereto on page 6 and incorporated herein (Quote Form); **TWCVB PRODUCER REFERENCE FORM** attached hereto on page 8 (Reference Form); and **TWCVB SPECIFICATIONS, REQUIREMENTS AND ACKNOWLEDGMENT FORM** attached

hereto on page 10 and incorporated herein (Acknowledgment Form). This Request for Quotes, Quote Form, Reference Form, and Acknowledgment Form are collectively referred to and incorporated in full herein as the (Quote Packet Documents).

- Quote prices shall be firm and not subject to escalation during calendar year 2011 (Service Year) with a one year option for renewal, to be exercised at the sole discretion of TWCVB.
- 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 quotes must be made on the Quote Form. All blank spaces for quote prices must be filled in, typewritten.
- TWCVB shall not be liable for any costs or expenses incurred by producers in responding to this Request for Quotes, or in preparing or completing the Quote Packet.
- Any conditional quote may be cause for rejection.
- Sealed Quote Form along with all Quote Packet Documents and any addenda thereto must be received by TWCVB, Attn: Julie DeGuerre, 10001 Woodloch Forest Drive, Suite 600, The Woodlands, Texas 77380 no later than **5:00 P.M. Central Standard Time Friday, March 4, 2011.**
- Any questions regarding any term, condition or provision of the Quote Packet **must** be submitted **in writing, via email** to **Julie DeGuerre**, at [JDeGuerre@thewoodlandstowship-tx.gov](mailto:JDeGuerre@thewoodlandstowship-tx.gov) no later than **3 P.M. Central Standard Time on Wednesday, March 2, 2011.** 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. TWVCB reserves the right to amend or revise the TWCVB Quote Packet Documents in whole or in part as it deems necessary and without further notice to the Producer. Any addenda, revisions or amendments to the TWCVB Quote Packet Documents shall replace the latest version of the TWCVB Quote Packet and may be uploaded to the same location as the original Quote Packet on The Woodlands Convention & Visitors Bureau's website, [www.TheWoodlandsCVB.com](http://www.TheWoodlandsCVB.com).

**TWCVB MINIMUM PRODUCER INSURANCE REQUIREMENTS**  
**TWCVB 2011 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 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 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 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 township shall be primary to any policy maintained by 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 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 QUOTE FORM**  
**TWCVB 2011 Event Production**

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

Production Service	Quote
14 <sup>th</sup> Annual Red, Hot & Blue Festival	
29 <sup>th</sup> Annual Lighting of the Doves and International Winter on The Waterway – if held on the same day (Saturday, November 19, 2011 from 3 pm to 9 pm)	
29 <sup>th</sup> Annual Lighting of the Doves – if held separately from iWOW (Friday, November 18, 2011 from 7 pm to 9 pm)	
International Winter on The Waterway – if held separately from LOTD (Saturday, November 19, 2011 from 3 pm – 9 pm)	
The Ice Rink at The Woodlands Town Center (Season: November 19, 2011 – January 16, 2012)	
Winter Wonderland (Season: November 19, 2011 – January 2, 2012)	

**Evaluation Criteria:**

Factor	Percentage
Price	<b>40%</b>
Experience in Event Production	<b>40%</b>
References	<b>10%</b>
Community Involvement	<b>10%</b>

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 Quote 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**  
**2011 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 Bidder 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 2011 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 Quote 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, 2011 and ending February 2012, with the option for TWCVB to extend the agreement for an additional one (1) year term under the same terms and conditions. Any and all financial obligations of the 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>• Quote Packet Questions Due Date – 3:00 P.M. CST, Wednesday, March 2, 2011</li> <li>• Quote Packet Due Date – 5:00 P.M. CST, Friday, March 4, 2011</li> <li>• Quote Approval Date Tuesday, March 15, 2011</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	No taxes shall be included in the quote 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 the TWCVB acceptable proof of valid insurance which meets or exceeds the minimum insurance requirements as provided in the <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 the 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>14<sup>th</sup> Annual Red, Hot &amp; Blue Festival (RHB)</b>		
12	<b>STAGES</b> —Producer shall provide and install the following stages: <ul style="list-style-type: none"> <li>• <u>Town Green Park 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>Waterway Square Main Stage</u>: One (1) 28' by28'main stage with the necessary lighting, follow spots, techs, cover, front and rear trussing, and railing for back of stage</li> </ul>	
13	<b>TENTS</b> —Producer shall provide and install the following tents: <ul style="list-style-type: none"> <li>• <u>Sponsor Tent/Area</u>: One (1) 20' by 20' tent for sponsors, with the accompanying tables, chairs, lighting and flooring; <ul style="list-style-type: none"> <li>○ Provide sufficient food for sponsors within the Sponsor Tent</li> <li>○ Provide gated fencing for Sponsor Area;</li> </ul> </li> <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>: Two (2) 20' by 10' tents for children's activities. These tents shall be equipped with tables and chairs, as well as lighting</li> </ul>	

	<p>and flooring;</p> <ul style="list-style-type: none"> <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: <ul style="list-style-type: none"> <li>○ One tent at Town Green Park; and</li> <li>○ One 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 Ten:</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 (4) chairs as well as lighting and flooring.</li> </ul>	
14	<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 eight (8) 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>	
15	<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>○ Two (2) balloon artist for a minimum of four (4) hours;</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Six (6) Face painters for a minimum of four (4) hours (some face painters will be stationed at Town Green Park, and some will be located at Waterway Square) ;</li> <li>○ Four (4) strolling entertainers for a minimum of four (4) hours: <ul style="list-style-type: none"> <li>▪ Two (2) balloonists; and</li> <li>▪ Two (2) other entertainers TBD</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>	
16	<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>	
17	<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;</li> <li>● Site cleanup, trash removal and dumpster; and</li> <li>● Restroom porters.</li> </ul>	
18	<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>Hotdog Eating Contest:</u> provide the necessary management staffing and prizes for four heats of this contest; and</li> <li>● <u>Watermelon Eating Contest:</u> provide the necessary management, staffing and prizes for four heats of this contest.</li> </ul>	
19	<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>	
20	<p>** Fireworks will be contracted directly by TWCVB.</p>	
<b>Lighting of the Doves (LOTD) and International Winter on the Waterway (iWOW)</b>		
21	<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 “Celebration Stage” measuring 32’ 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 Sage” 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>	
22	<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 30’ with tables and chairs <ul style="list-style-type: none"> <li>○ Provide sufficient food for approximately three hundred (300) people, subject to change, within the Sponsor Tent;</li> </ul> </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 chairs, coolers, bottled water and paper towels all to be replenished</li> </ul>	

	<p>throughout the event;</p> <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 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 thirty (30) 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);</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>	
23	<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>• Five (5) 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</li> <li>• One (1) vehicle platform;</li> <li>• A three (3) minute firework Show (Producer shall obtain all necessary permits, licenses, etc., for this firework show).</li> </ul>	
24	<p><b>SAFETY EQUIPMENT AND SIGNAGE</b>—Producer shall provide all necessary safety equipment and signage.</p>	
25	<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>	
26	<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> </ul>	

	<ul style="list-style-type: none"> <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, 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>○ Two (2) balloon artist for a minimum of four (4) hours;</li> <li>○ Two (2) entertainment elves to accompany Santa;</li> <li>○ Two (2) ice carvers ;</li> <li>○ Other contract entertainers as may be required.</li> </ul> </li> </ul>	
27	<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;</li> <li>• A wireless microphone for Santa;</li> <li>• Eight (8) headsets and six (6) wireless microphones for other designated users;</li> <li>• Two (2) video display screens of sufficient size with accompanying video equipment to broadcast Santa.</li> </ul>	
28	<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>	
29	<p><b>SITE CLEAN-UP</b>—Provider shall provide complete clean-up of the event location upon termination of the event.</p>	
<b>The Ice Rink at The Woodlands Town Center</b>		
30	<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 ice surface, flexible transmission lines to and from rink, propylene glycol to</li> </ul>	

	<p>fill entire system, Dowthern floor insulation, vapor barriers, and professional monitoring daily of each of the foregoing;</p> <ul style="list-style-type: none"> <li>• <u>Rink Tent</u>: a clear-span tent building measuring 214' by 82', featuring at least one (1) peaked top; as well as an additional area of at least 16' for skate rental and concession area;</li> <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, 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>	
31	<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</li> </ul>	



	<p>from the Ice Rink Location of all equipment and supplies;</p> <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; and</li> <li>• <u>Equipment Storage Trailer Mounting</u>: A suitable equipment storage trailer with appropriate mountings to remain on-site during the Season;</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>	
32	<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>	
33	<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> <li>• <u>Skate Change Benches</u>: Not less than one hundred seventy five (175) feet of benches for skaters to change skates;</li> </ul>	

	<ul style="list-style-type: none"> <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>	
34	<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 the 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 the TWCVB Merchandise; and</li> <li>• <u>Delivery</u>: Deliver TWCVB Merchandise from its existing storage location to the Ice Rink location.</li> </ul>	
35	<p><b>SNACK AND BEVERAGE SALES AND EQUIPMENT</b>—Producer shall provide the following:</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 rubbish outside of the Ice Rink tent area</li> </ul>	
36	<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>	
37	<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 having at least a carpet floor covering; and</li> <li>• Professional construction of a walkway to the Mall entrance area having</li> </ul>	

	<p>at least a carpet floor covering.</p> <p>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.</p>	
38	<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 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>	
39	<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>	
40	<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>	
41	<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>	
42	<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.</li> <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>	
43	<p><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.</p>	
<b>Winter Wonderland</b>		

44	<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.	
45	<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.	
46	<b>WALKWAY</b> —Producer shall provide an install a walkway as specified by TWCVB.	
47	<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>		
48	TWCVB may require additional goods and services related to, but not specifically listed in the Production Services Contract or this Quote Packet. To the extent that any such additional services are beyond the scope of the Production Services Contract or the Quote 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 Quote 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>Quote Evaluation</b>		
49	Evaluations of the quotes 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 Quote 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 Quote Packet Documents And Submissions</b>		
50	Producer shall complete Quote Form and shall seal and submit said sealed form to TWCVB prior to the Quote Packet Due Date	
51	Producer shall complete Producer References Form, providing five (5) client references, and submit said form to TWCVB prior to the Quote Packet Due Dte.	
52	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 Quote Packet Due Date.	
53	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 Quote Packet Due Date.	

**ACKNOWLEDGMENT FORM**

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

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

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
EMAIL

**TWCVB QUOTE PACKET DOCUMENTS AND SUBMISSIONS RECEIVED CHECKLIST**  
**TWCVB 2011 Event Production**

**NOTE: TO BE COMPLETED BY TWCB STAFF ONLY**

Date Quote Packet received: \_\_\_\_\_ Producer's Name:  
 \_\_\_\_\_

Quote Packet reviewed by: \_\_\_\_\_

Was Quote Packet complete and correct? \_\_\_Yes \_\_\_No

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

If Quote Packet is not complete, indicate date each Quote Packet Document and/or Submission is received under "Date Received" column. If a Quote 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 Quote 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

QUOTE PACKET DOCUMENT OR PRODUCER SUBMISSION	Date Received	REVIEWER'S NOTES
QUOTE TABULATION FORM		
PRODUCER REFERENCES FORM		
PRODUCER SUMMARY OF COMMUNITY INVOLVEMENT		
PRODUCER REFERENCES FORM		
ACKNOWLEDGMENT FORM		