

Request for Proposal for Registration Services
Fraternal Order of Police National Biennial Conference
MGM Grand 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.

Approximate Attendance:

Delegates/Alternates	5000-6000	standard size but would like to explore cost of larger nametag
Guests	1000	standard size nametags - stock needs to be bright yellow
Seminars	5000	blank stock standard size nametags
EXPO Vendors	400 - 500	standard size nametags
Auxiliary	150-200	standard size nametags
Associates	100	standard size nametags
VIP/Floor Passes	100-150	standard size nametags
Members	1000	standard size nametags

Registration Requirements:

Provide hardware & registration software

Assist FOP in conducting Quality Control on the barcodes both pre-conference and onsite

Provide a state-of-the-art electronic retrieval system offering countertop, battery powered PDA, & software options for exhibiting companies

Provide a trained technician pre-conference and onsite

FOP will provide as much information as possible (in Excel format) prior to conference to populate the registration programs designed for each attendance group

Create & produce show badge stock (size 3.0" x 4.0) with approved logo from FOP

Provide 10,000 show badge holders for all attendance groups

Provide computers and printers needed as determined by the FOP (minimum 14 computers & nametag printers)

Provide two (2) laser printers for reports & certificate printing

Produce daily custom reports of each attendance group

Work with voting company by providing technology to have eligible registered delegates integrated into their system

Produce six (6) voting books by state and lodge on Wednesday after the close of registration

Produce certificates for seminar attendees using seminar registration program

Produce end of show reports as determined by the FOP in various formats on thumb drives & printed

End of show thumb drive with all categories of attendees listed that registered & separate list of all attendees eligible to vote with check mark indicating they did vote or blank if they did not vote

Provide certificate adequate liability and other insurance prior to show

Subcontractors:

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

COMPANY/GROUP NAME: _____

COMPANY/GROUP NAME: _____

Registration Tech Information:

Technician's Full Name _____ (provide one month prior to conference date)

Registration Company to make hotel reservations for their tech

Hotel arrival date _____ Hotel departure date _____