

Description of sample task:
Lot 2 – Exhibition services
Framework contract for events and exhibitions services to the EEA
Call for tender EEA/CCA/07/003

1. Objective

An important element of the EEA's work is to make the environmental information it prepares known to current and potential user groups. Carefully chosen exhibitions, in particular those which enable the Agency to reach multipliers and key users, is one important communication channel. The cost per contact will be higher than for most other means of communication, but on the other hand the impact on the individual client is potentially much bigger with a direct person to person contact.

2. Sample task

As a sample task to help evaluate companies responding to the above call for tender, the bidders are requested to present:

- Cost estimate for a stand at a two-day exhibition in Brussels

(Estimate is not to include any costs related to floor space rental, electricity etc., merely the costs for man-hours required and the procurements/rentals specified below)

Planning

- Participate in a planning meeting at the Agency, lasting two hours
- Prepare time plan with deadlines for technical preparations
- Prepare cost estimate

Preparation

- Maintain contact with exhibition organiser to ensure that all deadlines and technical requirements are respected. Keep EEA project manager continuously updated on developments
- Rent a pc and a 42" plasma screen with speakers and floor stand for two days
- Procure two Expolinc Pop-Up Magnetic 3065x2224 mm exhibition systems in Premium package (manufacturer's website <http://www.expolinc.com/>)
- Design and produce panels in colour for the above systems. Panel content to be based on design guidelines provided by the Agency. Text to be delivered in electronic format by the Agency and ten images (five for each display) with transport motives to be procured from image library
- Have plasma screen and exhibition systems delivered to the exhibition venue. Mount displays and pc/screen ahead of event.

Exhibition execution

- Have a consultant at the venue for the duration of the event to maintain contact with the organisers and solve technical problems
- Provide two assistants/secretaries on the stand for the two days to help with practical tasks and ensure that the exhibit remains tidy, refilling brochure racks, hand out printed information and log number of visitors.
- Dismantle displays after event. Organise for the return of the two display systems and ten boxes with a total of 150 kg of publications to the EEA in Copenhagen with normal freight (not courier).
- Return pc and plasma screen to provider