



## IAEE DC Chapter Registration RFP

The Washington, DC Chapter of the International Association of Exhibitions and Events is seeking a new event registration services provider for chapter luncheons and events.

### **Scope:**

January 2020 – December 2021:

- Eight chapter luncheons in the DMV Metro area, per year
- Special events such as reception events, etc.

### **Equipment/Labor:**

For each of these events, the following is required:

- Registration company must be able to process credit cards, and provide automatic confirmation, email receipt to attendees during the registration process.
- Registration system must be able to create group registrations, discount codes, etc.
- Coordinate with Chapter Administration to create registration pages. Registration must be customized with chapter branding.
- Printed badges for all pre-registered attendees with the ability to print walk-in badges. Registration company to provide necessary equipment.
- Provide registrar to staff the registration desk, handout badges, and generally provide information. The Chapter Administration will also provide representative at the registration desk.

The DC Chapter is requesting an in-kind sponsorship of the equipment and labor. Participating company will receive the following in recognition/benefits:

- Logo on all sponsorship signage at event
- Recognition from the podium during the event
- Complimentary registration for two people from the selected Registration company (multi-year adds one more attendee per event or one from Registration company and one additional guest)
- Logo on website and newsletter

### **Deadlines:**

RFP Dissemination Date: September 23, 2019

Proposal Due Date: October 30, 2019

Decision Date: November 29, 2019

Start Date: December 1, 2019 (for January 2020 luncheon)

Please respond to Michael Romero at [iaeedc@myassociationhq.com](mailto:iaeedc@myassociationhq.com) or call 571-207-5214 with any questions. Please include your general price list in the proposal. Thank you for supporting your local chapter.