



New York State Tourism Industry Association EMPIRE State Tourism Conference

April 27-29, 2015

REQUEST FOR PROPOSAL

1. Project Background and Description

The New York State Tourism Industry Association (NYSTIA) will be hosting the 2015 Empire State Tourism Conference at the Desmond Hotel in Albany, NY April 27-29, 2015. NYSTIA is seeking to work with member businesses in the creation, production and distribution of materials needed to create and present a vibrant conference. Please bid on all or some of the parts described in this request.

2. Project Scope

1. Design Conference Mailer, Agenda, and Signage
2. Produce (Print) Conference Mailer, Agenda, and Signage

3. Requirements

1. Design submissions and cost post marked no later than December 1, 2014
2. Production costs and distribution methods post marked no later than December 1, 2014

4. Deliverables

1. Mailer – Oversized 5x7 to be mailed **February 1, 2015**
2. Agenda no less than 15 pages – booklet format, 250 copies delivered to Dawn L. Borchert dawn@nystia.org no later than **April 10, 2015**
3. Signage between 5 and 10 signs delivered to Dawn L. Borchert dawn@nystia.org no later than **April 20, 2015**

5. Considerations

- Only current NYSTIA members will be considered on the initial RFP process, if member submissions are not accepted we will reach out beyond current members.
- In kind and trade arrangements will be considered.

6. High-Level Timeline/Schedule

- A final schedule and time line will be facilitated with the selected contractor.

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

Name	Title	Date
Jill Delaney	President and CEO, NYSTIA	
Dawn L. Borchert	Program Manager	
Christine Hoffer	Committee Chair	

Approved By

Date

Approved By

Date