

National Genealogical Society

Request for Proposal / Audio-Visual Services

Sponsor: National Genealogical Society (NGS)

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Location & Dates:

2011:

Charleston, South Carolina
11-14 May
North Charleston Convention Center

Attendance: 1,500-2,500, family historians.

Past Venues:

2008	14-17 May	Kansas City, Missouri (Marriott)
2009	13-16 May	Raleigh, North Carolina (Raleigh Convention Center)
2010	28 April-1 May	Salt Lake City, Utah (Salt Palace Convention Center)

Submission of Bids:

- o All bids will be due via email on or before **5:00 p.m. EST Wednesday, 26 January 2011.**

Disclaimer: Equipment in meeting rooms is subject to change.

BCG Education Fund Workshop:

- o Two meeting rooms to be equipped with the following equipment on Tuesday, 10 May 2011.
 - Screen - 9'*12'
 - Microphone
 - A/V Cart
 - Podium
 - Tables

Opening Session:

- o Opening session held on Wednesday, 11 May 2011 to be equipped with the following equipment.
 - Two screens -10'*14'
 - Matching high lumen projectors
 - Microphone
 - A/V Cart
 - Podium
 - Tables

Lectures:

- o Ten meeting rooms to be equipped with the following equipment for four days, 10-14 May 2011
 - Screen - 9'*12'
 - Microphone
 - A/V Cart
 - Podium
 - Tables

Luncheons:

- o Three meeting rooms to be equipped with the following equipment for four days, 10-14 May 2011
 - Microphone
 - Podium

Workshop:

- o Two meeting rooms to be equipped with the following equipment on Saturday, 14 May 2011.
 - Screen - 9'*12'
 - Microphone
 - A/V Cart
 - Podium
 - Tables

Registration and NGS office:

- o Four computers with Windows XP, Office XP and wireless internet capability
- o Three printers
- o One computer and printer in back for NGS office

Internet Café and Syllabus Printing:

- o Four computers set on high counters.
- o Two printers

Support:

- o Two A/V technicians must be available on-site during the event to assist speaker with any issues.
- o Registration area is located in the main lobby of the North Charleston Convention Center. Computers and printers will need to set-up and broken down daily. Technical support is also to be provided to the registration staff, as needed.

Miscellaneous:

- o We will need Nextel's for in house communication located in the staff office (seven units)
- o 1 overhead projector