



**REQUEST FOR PROPOSAL
DECORATING SERVICES
FOR THE
INDIANA STATE FAIR COMMISSION
RFP-SER202400037**

DATE: APRIL 9, 2024

RE: INDIANA STATE FAIR COMMISSION – DECORATING SERVICES

This Request for Proposal (“RFP”) is the official notice that the Indiana State Fair Commission, an Indiana body corporate and politic established at Ind. Code § 15-13-2-1, (the “Commission”) is seeking proposals from qualified vendors to provide Decorating Services. The intent of the Commission after the review and evaluation of responses is to enter into a contractual agreement with one or more qualified vendor(s). By bidding on these goods, you are guaranteeing pricing as set forth in this RFP.

I. Overview

Under Indiana Code section 15-13-3-2, the Commission is responsible for the administration of the Indiana State Fairgrounds and property owned by the Commission to provide for maximum use for the benefit of the citizens of Indiana. The Commission is a separate body, corporate and politic under Indiana law and its members are appointed by the Governor.

Although best known for hosting the 15-day Indiana State Fair in August of each year, the State Fairgrounds is a year-round venue for events, hosting over two million visitors annually. The events hosted include equestrian, livestock, small animal, car, ice, arts and crafts shows, home and builders’ shows, concerts, circuses, live horse racing, rodeos and many others.

II. Summary of Scope of Work

The Commission is seeking a service provider to provide all decorating goods and services on a year-round and annual Fair-time basis. Respondent shall have first consideration of services as it relates to items requested for and to be paid by the Commission. If awarded, Provider cannot fulfill the requested need(s) of the Commission by product or by specified time, the Commission shall have the discretion of seeking service(s) from another provider. If awarded Provider is unable to fulfill Commission needs, Provider must notify the Commission, in writing, immediately following the Commission request(s).

Though “Fair-time” example needs are specified herein, the Commission seeks an itemized listing of costs as they relate to the annual State Fair buildings and facilities as well as for year-round goods on an as-needed-basis.

A. Definitions & Abbreviations

Following are explanations of terms and abbreviations appearing throughout this RFP. Other special terms may be used in the RFP, but they are more localized and defined where they appear, rather than in the following list.

1. Commission: The Indiana State Fair Commission
2. IAC: Indiana Administrative Code
3. IC: Indiana Code

4. Products: Tangible goods or manufactured items as specified in this RFP
5. Proposal: An offer as defined in IC 5-22-2-17
6. Respondent: A Respondent as defined in IC 5-22-2-18.
Any successful Respondent selected as a result of the procurement process to deliver the products, goods and/or services requested by this RFP
7. Response: The Commission will not consider a proposal responsive if two or more Respondents submit a joint or combined proposal. One entity or individual must be clearly identified as the Respondent who will be ultimately responsible for performance of the contract. Other names related to respondent(s) will be:

B. Questions/Inquiries and Answer (Q&A) Process

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of 10:00 a.m. Eastern Time on, **April 26, 2024**. Questions/Inquiries must be submitted via email to contracts@indianastatefair.com and must be received by the time and date indicated above.

C. Proposal Due Date

Submit pdf of proposal to contracts@indianastatefair.com by 3pm, May 7, 2024.

A. Key Dates

- Submissions: See Section IV (B) above.
- Selection of Proposal(s): On or before May 10, 2024.

It is Offeror's responsibility to ensure the RFP is received by the Commission on or before the above deadline. No exceptions.

No public opening due to evaluation process. All responders will be notified upon award.

G. Proposal Clarifications, Discussions and Interviews

The Commission reserves the right to request clarifications on proposals submitted to the Commission. The Commission also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information such as ability to provide inventory and staffing as required, request for costs or technical proposal revision, etc. Additionally, in conducting discussions, the Commission may require that Respondents present an oral presentation before the Commission's Contract Managers. The oral/written clarification is not guaranteed as part of this process.

K. Evaluation Criteria

All proposals will be evaluated using the following approach:

1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business & Technical Proposal)	
Experience – Fair Experience	40%
References, Financial Information & Current Certificate of Insurance	10%
3. Cost	35%
4. Executive Summary (See “Q” in Attachment B)	<u>15%</u>
Total Percentage	100%

L. Mandatory Requirements

1. **Attachment C** as Response Cover Page
2. Completed and returned **Attachments C through I – Preferably Typed**
3. Evidence that Respondent is registered to do business in Indiana
4. Copy of current Certificate of Insurance
5. If Respondent is a prime W/MBE business, a copy of State certification must be attached
6. Insurance/Financial Capacity (pass/fail) – Proof of financial stability and current copy of your Certificate of Insurance. Place financial information in an envelope marked “confidential”.

ATTACHMENT A
Decorating Services
Scenario Of Needs /Scope of Work

The following is a list of anticipated decorating needs based on usage and dates needed in 2024 Fair, compiled by Building. Individual events held in the specified building are listed after the building name followed by the bullet-points that depict the various needs/services.

The information provided should be used as a guide for the estimated amount of materials and labor you will need to commit to this project. **The State Fair Commission does not guarantee orders in these or any other quantities.**

2024 INDIANA STATE FAIR

NOTE: Decorating needs and install and removal dates are subject to change

4-H Education Complex

- 300' of skirting with clips to attach in green
- 220' of 8' black drape
- 16 vertical 8' pipes and 16 bases (6 bases to be double pronged) and 12 expandable rods with black draping to hang clothing; bases needed weights to prevent fall over
- 300' of 3' pipe & drape – 4-H Exhibit Hall

Install date: By July 22

Remove: Aug 20

4-H Exhibit Hall Auditorium - River Friendly Farmers

- 7-8' blue skirted tables
- 2 easels

Install date: By Aug 7

Remove: Aug 7

4-H Exhibit Hall Auditorium - USDA Employee Appreciation

- 7-8' blue skirted tables

Install date: By Aug 14

Remove: Aug 14

Administration Building

- 7 – 4x6 American Flags
- 16 – black or blue 5' round tablecloths
- 2 -8' blue skirted tables – leave in mail room

Install date: Anytime Beginning July 18

Remove: Aug 19-20

Ag/Hort Building

- 40 – 8’ black skirted tables
- 6 – 6’ black skirted tables
- 87 retractable stanchions
- 8’ pipe & drape – blue & white for booths – approx. 750’
- 3’ pipe & drape – blue & white for booths – approx. 375’
- 160’ of 8’ black pipe & drape
- 90’ black pipe & drape for cheese cooler
- Hang & take down 12 aisle signs
- 4 Carpet runners for lobby – 3’x25’
- Mark floors
- 9 barstools
- 65’x40’ carpet under IN Grown store

Install date: July 15

Remove: Aug. 19

Blue Ribbon Pavilion

- 1 – 4x6 American flag hung from ceiling in center of building-done around July 18
- 1 – 4x6 4-H flag hung from ceiling in center of building
- 9 – 8’ blue skirted tables in Wool Room (1 notched for column; get from ISF)
- 3 – 8’ blue skirted tables in show office
- 30’ of 16’ pipe and drape (blue) for photo backdrop – SE foyer
- 20’ of 8’ pipe and drape to block sun in SE foyer
- 12 sq. yds. of astroturf for photo backdrop
- 8 – 8’ skirted blue tables in show arena – need for entire duration of Fair
- 4 sections of 8’ red pipe and drape for Wool Room – half on west side of room (south end); half on east side of room
- Skirting of announcer stand (yellow) – approx. 40’; 5’ high – need to reskirt/change half way through Fair
- 10 pcs of white stanchion & chain for show ring
- 20’ of blue pipe & drape in show office – goes from west side of entry doors to wall (just past counter); runs north & south

Install date: By July 22

Remove: Aug 19

Bier Brewery Lounge (Ewe Room 2)

- 2 – 8’ blue skirted tables

Install date: By July 23

Remove: Aug 19

Champions Pavilion

- 1 – 4x6 American flag hung from ceiling - done around July 18
- 1 – 4x6 4-H flag hung from ceiling

- 20' of 12' pipe and drape (blue) for photo backdrop – NW end
- 20' of 8' pipe & drape for photo backdrop
- 20' x 10' of astroturf for photo backdrop
- 4 -8' blue skirted tables

Install date: By July 22

Remove: Aug 19

Coliseum/Youth Arena - Grand Drive - Aug. 4

- 2 photo backdrops – 12' x 30' each blue pipe & drape – goes in Youth Arena
- 2 – 8' blue skirted tables
- Large Blue, Yellow, White bunting for picket fence – approx. 30 pieces

Install: By 2p – Aug. 4

Remove: Aug. 4 – around 10p

Coliseum – in lobby

- 1 -8' black skirted counter high table
- 200' – 8' black pipe & drape for back wall

Install: July 18

Remove: Aug. 19-20

Coliseum Plaza – Mullet Championships

- 3 -8' skirted tables
- 30' - 8' black pipe & drape
- Black skirting for 8'x32'x2' stage

Install: TBD – one day during Fair

Remove: TBD – same day

Coliseum – Supreme Drive - Aug. 11

- 2 – 8' blue skirted tables
- Large Blue, Yellow, White bunting for picket fence – approx. 30 pieces

Install: By 2p – Aug. 11

Remove: Aug. 11 – around 9p

Coliseum – Harvest Dinner - Aug. 14 (big fundraising event for Fair)

- Black carpet & skirting for 16'x20'x2'
- 75 -6' rounds
- 75 black round tablecloths with white overlays
- 12 black tablecloths for cocktail tables
- Table numbers

Install: By 2p – Aug. 14

Remove: Aug. 14 – around 9p

Dance for Health Stage

- 3 -8' black skirted tables

Install date: By July 22

Remove: Aug 19

Education Displays

- In Champions
 - ★ 4 stanchions
 - ★ 4 banners hung from ceiling
- In West Pavilion – need 4 stanchions

Install date: By July 24

Remove: Aug 19

Expo Hall

- 1 – 4x6 American flag hung from ceiling - done around July 18
- 1 – 4x6 4-H flag hung from ceiling

Install date: By July 24

Remove: Aug. 19

Llamas

- 4 -8' blue skirted tables for show arena
- 20' of 16' blue pipe & drape for photo backdrop
- 20' x 10' of astroturf for photo backdrop

Install date: By July 22

Remove: Aug 5

Rabbits/Poultry

- 40' of 8' blue pipe & drape for photo backdrop
- 1 easel
- 30' of 8' pipe & drape to divide west end storage room in half
- For rabbits – 30 stanchions (by 8/7; remove by 8/13)
- For rabbits – 3 -8' black skirted tables for awards stage (need 8/11)
- For rabbits – 30' of 8' blue pipe & drape for awards stage (need 8/11)
- 1 counter high skirted table for registration

Install date: By Aug 7

Remove: Aug 19

By front doors

- 1 counter high 8' black skirted tables & 2 stools

Install date: By July 24

Remove: Aug 19

Fall Creek Pavilion

- Blue Photo backdrop – 20' x 16'
- 60' of 16' pipe & drape to divide auctioneers in show ring
- Hang 1 – 5'x8' American flag; 1 – 4'x6' Indiana Flag; 1 – 4'x6' 4-H flag in ceiling
- 1 -8' skirted table
- 20 retractable stanchions

Install date: By July 24

Remove: Aug. 19

Farm Bureau Building Banquet Hall

- 1 – 8' skirted table black – to be used by all of the different events in there for parties, events
- Keep eye on it to check if needs refreshed daily

Install date: By July 30

Remove: Aug 19

Free Stage (in Celebration Park)

- 2 – 8' blue skirted tables in 10' x 20' booth in front of Discovery Hall; check/refresh tables throughout Fair
- Need 11 - 3' pipe & bases to make area for ADA at Free Stage – we will set

Install date: July 31

Remove: Aug 19

Pony Ride Area – Family Fun Park

- 1 – red 8' skirted table – at the ticket tent by entrance to park

Install date: July 24

Remove: Aug 19

Family Fun Park – College Choice Parent Relaxation Area

- Hang 2 – 20' banners on tent

Install date: July 24

Remove: Aug 19

Gates

Main Gate

- 10-15 pieces of red, white & blue bunting on perimeter fence
- 39 pieces of red, white & blue bunting on concrete barricades

Gate 3 (38th St)

- 6 RWB bunting on perimeter fence – 3 on either side of entrance

Gate 6 (Fall Creek)

- 6 RWB bunting on perimeter fence – 3 on either side of entrance

Gate 10 (NE Corner)

- 6 RWB bunting on perimeter fence – 3 on either side of entrance

Gate 12 (42nd Walk Entrance)

- 6 RWB bunting on perimeter fence – 3 on either side of entrance
- 3 pieces of red, white & blue bunting on concrete barricades

Gate 16 (behind 4-H)

- 6 RWB bunting on perimeter fence – 3 on either side of entrance
- 22 pieces of red, white & blue bunting on concrete barricades – over by Discovery Hall parking lot

Gate 19 (38th St.)

- 6 RWB bunting on perimeter fence – 3 on either side of entrance

Infield Gates (2 of them)

- 12 RBW bunting on fence

Install date: Beginning July 16

Remove: Aug 19

Glass Barn

- 4 stanchions – can leave in back of building
- 1 front door runner

Install: July 24

Remove: Aug. 19

Soybean Reception

- 10 cocktail tables

Install: By 1p, Aug. 1

Remove: By 8:30p, Aug. 1

Grand Hall

- American flags on top of Grand Hall – 2 – 4'x6'
- 4 – 3' round cocktail tables
- 30' of 8' black pipe & drape
- 2 -8' black skirted tables
- 1 banner installed inside

Install date: Any time from July 22

Remove: Aug 19

Grandstand

- 6 – 8' red skirted tables for miscellaneous use throughout Fair
- Refresh periodically

Install date: Any time beginning July 29; done by Aug. 1 by noon

Remove: Aug 19

Band Day Competition

- 2 – 8' black skirted tables on stage
- Set/hang one 3'x20' sponsor banner on stage at front of stage – put on 3' pipe
- Skirt in black a 20'x24'x2' stage

Install date: 3 pm on Aug 1 or by 6 am on Aug 2

Remove: After competition on Aug 2 (midnight) or 5 am Aug 3

Cheerleading Competition

- 2 – 8' blue skirted tables to place backstage near side of stage
- Skirt in black a 20'x24'x2' stage
- Carpet or 10'x10' mat by mats – old piece to wipe off shoes

Install date: By 7am on Aug 3

Remove: Aug 3 after 4 pm

Grandstand Stage – Hoosier Lottery Show – August 16 by 9a

- 4 stools
- 5 short cocktail tables
- Pick up August 17 by 8a

Harvest Pavilion

- Carpet whole building – black carpet – approx. 1800 ft & vacuum nightly
- 760' – 12' pipe & drape
- 60' of 16' pipe & drape
- 4 carpet rugs at west end doors
- 4 -8' skirted tables
- 8 stanchions

Install date: Carpet down by July 15; everything else by July 22

Remove: Aug 19

Media Day

- 27 -8' black tablecloths

Install date: By 10:30 am Aug 1

Remove: 2p, Aug 1

Indiana Arts

Basement

- 10' of 8' pipe & drape

Main Floor

- 70' of 8' black pipe & drape to drape off columns
- 25 -8' black skirted tables

3rd floor

- 20' of 8' pipe & drape for photo backdrop

Install date: July 14

Remove: Aug 19

Shoup's BBQ Contest

- 3 – 5' round black tablecloths
- 2 -8' black skirted tables
- 14 stanchions

Install date: TBD

Remove: TBD

Cat Show

- 80' of 8' pipe & drape
- 30' of 3' pipe & drape
- 5 easels
- 6 – 8' skirted tables

Install date: TBD during Fair

Remove: Same day

Info booths

- State Fair Blvd. booth – 2 stools with backs
- Gate 12 info booth – 2 stools with backs

Install: By July 29-30

Remove: Aug. 19

Main Street (Car Show) – Aug 18

- 1900' of 3' pipe and base
- Do not block walkways between medians and booths/concessions between medians.

Install date: Aug 18 by 7am

Remove: Aug 18 - cars leave at 3pm.

Normandy Barn

- 1 -8' black skirted table for registration
- 25 black 8' tablecloths
- 10' of 8' pipe & drape to block off under stairs

Install: July 28

Remove: Aug. 19

Northwest Pavilion (block off storage area)

- 160' of 12' black pipe & drape

Install date: By July 20

Remove: Aug 19

Opening Ceremonies – Aug 2 – location TBD

- 1 – 8' blue skirted table

Install: By Aug 2 – 5a

Remove: Aug. 2 – 9:15a – soon as its over

Parking (in grey shacks/check in)

- 10 bar stools with backs

Install: By July 20

Remove: By Aug. 19

Pioneer Village

Big red barn

- 8 RWB large bunting pieces from rafters inside – little ones are still hanging inside bldg.

Install date: By July 18

Remove: Aug 19

Opry House

- 4 large buntings on the stage - on the front
- Skirt the stage with Expo Blue on three sides – stage is 20'x28'x3' (68' of skirting)
- 8 large buntings on the inside rafters – little ones may still be hanging in there; if so replace

Install date: By July 18

Remove: Aug 19

South Pavilion

- 1 – 4x6 American flag hung from ceiling in center of building-done around July 18
- 1 – 4'x6' State flag hung from ceiling
- 1 – 4x6 4-H flag hung from ceiling in center of building

South Pavilion Hall A – Horse & Pony

- Need 1 – 16' tall x 20' wide pipe & drape in blue photo backdrop

Install date: By July 30 by noon

Remove: Aug 6

South Pavilion Hall A - Draft Horses

- Need 2 – 12’ tall x 20’ wide pipe & drape in blue photo backdrops

Install date: By Aug 7 by noon

Remove: Aug 19

Spay/Neuter/Vet Camp – location TBD

- Need 5 - 8’ black skirted tables
- 3 – 20’ sections of 8’ black pipe & drape to create Vet Camp
- 4 pieces of black mesh to wall off area from entry door (leading from prep trailer) to surgery suite – Approx. 70’ – will be outside so need to make sure sturdy

Install: By July 29

Remove: Aug. 19

West Pavilion

- 1 – 4x6 American flag hung from ceiling in center of building-done around July 18
- 1 – 4x6 state flag hung from ceiling
- 1 – 4x6 4-H flag hung from ceiling in center of building
- 40’ of 12’ blue pipe and drape for photo backdrop
- 2 – 8’ blue skirted tables in north foyer
- 50’ of 8’ high drape (blue) at the northwest corner to section off a reception area
- 1 cocktail table with blue tablecloth in lobby
- 20’ of 8’ blue pipe & drape in north foyer

Install date: July 20

Remove: Aug 15

Dog Show – in West Pavilion

- 24’ blue drape to skirt announcers stand & bunting
- 2 bar stools
- 18 easels
- 200 linear ft of green carpet for photo backdrop
- 1 – 10’ x 20’ - 8’ backdrops for photo areas
- 4 – 10’ x 10’ booths with 8’ blue drape in back with 3’ sides
- 6 blue 8’ skirted tables
- 70 retractable stanchions to go around show ring
- 30’ of 3’ pipe & drape – create a 10x10 box

Install date: By noon on Aug 15

Remove: After 7pm Aug 18

Youth Arena

- 1 skirted table for announcer stand

Install date: By July 24

Remove: Aug 19

Hoosier Homestead Awards – Aug. 14 by 10a - Youth Arena

- 40' of 8' black pipe & drape on stage area
- 1 – 8' black skirted table

Miscellaneous

- Drape/skirt announcers stand/foley in Coliseum

Install: By July 24

Remove: Aug. 19

Banners – to be hung

- Daily sponsor banners at perimeter fence gates – 9 per day; 15 days
- Closed banners on perimeter fence gates on Mondays – 2 days; 12 banners

Banners Up whole Fair

- 12 mag tent banners – go on tents in infield
- 17 Featured Farmer banners – goes around grounds
- 3 First Farmer banners
- 30 Livestock banners in Northwest Pavilion, West Pavilion, West, Champions and Blue Ribbon
- 1 Dance Stage banner
- 1 Goat Mountain banner
- 1 Free Stage banner on Discovery Hall
- 1 VIP banner on Discovery Hall
- 1 Welcome banner on Gate 16
- 3 – 3'x30' - 4-H banners on Centennial Hall
- 2 Restroom banners on Discovery Hall and Centennial Hall
- 4 Wine Garden banners hung on side of Ag/Hort
- 1 stage schedule banner hung in Wine Garden
- 6 wine garden pole banners hung
- 1 Backyard Stage sign
- 2 Woodworking banners on Indiana Arts
- Indiana Farm Bureau 5'x12' banners – 2 inside Blue Ribbon; 2 inside West Pavilion
- 5 banners hung on front of Ag/Hort Building
- 30 MHS pole banners hung in Family Fun Park
- 6 – 6'x10' Tractor Supply banners hung in Fall Creek Pavilion
- 1 – 5'x12' Tractor Supply banner hung in West Pavilion

Install banners: By July 20

Remove: Aug. 19-20

In addition, will need to go around and check table tops and retop if necessary daily.

ATTACHMENT B
Specifications for Decorating Services

- A.** Skirted tables referenced in this document, shall be tables skirted on three (3) sides unless otherwise specified.
- B.** Drape referenced in this document shall imply, pipe, bases and drape unless otherwise specified. Drape shall be 3 panels per 10 feet of pipe.
- C.** Drape colors shall be provided to the Contractor at least 30 days prior to start of Fair. All panels must match in color and in length. Colors to be made available shall include but not be limited to red; white; black; charcoal; royal blue; hunter green; burgundy; kelly green, yellow and grey/silver.
- D.** All pricing shall be for estimated needs. Invoicing shall only be paid on actual usage.
- E.** Contracted Decorator shall be responsible for having at least one (1) representative and one (1) set-up crew member present on the Indiana State Fairgrounds/site Monday through Thursday the week prior to the start of the annual State Fair. At least one (1) representative must be on the Fairgrounds/site on a full time/twenty-four hour (24 hr.) basis commencing the first full day of the annual State Fair and each day after up to and including the last day of the Fair.
- F.** Contracted Decorator must be accessible for any problems 24 hours per day for the duration of Pre-Fair and the Fair. Numbers for a Home or Business phone as well as for a Cell Phone must be listed. Also list an email address on **Attachment C**. Preparation and flexibility with Fair staff are also required for last minute additions/deletions and on setup/teardown schedules
- G.** Daily check in with the Director of Event Services (Fair liaison); liaison to approve any additions/changes to decorating before implementation is required. Contracted Decorator must also have a local office/warehouse servicing the State Fair Commission. The State Fair Commission reserves the right to visit and inspect any potential Bidder's location with advance written notice.
- H.** All decorations shall always be in excellent condition, clean, attractive and flame-retardant. All decorations shall remain the responsibility of the Contracted Decorator and shall be maintained prior to and throughout the duration of the annual State Fair. All draping must be of a matching color and length in each set-up, not three shades of blue etc.
- I.** Decorations shall be in place by the deadlines as requested for each event or building. For each annual Indiana State Fair the Fair dates shall be within the month of August, traditionally commencing on a Friday and ending on a Sunday, unless otherwise specified by the Commission. Some events may occur in June and July. The Contracted Decorator must have prior approval by the Decorating Liaison for any situations resulting in noncompliance of these deadlines.

- J.** Contracted Decorator shall furnish all materials, labor, and installation equipment. This includes but is not limited to a minimum of one (1) on-site coordinator and one (1) set-up crew member for set-up from the Friday prior to the Fair until the closing Sunday of the Fair. Contracted Decorator shall supply appropriate lifts and forklifts for the installation and maintenance of gates and pole banner decorations. Contracted Decorator shall be available to provide decorating services in accordance with the time demands of each event or building as stated (i.e. some events must be set at early morning hours, as early as 1:00 AM).
- K.** Contracted Decorator shall be accountable for all charges made to the State Fair Commission account. All services requested to be performed and charged to the State Fair Commission account must have a corresponding work order and purchase order number assigned prior to the performance of the requested service for the invoice to be paid. The Contracted Decorator will coordinate all decorating needs with: the Director of Event Services. Contracted Decorator shall be responsible for following up on any and all invoices associated with Third-Party Contractors.
- L.** Contracted Decorator must note that they are contracted with the Indiana State Fair Commission. The terms and conditions of this contract does not extend exclusivity of Decorator to 3rd party vendors and/or year-round show promoters.
- M.** The attached listing of events and the various buildings are examples of decorating needs that must be in place by the timeframes stipulated (the information, dates & times are based on the needs in preparation of and during the 2024 Indiana State Fair). Each building will have its own decorating needs as listed and also events within that building that will have different decorating needs, some of which may remain in place for the duration of the Fair and some will be for specific timeframes. A listing of estimated timeframes will be provided to the Contracted Decorator thirty days (30) prior to the start of Fair.
- N.** The Contracted Decorator will be provided with a “staging area” located on the Fairgrounds with easy in/out access.
- O.** Contracted Decorator must provide their own golf cart(s) while on the Fairgrounds. Fairgrounds to provide up to three (3) permits for decorators’ golf carts. Contractor must also obey all rules pertaining to the operation of their golf carts on the Fairgrounds. Only licensed drivers over the age of 16 are permitted to operate a golf cart on the Fairgrounds.
- P.** A table manned by Contracted Decorator personnel must be maintained in Ag/Hort Building during Exhibitor set up in this building, starting at 8:00 AM the Monday prior to the start of the Fair until Thursday at 6:00 PM. The Contracted Decorator will be responsible for taping/marketing an outline of the booth layout on the floor, prior to booth setup. The outline must be in place by NOON, the Sunday prior to the start of the Fair; the Vendor Relations Manager will provide the diagram annually by July 20th. All decorations and draping must be removed from Ag/Hort Building by end of the day the Wednesday following the close of the Fair.
- Q.** All Bidders must provide an executive summary of how your firm will provide the services and supplies required for the execution of this Contract. The summary must be type-written on Respondent’s letterhead and should include, but not be limited to information that provides a clear description of your inventory, warehousing practices; including size and location(s), equipment assets, etc. The executive summary will be part of the evaluation process as described in **Section L**. Evaluation Criteria.

- R.** Contracted Decorator is to provide an Exhibitor/Vendor price list to the Director of Event Services April 15th of each year of the contract or renewal option period.
- S.** Contracted Decorator must have all decorations removed from the Fairgrounds by the end of the day the Friday following the end of the Fair.
- T.** The State Fair Commission prefers bids to be submitted on a delivered basis; therefore, all bids will be considered to be made on the basis of all shipping/delivery charges included in the price structure. If transportation charges are NOT allowed, the Respondent must so state and show charges in the bid. The shipment must be prepaid and transportation charges added to the invoice. The State Fair Commission will pay for such transportation charges only on the basis of the lower price, whether it is the one shown in the bid or the charge shown on the prepaid freight bill. **THE STATE FAIR COMMISSION WILL NOT ACCEPT SHIPMENTS.**

The remainder of this page is intentionally blank.

**ATTACHMENT C
Responders Cover Page**

When you sign this RFP bid form, you are agreeing to the Terms and Conditions, special provisions and specifications included in this RFP. Personnel signing this form must be legally authorized by the organization to commit the organization contractually.

Respondent Information:

Company Name: _____

Company Address: _____

City **State** **Zip**

Authorized Agent: _____
Printed Name **Title**

Signature

Telephone: _____ **Cell Phone:** _____

Important Other Contact: _____

Fax Number: _____

Email: _____

Federal Identification Number: _____

Vendor Identification Issued by the State of Indiana: _____

M/WBE Business: YES OR NO **If Yes, MUST include copy of certification document(s).**

ATTACHMENT D
Terms & Conditions

THE RESPONDENT AGREES TO BE BOUND BY THE FOLLOWING TERMS AND
CONDITIONS,
WHICH WILL BE PART OF THE CONTRACT WHEN AWARDED:

This Contract (“Contract”), entered into by and between the Indiana State Fair Commission, (“Commission”) and successful Respondent (the “Contractor”), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Contractor Role and Responsibility

The Contractor shall provide Decorating Services for the Indiana State Fair as specified in **Attachments E, F and G**, incorporated by reference and herein attached.

Role and Responsibility items as it relates to the duties of the Contractor are also outlined in **Attachment A** to be performed prior to and during the annual Indiana State Fair.

All details, required permits, set-up and tear-down dates, materials, etc., shall be done and utilized upon mutual agreement between the Commission and Contractor.

All Decorating shall be complete based on deadlines provided to Respondent prior to the annual State Fair.

- 2. Consideration** - The Decorating Services Contractor shall be paid the rates/prices set forth on **Attachments E, F and G**, attached hereto and incorporated herein. The total remuneration under this Contract shall not exceed pricing as submitted in response to RFP-SER202400037 and as identified on Attachments E, F and G.

Third-Party commission payments to the Commission shall be paid annually by the Provider on or before October 1st for the life of the Contract.

- 3. Period of Performance/Term of Contract** - This Contract shall be for a period of four (4) years. It shall commence upon full signature execution and shall remain in effect through April 30, 2028. The Commission shall have the sole discretion of renewing this Contract for one (1) additional four -year (4) year period. If exercised by the Commission, the renewal option shall commence May 1, 2028 and shall expire on April 30, 2032.

Authorized Initials

- 4. Access to Records.** The Contractor and its subcontractors shall maintain all books, documents, papers, accounting records and other evidence pertaining to the costs incurred under this Contract. They shall make such materials available at their respective offices at all reasonable times during this Contract term and for three (3) years from the date of final payment under this Contract, for inspection by the Commission or its authorized designees. Copies shall be furnished at no cost to the Commission if requested.
- 5. Audits.** Contractor acknowledges that it may be required to submit to an audit of funds paid through this Contract. Any such audit shall be conducted in accordance with IND. CODE Ch. 5-11-1 *et seq.*, and audit guidelines specified by the State.
- 6. Changes in Work.** The Contractor shall not commence any additional work or change the scope of the work until authorized in writing by the Commission. The Contractor shall make no claim for additional compensation in the absence of a prior written approval and amendment executed by all signatories hereto. This Contract may only be amended, supplemented or modified by a written document executed in the same manner as this Contract.
- 7. Compliance with Laws**
- A. The Contractor shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment of any state or federal statute or the promulgation of rules or regulations thereunder after execution of this Contract shall be reviewed by the Commission and the Contractor to determine whether the provisions of this Contract require formal modification.
- B. The Contractor and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the Commission, as set forth in IND. CODE Ch. 4-2-6 *et seq.*, the regulations promulgated thereunder, and Executive Order 05-12, dated January 10, 2005. If the Contractor is not familiar with these ethical requirements, the Contractor should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at www.in.gov/ethics/. If the Contractor or its agents violate any applicable ethical standards, the Commission may, in its sole discretion, terminate this Contract immediately upon notice to the Contractor. In addition, the Contractor may be subject to penalties under IND. CODE § 4-2-6-12.
- C. The Contractor certifies by entering into this Contract, that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana. The Contractor agrees that any payments currently due to the State of Indiana may be withheld from payments due to the Contractor. Additionally, further work or payments may be withheld, delayed, or denied and/or this Contract suspended until the Contractor is current in its payments and has submitted proof of such payment to the Commission.

Authorized Initials

- D. The Contractor warrants that it has no pending or outstanding criminal, civil, or enforcement actions initiated by the State of Indiana, and agrees that it will immediately notify the Commission of any such actions. During the term of such actions, Contractor agrees that the Commission may delay, withhold, or deny work under this Contract and any supplements or amendments.
- E. If a valid dispute exists as to the Contractor's liability or guilt in any action initiated by the State of Indiana or its agencies, and the Commission decides to delay, withhold, or deny work to the Contractor, the Contractor may request that it be allowed to continue, or receive work, without delay. The Contractor must submit, in writing, a request for review to the Commission following the procedures for disputes outlined herein. A determination by the Commission shall be binding on the parties.
- F. The Contractor warrants that the Contractor and its subcontractors, if any, shall obtain and maintain all required permits, licenses, and approvals, as well as comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the Commission. Failure to do so may be deemed a material breach of this Contract and grounds for immediate termination and denial of further work with the Commission.
- G. The Contractor affirms that it is properly registered and owes no outstanding reports with the Indiana Secretary of State.
- H. Contractor agrees that the Commission may confirm, at any time, that no liabilities exist to the State of Indiana, and, if such liabilities are discovered, that the Commission may bar Contractor from contracting with the Commission in the future, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the Contractor is current in its payments on its liability to the State of Indiana and has submitted proof of such payment to the Commission.
- I. As required by IND. CODE § 5-22-3-7:
 - a. The Contractor and any principals of the Contractor certify that (A) the Contractor, except for de minimis and nonsystematic violations, has not violated the terms of (i) IND. CODE Art. 24-4.7 [Telephone Solicitation Of Consumers], (ii) IND. CODE Ch. 24-5-12 [Telephone Solicitations] , or (iii) IND. CODE Ch. 24-5-14 [Regulation of Automatic Dialing Machines] in the previous three hundred sixty-five (365) days, even if IND. CODE Art. 24-4.7 is preempted by federal law; and (B) the Contractor will not violate the terms of IND. CODE Art. 24-4.7 for the duration of the Contract, even if IND. CODE Art. 24-4.7 is preempted by federal law.

Authorized Initials

- 8. Condition of Payment.** All goods and services provided by the Contractor under this Contract must be performed to and meet the Commission's reasonable satisfaction, as determined at the discretion of the undersigned Commission representative and in accordance with all applicable federal, state, local laws, ordinances, rules, and regulations. The Commission shall not be required to pay for goods or services found to be unsatisfactory, inconsistent with this Contract or performed in violation of federal, state, or local law.
- 9. Disputes.** Should any disputes arise with respect to this Contract, the Contractor and the Commission agree to act immediately to resolve any such disputes. Time is of the essence in the resolution of disputes.

The Contractor agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all its responsibilities under this Contract, which are not affected by the dispute. Should the Contractor fail to continue without delay to perform its responsibilities under this Contract in the accomplishment of all non-disputed work, any additional costs incurred by the Contractor or the Commission as a result of such failure to proceed shall be borne by the Contractor, and the Contractor shall make no claim against the Commission for such costs.

If the Contractor and the Commission cannot resolve a dispute within ten (10) calendar days following notifications in writing by either party of the existence of said dispute, then the following procedure shall apply:

1. The parties agree to resolve such matter through submission of the dispute to the Executive Director of the Indiana State Fair Commission who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the Contractor and the Commission within ten (10) working days after presentation of such dispute for this decision.
2. The decision shall be final and conclusive unless the Contractor mails or otherwise furnishes the Executive Director, within ten (10) working days after receipt of the Executive Director's decision, a written appeal.

The Commission may withhold payments on disputed items pending resolution of the dispute. The unintentional nonpayment by the Commission to the Contractor of one or more invoices not in dispute in accordance with the terms of this Contract will not be cause for Contractor to terminate this Contract, and the Contractor may bring suit to collect these amounts without following the disputes procedure contained herein.

Authorized Initials

10. Drug-Free Workplace. As required by Executive Order No. 90-5 dated April 12, 1990, issued by the Governor of Indiana, the Contractor hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. The Contractor will give written notice to the State within ten (10) days after receiving actual notice that the Contractor, or an employee of the Contractor in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of this certification may result in sanctions including, but not limited to, suspension of contract payments, termination of this Contract and/or debarment of contracting opportunities with the State for up to three (3) years.

In addition to the provisions of the above paragraph, if the total amount set forth in this Contract is in excess of \$25,000.00, the Contractor certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the Contractor's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace;
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment, the employee will (1) abide by the terms of the statement; and (2) notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- D. Notifying the State in writing within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction;
- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) taking appropriate personnel action against the employee, up to and including termination; or (2) requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

Authorized Initials

- 11. Force Majeure.** In the event that either party is unable to perform any of its obligations under this Contract or to enjoy any of its benefits because of, including but not limited to, natural disaster, environmental contamination, hostile military or paramilitary action, riot, or decrees of governmental bodies not the fault of the affected party (hereinafter referred to as a "Force Majeure Event"), the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Contract shall be immediately suspended. If the period of nonperformance exceeds thirty (30) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Contract.
- 12. Funding Cancellation.** If the Executive Director, with the approval of the Commission, makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Contract, this Contract shall be canceled. A determination by the Executive Director shall be final and conclusive. Nothing in this clause shall be construed to preclude the Contractor from being paid for work performed through the date of cancellation.
- 13. Governing Laws.** This Contract shall be construed in accordance with and governed by the laws of the State of Indiana and suit, if any, must be brought in a court of competent jurisdiction in Marion County, Indiana.
- 14. Independent Contractor.** Both parties hereto, in the performance of this Contract, will be acting in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever.
- 15. Indiana Tort Claims Act.** Pursuant to IND. CODE Ch. 34-13-3 *et seq.*, the Commission is covered by the Indiana Tort Claims Act.
- 16. Indemnification.** To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold harmless the Commission and the State of Indiana, its agents, officers and employees from all claims and suits including court costs, attorney's fees, and other expenses caused by any act or omission of Contractor and/or its subcontractors, if any, in the performance of this Contract regardless of concurrent negligence. Any defense shall be provided by counsel approved by the Commission. The Commission and the State shall not provide such indemnification to the Contractor.
- 17. Insurance.** Contractor shall secure and keep in force during the term of this Contract the following insurance coverage, covering the Contractor for any and all claims of any nature which may in any manner arise out of or result from Contractor's performance under this Contract:

Authorized Initials

- A. Commercial General Liability with the following minimum coverage limits naming the Commission and the State of Indiana as additional insureds:
 - a. \$1,000,000 Per Occurrence Bodily Injury and Property Damage
 - b. \$1,000,000 Per Occurrence Personal and Advertising injury
 - c. \$2,000,000 General Aggregate
 - d. \$1,000,000 Products and Completed Operations Aggregate
- B. Commercial Automobile Liability – Minimum coverage limit of \$1,000,000 combined single limit for bodily injury and property damage, covering all owned, non-owned or hired (if applicable) automobiles used in the course of this Contract
- C. Workers Compensation - In compliance with any and all statutes requiring such coverage in the State of Indiana, covering employees, volunteers, temporary workers and leased workers.
- D. If the Contractor engages any sub-contractors or independent contractors to complete or perform any work called for in the Contract, the Contractor is responsible for maintaining evidence that all of the subcontractors or independent contractors are compliant and maintaining the required insurance as though they were parties to the Contract.
- E. Property – Contractor shall be responsible for its own personal property, regardless of the type, to be insured on a replacement cost basis.

Contractor shall provide proof of such insurance coverage by tendering to the Commission a certificate of insurance (“COI”) prior to the commencement of this Contract. The Commission must be listed as an additional insured on the COI. Contractor shall not cancel or change the insurance coverage without giving the Commission thirty (30) days prior, written notice by certified or registered mail.

18. Key Persons. If both parties have designated in writing that certain individual(s) employed by Contractor are essential to the services offered pursuant to this Contract, the parties agree that should such individual or individuals no longer be employed during the term of this Contract by the Contractor for whatever reason, the Commission shall have the right to terminate this Contract upon thirty (30) days’ prior written notice.

19. Licensing Standards. The Commission shall not be required to pay the Contractor for any services performed or goods provided when Contractor or its employees or subcontractors are not in compliance with such applicable standards, certifications, laws, ordinances, rules or regulations. If licensure, certification or accreditation is revoked, suspended, or materially changed, Contractor shall notify the Commission immediately, and the Commission may, at its option, immediately terminate this Contract.

Authorized Initials

- 20. Nondiscrimination.** Pursuant to the Indiana Civil Rights Law, specifically including IND. CODE § 22-9-1-10, Contractor and its employees and agents, if any, shall not discriminate against any employee or applicant for employment to be employed in the performance of this Contract with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to service or employment, because of the employee's or applicant's race, color, national origin, religion, sex, disability or ancestry.
- 21. Option to Extend the Term of the Contract.** The Commission may extend the term of this Contract by written notice to and upon mutual agreement by Contractor prior to thirty (30) calendar days from the expiration date.
- If the Commission exercises this option, the extended Contract shall be considered to include this option. The term of the extended Contract may not be longer than the term of the original Contract.
- 22. Option to Renew.** The Commission may, in its sole discretion and without the necessity of Contractor countersignature or agreement thereto, renew this Contract.
- 23. Order of Precedence.** Any inconsistency or ambiguity in this Contract shall be resolved by giving precedence in the following order: (1) this Contract, (2) Attachments prepared by the Commission; and (3) Attachments prepared by the Contractor.
- 24. Penalties/Interest/Attorney's Fees.** The Commission will in good faith perform its required obligations hereunder and does not agree to pay any penalties, liquidated damages, interest, or attorney's fees, except as required by Indiana law, in part, IND. CODE § 5-17-5-1 *et seq.*, IND. CODE § 34-54-8-5 *et seq.*, and IND. CODE § 34-13-1-6 *et seq.*
- 25. Progress Reports.** The Contractor shall submit progress reports to the State upon request. The report shall be oral, unless the State, upon receipt of the oral report, should deem it necessary to have it in written form. The progress reports shall serve the purpose of assuring the State that work is progressing in line with the schedule, and that completion can be reasonably assured on the scheduled date.
- 26. Severability.** The invalidity of any section, subsection, clause or provision of the Contract shall not affect the validity of the remaining sections, subsections, clauses or provisions of the Contract.
- 27. Substantial Performance.** This Contract shall be deemed to be substantially performed only when fully performed according to its terms and conditions and any modification thereof.
- 28. Taxes.** The Commission is exempt from state, federal and local taxes. The Commission will not be responsible for any taxes levied on the Contractor as a result of this Contract.

29. Termination for Convenience. This Contract may be terminated, in whole or in part, by the Commission whenever, for any reason, the Commission determines that such termination is in its best interest. Termination of services shall be effected by delivery to the Contractor of a Termination Notice at least thirty (30) days prior to the termination effective date, specifying the extent to which performance of services under such termination becomes effective. The Contractor shall be compensated for services properly rendered prior to the effective date of termination. The Commission will not be liable for services performed after the effective date of termination. The Contractor shall be compensated for services herein provided but in no case shall total payment made to the Contractor exceed the original Contract price or shall any price increase be allowed on individual line items if canceled only in part prior to the original termination date.

30. Termination for Default. The Commission may terminate and cancel this Contract without prejudice to any rights and cause of action the Commission may have against the Contractor, if:

1. The Contractor is judged bankrupt,
2. The Contractor makes a general assignment for the benefit of creditors;
3. If a court of competent jurisdiction finds that the Contractor persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction;
4. The Contractor is acquired by or merged with another entity;
5. The Contractor fails to correct or cure any breach of this Contract; or
6. The Contractor fails to perform the services as required by this Contract.

If the Commission terminates this Contract in whole or in part, it may acquire, under the terms and in the manner it considers appropriate supplies and services similar to those terminated, and the Contractor will be liable to the Commission for any excess costs for those supplies and services.

31. Work Standards. The Contractor agrees to execute its respective responsibilities by following and applying at all times the highest professional and technical guidelines and standards. If the Commission becomes dissatisfied with the work product or the working relationship with those individuals assigned to work on this Contract, the Commission may request the replacement of any or all such individuals.

32. Authority to Bind Contractor. The signatory for the Contractor represents that he/she has been duly authorized to execute this Contract on behalf of the Contractor and has obtained all necessary or applicable approvals to make this Contract fully binding upon the Contractor when his/her signature is affixed, and this Contract is not subject to further acceptance by Contractor when accepted by the Commission.

33. Entire Agreement. This Contract constitutes the entire understanding between the parties and supersedes any prior written or oral understanding between the parties. This Contract may only be amended by a written instrument executed by both parties.

Authorized Initials

34. Non-Collusion and Acceptance. The undersigned attests, subject to the penalties for perjury, that he/she is the representative, agent, member or officer of the Contractor, that he/she has not, nor has any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, to the best of his/her knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of this Contract other than that which appears upon the face hereof.

The parties having read and understanding the foregoing terms of the contract do by their respective signatures dated below hereby agree to the terms thereof.

**The Respondent must explicitly acknowledge understanding of the Terms & Conditions presented above and agree with the terms & conditions as stated.
The signature page for the contract shall be added after this page.
The remainder of this page is intentionally blank.**

Authorized Initials

ATTACHMENT E
Responders Statement of Total Annual Costs/Prices

Using the install and removal dates, materials needed and labor, as outlined in the **Attachment A-** Scenario of Needs/Scope of Work, Responders must enter price to be paid by the Commission based on all costs for services.

Please provide pricing per item, not per day pricing. Currently, the Indiana State Fair is a fifteen (15) day event with several “Pre-Fair” activities that will require decorating services. Some Pre-Fair events may start as early as June. Costs/Prices shall remain fixed and as written below. The Commission shall not approve and/or negotiate costs/price increases during the life of the Contract. Please type or print legibly.

4-H Education Complex:	Costs/Price Initial Contract Period	Costs/Price Renewal Period
	\$ _____ . _____	\$ _____ . _____

4-H Exhibit Hall Auditorium – River Friendly Farmers:	Costs/Price Initial Contract Period	Costs/Price Renewal Period
	\$ _____ . _____	\$ _____ . _____

4-H Exhibit Hall Auditorium – USDA Employee Appreciation:	Costs/Price Initial Contract Period	Costs/Price Renewal Period
	\$ _____ . _____	\$ _____ . _____

Administration Building:	Costs/Price Initial Contract Period	Costs/Price Renewal Period
	\$ _____ . _____	\$ _____ . _____

Ag/Hort Building:	Costs/Price Initial Contract Period	Costs/Price Renewal Period
	\$ _____ . _____	\$ _____ . _____

Authorized Initials

Blue Ribbon Pavilion:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Bier Brewery Lounge (Ewe Room 2):

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Champions Pavilion:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Coliseum/Youth Arena – Grand Drive – Aug. 4:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Coliseum – In Lobby:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Coliseum Plaza – Mullet Championship:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Coliseum -Supreme Drive – Aug. 11:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Coliseum – Harvest Dinner – Aug. 14 (big fundraising event for Fair):

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Dance for Health Stage:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Education Displays:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Expo Hall:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Fall Creek Pavilion:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Purdue Extension Banquet Hall:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Free Stage (in Celebration Park):

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Pony Ride Area – Family Fun Park:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Family Fun Park – College Choice Parent Relaxation Area:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Main Gate:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Gate 3 (38th Street):

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Gate 6 (Fall Creek):

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Gate 10 (Northeast Corner):

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Periods 1 & 2**

\$ _____ . _____

Gate 12 (42nd Walk Entrance):

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Gate 16 (behind 4-H):

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Gates 19 (38th St.)

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Infield Gates (2 of them):

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Glass Barn:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Grand Hall:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Grandstand:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Grandstand (Band Day):

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Grandstand (Cheerleading Competition):

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Harvest Pavilion:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Harvest Pavilion (Media Day):

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Indiana Arts – Basement:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Indiana Arts - Main Floor:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Indiana Arts - 3rd Floor:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Indiana Arts – Shoupes BBQ Contest:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Indiana Arts – Cat Show:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Info Booths:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Main Street (Car Show):

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Normandy Barn:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Northwest Pavilion (block off storage area):

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Opening Ceremonies:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Parking (in grey shacks/check in):

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Pioneer Village (Big Red Barn):

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Pioneer Village (Opry House):

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

South Pavilion:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

South Pavilion (Hall A – Horse & Pony):

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

South Pavilion (Hall A – Draft Horses):

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

Spay/Neuter/Vet Camp:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

West Pavilion:

**Costs/Price
Initial Contract Period**

\$ _____ . _____

**Costs/Price
Renewal Period**

\$ _____ . _____

West Pavilion - Dog Show:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Youth Arena:

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Youth Arena (Hoosier Homestead Awards):

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Miscellaneous (drape/skirt announcers stand/foley in Coliseum):

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Banners – to be hung (daily sponsor banners):

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

Banners – to be hung (whole Fair):

**Costs/Price
Initial Contract Period**

**Costs/Price
Renewal Period**

\$ _____ . _____

\$ _____ . _____

ATTACHMENT G
Third-Party Percentage Statement
FAIR-TIME ONLY

- Third-Party Contractors will have the option to order directly from Contracted Decorator. Therefore, all requests by the Contracted Decorator must be directed directly to the Third-Party Contractor, NOT the Commission. All Third-Party contractors will be billed at “Third-Party” rates.
- Contracted Decorator will bill directly any Third-Party.

The Contracted Decorator shall provide to the Indiana State Fair Commission, as a commission for receiving Third-Party Contractor request(s) to provide decorating equipment and services, a set fee or percentage as listed below:

\$ _____ or _____% for Years One and Two of the Contract

\$ _____ or _____% for Years Three and Four of the Contract

\$ _____ or _____% for Renewal Period Years One & Two

\$ _____ or _____% for Renewal Period Three & Four

The set fee or percentage shall be based on rentals derived from the rental needs of Exhibitors in the Expo Hall and all Commercial exhibits over the entire Fairgrounds during the annual Indiana State Fair.

Booths to be set up in Exposition Hall number approximately 180. These exhibit booths will be of various sizes according to the floor plans that shall be provided approximately thirty (30) days prior to the start of the Fair. This commission will be due by **September 15** for each year of this contract and/or renewal option and/or any extension of the Contract years, if exercised. If on occasion, the Contracted Decorator is unable to supply any request, upon mutual agreement between the Contracted Decorator and State Fair, the Contracted Decorator will waive this exclusivity and permit the Commission to obtain equipment and decorations from another source. The State Fair Commission shall make a good faith effort to enforce the exclusivity of the Contract among Exhibitors but shall not be held financially responsible for any fees lost by noncompliance of Exhibitors (i.e. if an Exhibitor rents tables from another Vendor despite the efforts of the State Fair Commission - Decorator cannot recover the lost fees from the State Fair Commission).

Respondent’s proposal must be priced out, per requirement. Respondent may choose to provide some services complimentary; this should be indicated in the pricing column as “No Charge”. All costs should be included or itemized in price list. All labor, delivery charges, overtime, lifts, etc. shall all be included in your price structure.

ATTACHMENT H
Experience & References

Describe any experience your company has in providing these or similar services to Fairs, Expositions, or other large events. Also provide a list of your current clients.

NOTE: Additional sheets may be attached.

List your four (4) largest events and any previous events held at the Indiana State Fairgrounds.

1) Contact Name: _____ Phone #: _____

Company: _____

Event: _____ Duration of Event: _____

2) Contact Name: _____ Phone #: _____

Company: _____

Event: _____ Duration of Event: _____

3) Contact Name: _____ Phone #: _____

Company: _____

Event: _____ Duration of Event: _____

4) Contact Name: _____ Phone #: _____

Company: _____

Event: _____ Duration of Event: _____

