**Q&A #2**

**RFP #R597661**

**Audio/Visual Services**

1. Question: Page 13 states “There will be a stage approximately 60 feet long x 20 feet deep. Stage height to be determined.” Is the bidder to provide this state? If so, how many entrance steps/stairways are to be provided?

Answer: The bidder will provide the stage and we would like the stage height approximately the same height as the tables. There will be at least one set of steps to enter the stage and one separate set to exit the stage but more are negotiable if the vendor sees a need to include more.

1. Question: Page 13 under Additional Information states “The arena will be available to begin load-in and setup on Saturday, September 10, 2016 and will begin load-out one hour after the completion of the event on Friday, September 16, 2016.” When during the setup schedule should the floor be cleared for other parties, if applicable, to set up tables, chairs, table linens/décor, etc.?

Answer: The latest the tables and chairs can be set is the afternoon of Thursday, September 15, 2016.

1. Page 24 shows an illustration of the room layout. Tables and chairs are shown. Is the bidder to provide these tables and chairs? Is the bidder to provide any table linens, chair covers, floral centerpieces, or other décor not specifically stated?

Answer: The bidder does not provide tables, chairs, linens or table décor. The room layout is to give the bidder an idea of where the tables are in relation to the room, stage and other set pieces.