**Brownfields 2025 Audio-Visual Management RFP Q&A**

**Deadline for Questions:** Monday, May 2, 2025

*\*Please refer to the RFP for guidance on submitting questions.*

**Updated April 29th, 2025**

1. **August 4th is the load in day: What is the actual time for access to loading dock?**
	1. Tentatively 8:00am.
2. **With this being a union property, do you have a facilitates guide providing all the information about the union rules & regulations we would need to follow?**
	1. Additional information can be found [here](https://www.mccormickplace.com/ec-rules-regs/).
3. **You have the in-house AV providing the equipment & labor services for the plenary session. I know that you want to see a price for the outside AV company to provide a backdrop or stage set design. Is there a way for us to hang panels or a backdrop w/ what the in-house AV co is providing.**
	1. Yes. Additional information on the technical specifications of the Arie Crown Theater can be found [here](https://www.ariecrown.com/assets/doc/ACT-Technical-Specifications-04.2024-0d7edb2fb2.pdf).
4. **Show Management Events & Affiliate Meetings: Are these rooms separate from the listed rooms on page 3-4? Do you know what rooms will be scheduled for these meetings? It's stated that they are scheduled from August 4-8 – do you have a separate timeline for these meetings for when they occur? Do you have an idea of equipment that is typically required for this portion (since not listed)?**
	1. Rooms for Show Management Events & Affiliate Meetings could also include listed rooms on page 5 of the RFP as well as outdoor space, depending on the affiliate’s requests/needs. Placement of these meetings is also dependent on the affiliate’s request/needs. There are times we set aside for affiliate meetings, and they can only select within one of those date/time slots, but they vary by day. Affiliates typically use whatever equipment is already in that room, or they will pay for additional equipment to be set up if outdoor or in a space where AV is not set already. Usually this is not anything beyond standard screen/projector and sound/microphone.
5. **Do you have an agenda for 2025 already?**
	1. Our tentative agenda can be found at [www.gobrownfields.org/schedule](http://www.gobrownfields.org/schedule).
6. **Will there be Wi-Fi available?**
	1. Yes.
7. **Radios requested; you are requesting the earpieces that are the "surveillance type" ones?**
	1. Yes.
8. **Is there a budget range or target budget for AV that you'd like for us to meet?**
	1. We just ask for your best and final offer. We can also accommodate a la carte options.
9. **In the RFP, it mentions the Plenary sessions will be handled by in-house audio-visual equipment and labor. Is there an opportunity for us to bid on this part of the program as well or have you already contracted with the in-house provider?**
	1. Plenary Sessions will be held in the Arie Crown Theater which is a fully equipped theater with AV and lighting grid. Their team also handles all labor needs within the space. If there is anything needed beyond what is provided, we will work with the selected contractor to provide those services.

**End of Q&A**