



**REQUEST FOR QUOTE:**

**Large-Scale 3-D Letters**

**Quote:** #20-002

**RFQ Released:** May 3, 2019

**Deadline for Quotes:** June 12, 2019 by 2:00 p.m.

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The Houston Livestock Show and Rodeo (the “HLSR”) promotes agriculture by hosting an annual, family-friendly experience that educates and entertains the public, supports Texas youth, showcases Western heritage and provides year-round educational support within the community.

As the world’s largest livestock show and rodeo, the largest fair in North America and the site of 20 concerts from top-flight entertainers each year, the show attracted over 2.4 million spectators in 2018. A Section 501(c) (3) charity, this organization has committed approximately \$450 million in youth and educational support to Texas students since it began in 1932. HLSR is backed by more than 34,000 volunteers serving on over 108 different committees.

**GENERAL REQUIREMENTS FOR REQUEST FOR QUOTE**

**PRICING**

Pricing for all goods/services must be very specific, all-inclusive and firm. All administrative fees, shipping, expedited delivery costs, labor, etc. must be included in the quote. All shipping, drayage and other charges are to be listed **as a separate line item**.

Based on your line item bid price for shipping on the Price Sheet, HLSR may require that product shipments are to be done via Federal Express or UPS, using the HLSR’s existing account.

Moreover, all design work, product set-up, production, repair work, etc. must be done according to HLSR’s schedule, which may include weekends, nights and early mornings, at **no additional cost to HLSR**. HLSR will pay only for goods/services stated on the Price Sheet unless otherwise agreed to in writing by both parties before the order is placed or work is started. No price changes, additions, or subsequent qualifications will be honored.

**INTELLECTUAL PROPERTY**

The provider acknowledges that the names, logos, copyrighted material and trademarks of HLSR are the sole and exclusive property of HLSR (the “HLSR Marks”) and nothing herein shall provide the provider any right, title or interest in HLSR Marks. All HLSR Marks included in this Request for Quote (“RFQ”) are for bidding purposes **ONLY**. They may not be used for any other purpose, now or in the future, without the express written consent of HLSR’s Marketing and Public Relations Department.

**PROVIDER ADVERTISING, MARKETING AND PROMOTION**

The provider may not promote itself in conjunction with HLSR, use the HLSR as a client reference or display HLSR goods in any advertising, marketing or promotional materials. Exceptions may apply to current licensed providers.

## **SPECIAL REQUIREMENTS / INSTRUCTIONS**

The following requirements and instructions supersede GENERAL REQUIREMENTS where applicable.

### **SCOPE**

HLSR will receive quotes from interested parties for large-scale 3-D letters.

While product cost is important, quality will be given equal consideration in the selection process.

### **GENERAL DESCRIPTION**

Provide all labor, materials, supplies, and equipment necessary to produce and deliver the item(s) described herein and as directed by HLSR staff.

### **PRODUCT**

#### **A. 3-D Letters Photo Opportunity**

- a. 6 – 8 feet tall, free standing structure.
- b. This product will be displayed outdoors, and as such will need to be able to withstand weather for the duration of the 25 days of Show (including high winds) and have a lifespan of at least three years. The builder should recommend an appropriate material to meet these requirements.
- c. Enough room between the letters in 'Rodeo' for patrons to stand comfortably. (See example on next page)

# HOUSTON LIVESTOCK SHOW AND RODEO™



1.

**SUBMITTAL REQUIREMENTS**

**RETURN ALL PAGES  
HARD COPY OR EMAIL ONLY  
NO FAX**

**Houston Livestock Show and Rodeo™  
Attn: Purchasing  
NRG Center, 3 NRG Park  
Houston, Texas 77054**

**[purchasing@rodeohouston.com](mailto:purchasing@rodeohouston.com)**

**YOUR SIGNATURE ATTESTS TO YOUR OFFER TO PROVIDE THE  
GOODS AND/OR SERVICES DESCRIBED IN THIS QUOTE.**

**OFFERED BY:**

<hr/>	
<b>Signature</b>	<b>Date</b>
<hr/>	
<b>Printed Name</b>	<b>Title</b>
<hr/>	
<b>Company Name</b>	<b>Email</b>

**PRICE SHEET**

<b>ITEM</b>	<b>EACH</b>	<b>TOTAL</b>
Construction	\$	\$
Delivery/Shipping	\$	\$
Installation	\$	\$
Delivery to Storage	\$	\$
Misc. Costs	\$	\$
Misc. Costs	\$	\$

**TOTAL (ALL INCLUSIVE): \$** \_\_\_\_\_

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Final artwork will be sent to the selected Provider(s).

They may not be used for any other purpose, now or in the future, without the express written consent of HLSR's Marketing and Public Relations Department.