



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Invitation to Bid: Audiovisual and Staging Services

ADDENDUM #1

*Changing Lives,
Creating Futures*

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BID Number: 40016-20200319 DUE DATE/TIME: March 19, 2020 4:00 p.m.

RESPONSES TO INQUIRIES

March 12, 2020

1. Question: Podium - Will the podiums requested be supplied by the hotel or does this need to be supplied by the AV company?

Clarification: AV Company

2. Question: Some of the equipment requested is brand specific - are equivalent equipment or equivalent upgrades acceptable?

Clarification: Equipment does not need to be specific to the brands listed. The items listed are what we have used in the past.

3. Question: Breakout Room - Is conference Wi-Fi provided by the hotel facility or does this need to be provided by the AV company?

Clarification: Wi-Fi is provided by the hotel.

4. Question: General Session & Impact Awards (Grand Ballroom C-D) - Will this be a combined room for the plenary and awards ceremony?

Clarification: Ballroom C & D, and possibly B (depends on registration numbers) will be 1 large room. It will be used for Impact Awards on Wednesday evening, and then the remainder of the conference for general sessions.

5. Question: The dates for setup access day for Grand Ballroom C is 10/07/2020 am with use on 10/07/2020-10/09/2020. The dates for setup access day for Grand Ballroom D is 10/06/2020 am with use on 10/07/2020-10/09/2020. Are these dates accurate?

Clarification: We have access to Ballroom D 1st on 10/6. This is where the stage will be setup and the majority of the AV. Currently, we do not have access to Ballroom C until the next morning. This could change as we get closer to the date, and find out more about the group exiting Ballroom C.

6. Question:- Will a stage be needed? If a stage is required, will this be provided by the hotel and will there be carpet needs and decor needs for the stage?

Clarification: Stage is provided by the hotel. No carpet or décor needed.

7. Question: Are the 16' Truss Screens 9'x16' screens? And will they requested to be on stage right and stage left for the event?

Clarification: Yes, on each side of the stage.

8. Question: 20'x10' LED wall requested is not in the standard 16:9 aspect ratio. Will this be used for presentation, video of speakers, etc.? Would you prefer or be open to a 20'x11' LED wall?

Clarification: LED wall use: Pre-loaded images and conference logo. The 2 side screens will show video of speakers. Yes, 20x11 will work.

9. Question: Will the LED wall need to be ground supported?

Clarification: Ground supported.

10. Question: Will the LED wall need to be centrally located (behind the stage if stage is requested)?

Clarification: Yes, the center of the stage.

11. Question: Social Media Lounge (Grand Salon) - Is a microphone kit needed for this section?

Clarification: No, we do not need it.

12. Question: Women's Leadership Summit (Grand Ballroom A) - Grand Ballroom A states access day as 10/07/2020 am with use dates of 10/07/2020-10/09/2020. Is this accurate?

Clarification: Yes. Currently, we do not have access to Ballroom A until the morning of 10/7. This could change as we get closer to the date, and find out more about the group exiting Ballroom A.

13. Question: Chemin Royale - Can you clarify what length you need to pipe and drape wall?

Clarification: Approximately 16' L x 16' H. We will have 2 8ft tables lined up next to each other with the drape behind it. On the table are Styrofoam letters spelling out 'LCTCS' each letter is about 3 ft high.

14. Question: Is the 20' black velour drape separate from the 16' pipe and drape line?

Clarification: Yes, this is separate.

15. Question: Grand Ballroom B (President's Reception) Grand Ballroom B states access day as 10/07/2020 am with use dates of 10/07/2020-10/09/2020. Is this accurate?

Clarification: Yes. Currently, we do not have access to Ballroom B until the morning of 10/7. This could change as we get closer to the date, and find out more about the group exiting Ballroom B. This space will be used on 10/7 at 5:00 pm.