

Salem State University

RFI 2017-09 Special Events Staging and Management and AV Services

Addendum 1

Date: February 23, 2017

## I. Overview

This addendum consists of information that was discussed during the must attend pre-bid walk-through 10:00 A.M., February 16, 2017 with the vendors who were present for the familiarity tour of the arena, gymnasium and overall facility to gain a clearer understanding of the project scope.

**1. Q. Can you give us a better description of a tier 2 event?**

*Answer: Accepted Students days are an example of a tier 2 event. For this year they are scheduled for April 1 and April 9, 2017.*

*Tier 2 events consist of 1,200 to 1,300 people at these vents. We will need wireless mikes and piped in music for these events. Set up time is 6:30 – 7:00 A.M. The events are over by 2:00. A screen video is needed. We need high definition portable screens at both ends of the gym. There are about 16 people speaking. We need 2 projectors and 2 screens for Accepted Students Day and convocation. No pipe and drape is required. People are typically sitting on the bleachers, on the floor and on folding chairs.*

**2. Q. Can you give us a better description of a tier 3 event?**

*Answer: A tier 3 event would require 1 mike and would be podium style. It could be in the Gassett Fitness Center basketball court or it could be an outside event such as a dedication of a building or a new building opening. It typically is 1 or 2 people speaking. It is usually not more than 300 people seated at round tables or lecture seating. Typically the president would speak very briefly to guests before lunch or dinner or unveiling of signage. An example would be the use of half of the basketball court for the luncheon on the Saturday of commencement. This event takes place between the morning and afternoon commencements.*

*If you could please include in your response to this RFP a couple of price quotes from examples and descriptions we have cited here of what tier 3 event would be, that would be helpful.*