



## **REQUEST FOR QUOTE:**

# **RFQ #20-005 MERCHANDISE NOVELTIES AND ACCESSORIES**

**RFQ Released:** May 20, 2019

**Deadline for Quotes:** Tuesday, June 6, 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 2.5 million spectators in 2019. A Section 501(c) (3) charity, this organization has committed approximately \$475 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 parties for our **Merchandise Program Novelty Items and Accessories** for the 2020 Show.

#### **PRODUCTS**

1. **Product samples are not required unless requested by HLSR.**
2. There is no limit on the number of design items that can be submitted.
3. The design must include one of the HLSR Marks. See Appendix "A".
4. Pantone colors: Orange-158C-Blue-7690C-Brown-4625C
5. Entire order must be delivered to NRG Park, Houston, Texas 77054, no later than Sept. 7, 2019

#### **Category A – Accessories**

- a) Providers' choice: inexpensive to high end (i.e., decor items, luggage, picture frames, book ends, USB drives, BBQ items, portfolios, writing pens, etc.)
- b) Western/Rodeo or rustic theme look
- c) Estimated Quantity: 72-576
- d) Retail price: \$5-\$80

#### **Category B – Umbrellas**

- a) Estimated Quantity: 500-1,000 small size
- b) Retail value: \$10
- c) Estimated Quantity: 500-larger size
- d) Retail price: \$15-\$20

#### **Category C – Rain Poncho**

- a) Estimated Quantity: 1,000
- b) Retail price: \$5 or less

#### **Category D – Drinkware**

- a) Examples are required (include but not limited to shot glasses, tumblers, glassware, etc.)
- b) Estimated Quantity: 576 to 1,000 (depending on price)
- c) Rodeo or Western themed
- d) Retail price: \$5-\$40

All HLSR Marks included in this Request for Quote are for bidding purposes **ONLY**.

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 Marketing and Public Relations Department.

**ADDITIONAL QUESTIONS**

1. This quote is valid until when?
2. Do you have any concerns in procuring / delivering this product(s) on time?
3. Are there any concerns regarding tariffs and this order?
4. Do you have any suggestions (i.e., colors, order date, later delivery date, etc) we should consider?
5. How long have you offered this product(s) to your customers?
6. What is your backup plan should this order get delayed or there are product issues and/or errors identified after delivery?

**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**

Item is for Product Category: \_\_\_\_\_ (example "B"- umbrellas)

Your Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Product Description:				
Photo / Graphic of Item (no more than one (1) item per price sheet)				
Estimated Quantity:				
Price Each:	\$	\$	\$	\$
Estimated Delivery Date:	\$	\$	\$	\$
Estimated Delivery Fee:	\$	\$	\$	\$
Estimated Setup Fee:	\$	\$	\$	\$
Estimated Total for Each Column/Quantity listed above.	\$	\$	\$	\$

APPENDIX "A"

HLSR MARKS

