



4511 Knox Road
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www.nhd.org

facebook.com/nationalhistoryday

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Request for Proposal

Official Exhibit Board Supplier for the National History Day Contest

National History Day®, Inc. (NHD) is looking for a business to be the official provider of student exhibit boards for the annual National History Day Contest. The annual contest is a project-based academic contest featuring five categories, exhibits, papers, performances, documentaries, and websites. Thousands of students enter every category and this is a prime opportunity for a cardboard supplier or manufacturer to partner with an international academic organization to gain customers around the globe.

In 2017 National History Day processed sales of exhibit boards totaling \$52,820 from more than 4,000 exhibit boards. We are looking for approximately \$1.00 per board in donations from the selected company. These exhibit display boards are made to specific custom dimensions and used by thousands of teachers and students around the world when creating entries for the annual National History Day Contest.

They are 58 1/4" tall. The main center panel is 26" wide. The folding arms are each 12 3/4" wide. The detachable header is 13" tall and 40" wide.

As an educational non-profit we are not equipped to handle order fulfillment, shipping, and customer service. Consequently, we are looking to divest ourselves from the process and want to partner with a company who can handle those items. This company would become the official exhibit board supplier of the National History Day Contest. The selected company will have its name, logo, and contact information displayed directly on our website in multiple locations and our site will have a link directly to the purchase page of the company. Orders will be placed and fulfilled directly by the selected company. Other promotional opportunities are negotiable, such as a banner at the National Contest every June or promotion in our various publications.



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Responsibilities of Selected Company:

- Create and supply a stock of tri-fold cardboard exhibit boards made to the specifications required for the National History Day Contest. They are 58 1/4" tall. The main center panel is 26" wide. The folding arms are each 12 3/4" wide. The detachable header is 13" tall and 40" wide.
- Receive and fulfill all orders by schools, parents, students, and affiliates from around the world for cardboard exhibit boards. In 2017 there were more than 4,000 exhibit boards sold.
- Maintain excellent customer service with customers purchasing boards to positively represent our brand and reputation.
- Provide compensation to National History Day in the range of approximately \$1.00 per board (this rate is completely negotiable).

National History Day, Inc. will provide:

- Promotion of the company as the sole provider of the official National History Day exhibit boards, encouraging all students and teachers participating in the contest to buy exhibit boards only from your business.
- Access to our audience of more than 500,000 students, teachers, and parents who participate in the National History Day Contest every year.
- Publicity on our website, online shop, and various publications (as negotiated in a letter of agreement) for your company and services.

Please send a PDF response outlining your company, customer service reputation, and method of fulfilling the responsibilities in this RFP. Responses must be received by October 27, 2017.

Please email responses to Gary@nhd.org.

Responses can also be mailed to:

Gary Pettit

National History Day, Inc.,

4511 Knox Road, Suite#205

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