Questions and Answers

2020 ICMA Brownfields Decorator RFP

The following are answers to questions submitted through **11/12/2020**. Respondents are still encouraged to submit questions until the question deadline on **11/13/2020**. ICMA will respond to questions on a weekly basis with final responses going online **11/16/2020**.

1. Do you have any photos of previous Conferences that might show us the Entrance units for the Exhibit Hall and the Brownfields Block? Or, is there a budget you would like to stay within?

   See attached photo for an example of an Entrance Unit. The Brownfields Block is new this year and no example photos are available. We recommend using the visuals attached to the RFP as a guide.

2. Do you have photos or a description of the type of material used for the following items?
   a. The plenary back lit panels
      i. See attached photo for an example
   b. Mobile structures
      i. ICMA does not have photos of these structures

3. Do you have an estimated weight of the show freight, including both on route to the show, and returning to the ICMA office?

   **10,000 lbs going to the show, 7500 lbs returning to the ICMA office**

4. On your signage, are you open to other ways to display the signs such as Flex Stands, or do you prefer easels?

   **ICMA is open to other ways to display the signs**

5. On the carpet logo, are you looking for a logo within a piece of carpet, a gobo, cling, or something else?
Logo within a piece of carpet

6. The RFP mentions other affiliate organizations that would require services as well. In general, what other services will affiliate organizations be looking for? Is it material handling, I&D’s, and labor types of services, or will they need furniture, tables, carpet etc., or both?

In the past, affiliate organizations have ordered furniture - stools, sofas, chairs for their events. ICMA would anticipate similar orders for Brownfields 2021.

7. Do you have a layout from a previous show that you could share?

See attached photo of the Brownfields 2019 layout
ENTRANCE UNIT
Brownfields Conference  
December 11-15, 2019  
Los Angeles Convention Center - West Hall A - Level 1  
Los Angeles, CA

Utilities, or other architectural components of the facility is the sole responsibility of the exhibitor/show management.

However, no warranties, either expressed or implied, are made with respect to this floor plan. Verifying the locations of building columns, utilities, or other architectural components of the facility is the sole responsibility of the exhibitor/show management.

Show Information
- **Show Name**: Brownfields Conference
- **Show Dates**: December 11-15, 2019
- **Move In**: 12/11/19
- **Job #**: C155621219
- **AE**: Deb Peatt

Inventory as of 12/03/2019

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<th>Size</th>
<th>Qty</th>
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</tr>
<tr>
<td>20'x20'</td>
<td>400</td>
<td>1</td>
<td>400</td>
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</table>

Totals: 94,10,700

Floor Plan Legend
- **= 3 AMP**
- **= 20 AMP**
- **= 15 AMP**
- **= Battery**

**Venue Info**
- **Building Name**: Los Angeles Convention Center
- **Hall**: West Hall A
- **Floor**: Level 1
- **Address**: 1201 South Figueroa Street, Los Angeles, CA 90015

**Drawing Information**
- **File Path**: Brownfields Conference_20191215.kic
- **File Name**: Brownfields Conference_20191215.kic
- **Drawn By**: Jessica Perez
- **Last Saved**: 12/3/2019 10:10 AM
- **Saved By**: Jessica
- **Tab**: Floorplan
- **Paper Size**: ANSI full bleed A
- **Scale**: TTS

Shepard Exposition Services has made every effort to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. Verifying the locations of building columns, utilities, or other architectural components of the facility is the sole responsibility of the exhibitor/show management.

SUBJECT TO FIRE MARSHAL APPROVAL