



Aksarben Stock Show
REQUEST FOR PROPOSAL
Picture Backdrop

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Picture Backdrop – Aksarben Stock Show

The Aksarben Stock Show (AKSS) is seeking a qualified graphic designer to create a picture backdrop to be used to take livestock photos at the AKSS. They are also asked to handle the printing of the backdrop.

1.0 INSTRUCTIONS

- 1.1 Review the RFP carefully.
- 1.2 RFP questions should be directed by e-mail to Amy Kelley at akelley@statefair.org
- 1.3 Interpretations, corrections, revisions and amendments to this request for proposal shall be issued to all RFP recipients in the form of written addenda.
- 1.4 Proposals are due by e-mail by May 31st, 2023 at 5 p.m. CT to:

Amy Kelley
Phone: 308.384.0624
[Akelle@statefair.org](mailto:akelley@statefair.org)

2.0 OVERALL SCOPE

- 2.1 **Term:** The contract will become effective upon signing.
- 2.2 **Other Agencies:** Any other agency facilitating business with AKSS, including Fonner Park and its partners, Nebraska State Fair (NSF), or the Grand Island Livestock Complex Authority and its partners, shall not be bound by any agreement made as the result of this request for proposal.
- 2.3 **Agreements Made:** AKSS may accept a quote as written by issuing an official email.
- 2.4 **Responsible Parties:** AKSS final decisions on all Picture Backdrop decisions will remain with the NSF Livestock/Equine Manager, Agriculture Director and in cooperation with the Executive Director and upon consultation with the chosen company.

3.0 CONDITIONS

- 3.1 **Assignment:** Any contract resulting from this solicitation may not be assigned, transferred, or delegated in whole or in part by the company, without the prior written consent of AKSS.
- 3.2 **Retention of Rights:** The Awardee shall not have any rights to use the name, logos, trademarks or copyrights of AKSS outside of the purposes of this project.
 - 3.2.1 AKSS reserves the right to not award this offer to any company based on any reason.

4.0 SCOPE OF WORK

- 4.1 The selected company will provide AKSS with at least one and no more than three proposed designs for the picture backdrop.
 - 4.1.1 Included in the backdrop must be the official Aksarben logo. This can be provided by emailing Amy Kelley.
- 4.2 The selected company will arrange for printing of selected backdrop.
 - 4.2.1 Three backdrops will need to be printed. Two will need to be 24 feet by 10 feet. One will need to be 16 feet by 10 feet.
 - 4.2.2 Backdrops will need to be printed on matte vinyl with grommets.

4.3 Backdrops will be mailed to the Nebraska State Fair, 501 E. Fonner Park Road, #200 Grand Island, NE 68801.

5.0 PROPOSAL submitted via email to akelley@statefair.org

5.1 General Information:

5.1.1 List the following in the proposal.

Company Name

Contact Info for Company

Physical Address

City, State, Zip

Phone

Email

Contact Name of Person Responsible for this RFP

Title

Phone

Email

5.2 Complete Bid

5.2.1 Examples of previous backdrop designs.

5.2.2 Cost broken down by design, printing and estimated shipping.

6.0 EVALUATION OF PROPOSAL

6.1 Evaluation of all proposals shall be performed by AKSS and NSF Staff.

7.0 TIMELINE

Proposals Due	May 31 st , 2023
Award	June 15 th , 2023