



## REQUEST FOR QUOTE:

# International Gala Venue & Catering

Quote: #20-004

RFQ Released: May 14, 2019

Deadline for Quotes: **Monday, May 20, 2019 by 10:00 a.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 is receiving quotes from parties for our International committee gala to be held Friday, March 6, 2020.

### **GENERAL DESCRIPTION**

Provide all labor, materials, supplies, and equipment necessary to produce and deliver the items described in this RFQ and as directed by HLSR staff.

### **DETAILS**

Date: **Friday, March 6, 2020**  
Time: 6:30 p.m. – 11:00 p.m.  
Description: International Committee Gala – Seated Dinner  
Attire: Western Chic  
Guests: 750

### **VENUE**

- 1.) Room to accommodate 750 guests seated in rounds of 10 with linens.
- 2.) 30' x 30' dance floor.
- 3.) 32' x 16' stage for band.
- 4.) (16) 8' tables for auction items.
- 5.) (6) 8' tables for auction check out.
- 6.) 50' Black pipe and drape
- 7.) Coat/hat check option.
- 8.) Valet service is required.

### **AUDIO VISUAL EQUIPMENT**

- 1.) 2 wireless microphones.
- 2.) House audio system.
- 3.) 2 projectors and 2 screens

### **FOOD**

- 1.) Seated 3 course dinner with pre-set salad and desert. Include entrée selection with 2 protein choices, seafood and meat.
- 2.) Passed "late night snack" (ie: breakfast tacos handed out as guests exit.)
- 3.) Food costs should be inclusive of all related costs (for example: servers, serve ware, etc.)
- 4.) Food cost to include non-alcoholic beverages (soft drinks, water, tea, and coffee.)

### **LINEN**

- 1.) 80 Black table linens.
- 2.) 800 White linen napkins.
- 3.) 800 Black chair covers.

## **BAR SERVICE**

- 1.) Bar service – minimum (4) staffed bars from 7 – 11 p.m. (list price per hour to continue service if requested)
- 2.) Top-shelf selections are required.
- 3.) Mid-Tier beer and wine selections acceptable.

**SUBMITTAL REQUIREMENTS**

**RETURN ALL PAGES**  
**(by: hardcopy, fax, or email)**

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

**832-667-1007 fax**

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

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

**OFFERED BY:**

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

**PRICE SHEET**

<b>ITEM</b>	<b>EACH</b>	<b>TOTAL</b>
Venue Fee	\$	\$
Audio Visual Equipment	\$	\$
Catering	\$	\$
Bar Service	\$	\$
Labor	\$	\$
Valet Services	\$	\$
Linens	\$	\$

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