

Request for Proposal for Decorator Services
Fraternal Order of Police National Biennial Conference
MGM Hotel & Convention Center
Las Vegas, Nevada August 14-17, 2023

Successful bidder should be prepared to provide services August 12, 2023 – August 18, 2023

Bids are due July 1, 2022

Bids received in a format other than listed will be rejected.

Please submit photos of Expo Floor Plan, Registration counters and floor plan, task chairs, stage chairs, entrance unit ideas, color swatches for drapes, etc.

General Exhibit Area Furnishings:

10' x 10' draped exhibit booths	_____	each
7" x 44" booth I.D. signs	_____	each
Floor Marking	_____	each
Aisle Signs (includes standard stock aisle number signs, full height streamers, labor to install/remove)	_____	each
Aisle Carpet (includes nightly cleaning)	_____	per ln/ft
Masking Drape:		
3' height	_____	per ln/ft
8' height	_____	per ln/ft
12' height	_____	per ln/ft
16' height	_____	per ln/ft
20' height	_____	per ln/ft
Over 20' height	_____	per ln/ft

Association Furnishings & Services:

General Sessions:

Standard furnishings	_____	
Custom furnishings	_____	
Octonorm hardwall displays	_____	
Decorator Labor	_____	
Flags	_____	each
Flag Poles	_____	each
State Signs	_____	each
Set Floor Chairs	_____	each
Stage Sign/Display	_____	each
Skirted Tables (stage)	_____	each
Stage Chairs	_____	each

Registration:

Counters	_____	each
Background Drape	_____	per ln/ft
Task Chairs	_____	each
Skirted Tables	_____	each
Signs	_____	each
Directional Roping	_____	

Grand Lodge Freight:
 Load/Move In _____
 Load/Move Out _____

Exhibit Entrance Door/Unit:
 Entrance Unit _____
 Labor to install/remove _____
 Graphics _____

Lounges, Association Booths, etc:
 Standard furnishings _____
 Custom furnishings _____

Signage: _____ each

Extra skirted tables upon request _____ each

Banners (install/remove) _____ each

Trash Removal _____ per day

Rooms:
 General Sessions: Marquee Ballroom
 EXPO: Grand Ballroom
 Seminar Rooms: TBD

Merchandise Rooms: TBD
 NFOP Lodge Merchandise Room: Halo will contact decorator and pay for their needs
 NVOST Lodge Merchandise Room: NVOST FOP will contact decorator and pay for their needs
 Auxiliary Merchandise Room: Auxiliary will contact decorator and pay for their needs
 Associate Merchandise Room: Associates will contact decorator and pay for their needs

Hotel Rooms:
 Decorator Company to make their own hotel reservations

Decorator Staff:
 Provide Full Names of decorating staff to NFOP one month prior to show date

Subcontractors:
 Please provide company or union names of all subcontractors you will utilize for the NFOP show

COMPANY/GROUP NAME: _____

COMPANY/GROUP NAME: _____

Bidding Company Name _____

Bidding Company Contact _____

Bidding Contact Phone # _____