

RFP Overview

REQUEST FOR PROPOSAL

Audio / Video / Lighting Services

Arkansas Fair Managers Association Annual Convention

1. Overview

The Arkansas Fair Managers Association (AFMA) is soliciting bids from qualified Audio/Video/Lighting (AVL) production companies to provide comprehensive production services for its Annual Convention.

The selected vendor will be responsible for delivering professional AVL support for:

- General Sessions
- Main Room Events (outside of general sessions and entertainment)
- Entertainment (bands, singers, and specialty acts)

The goal is to ensure a seamless, high-quality production experience for attendees, presenters, and performers.

2. Event Information

- **Event:** AFMA Annual Convention
- **Location:** Hot Springs Convention Center
- **Dates:** January 14-16, 2027
- **Attendance:** Estimated 500-700 attendees
- **Spaces:**
 - General Session Ballroom
 - Main Event Room (multi-use space for sessions and entertainment)

Note: A layout from the previous year's convention will be provided. Vendors **must use this layout as the basis for all submitted diagrams and system designs.**

3. Scope of Services

The selected vendor shall provide all labor, equipment, and technical support necessary for full AVL production.

A. General Sessions & Main Room Events

- Full PA system appropriate for room size
- Wireless handheld and lavalier microphones
- Podium microphone
- Digital audio mixing console with technician
- Stage wash lighting (optimal)
- On-site technician(s) for all sessions and main room events

Note: Audio support is required for all main room events, including those outside of designated general sessions and entertainment programming.

B. Entertainment / Performances

- Concert-quality sound system appropriate for bands and live acts
- Stage monitors and/or in-ear monitor capability
- Stage lighting package (dynamic lighting for performances)
- Rigging (optional; see note below)
- Dedicated audio and lighting technicians during performances
- Coordination with artist riders and technical requirements

Rigging Note:

Rigging is optional but permitted. Any proposed rigging must be pre-approved and fully coordinated with the venue and comply with all venue regulations and safety requirements.

C. Power Requirements

- Vendor shall identify all power needs for audio, video, and lighting systems
 - Vendor must provide a summary of required power including:
 - **Type of power needed** (e.g., 120V standard outlets, 208V, etc.)
 - **Quantity of outlets and/or circuits required**
 - Vendor must coordinate all power requirements with the venue in advance
 - All power connections must comply with local electrical codes and venue regulations
 - Vendor is responsible for providing any necessary cabling and distribution from provided power sources
 - Any non-standard power requirements must be clearly identified in the proposal
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D. Additional Requirements

- Load-in and load-out services
 - Equipment transportation
 - Pre-event planning meetings with AFMA
 - Coordination with AFMA & venue staff
 - Daily system testing and quality assurance
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4. Vendor Qualifications

Vendors must:

- Demonstrate experience with conferences and live entertainment events
 - Provide references from at least three similar events
 - Be capable of supporting general sessions, main room events, and live performances
 - Be properly insured (certificate of insurance required)
 - Provide experienced, professional technicians
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5. Timeline

- **RFB Release Date:** May 21, 2026
 - **Proposal Submission Deadline:** June 17, 2026
 - **Vendor Selection:** July 2026
 - **Event Dates:** January 14-16, 2027
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6. Evaluation Criteria

Proposals will be evaluated based on:

- Pricing/Cost-effectiveness
 - Experience and qualifications
 - Technical capability (including audio layout design, diagram clarity, and power requirements)
 - Transparency of pricing (including travel and lodging)
 - Quality of equipment
 - References and past performance
 - Value of any multi-year proposal (if submitted)
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7. Term & Renewal

- The selected vendor will be contracted for the upcoming convention year
 - Vendor performance will be evaluated annually by AFMA
 - Continued engagement beyond the initial year is not guaranteed and will be based on performance, pricing, and organizational needs
 - AFMA may, at its discretion, enter into a multi-year agreement with the selected vendor if it is deemed beneficial
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8. Submission Instructions

Proposals must be submitted electronically via **Arkansas Fair Managers Association website: arkansasfairmanagers.com**

For additional information or questions:
arkansasfairmanagers@yahoo.com

9. Terms & Conditions

- AFMA reserves the right to accept or reject any or all proposals
 - AFMA may request additional information or interviews
 - Final scope may be adjusted based on selected vendor and event needs
 - Vendor must comply with all venue regulations and local laws
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10. Additional Notes

- Entertainment acts will be selected by AFMA; vendor will coordinate with performers regarding technical riders as needed in conjunction with the designated AFMA board member
- Flexibility is critical, as schedules and requirements may evolve
- Preference may be given to vendors familiar with fair/convention environments

PROPOSAL REQUIREMENTS

Proposal Requirements

All proposals must include:

A. Company Information

- Company Name
 - Company Point of Contact
 - Company Contact Information
 - Company overview
 - Years in business
 - Relevant experience
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B. Technical Approach

- Description of equipment to be used
 - Staffing plan
 - Approach to general sessions, main room events, and entertainment
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C. Required Audio Diagram

To ensure consistency across all proposals, vendors **must** submit their audio layout using the following standardized format and **must base all drawings on the provided prior-year layout**:

1. Audio System Layout

- Main PA speaker locations (L/R, center, flown or ground-supported)
- Delay speakers (if used)
- Front fill speakers (if used)
- Subwoofer placement
- Coverage zones identified

3. Mixing Position

- Front of House (FOH) location
- Monitor mix position (if separate)

4. Stage Audio Layout

- Microphone positions (podium, wireless zones, entertainment inputs if applicable)
- Monitor positions (wedges or in-ear systems)
- Input locations (DI boxes, patch points, etc.)

5. File Format Requirements

- Must be submitted as **PDF**
 - Must be clear, legible, and professionally formatted
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F. Power Requirements Summary (Required)

- List of required power types (voltage)
 - Total number of outlets and/or circuits needed
 - Identification of any non-standard or specialty power needs
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G. Travel & Lodging (Required)

Vendors must clearly specify:

- Whether **travel costs are included or billed separately**
 - Whether **hotel accommodations are included or require separate booking/payment**
 - Number of rooms and nights required (if applicable)
 - Any per diem or additional personnel expenses
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H. Pricing

- Itemized or bundled pricing including:
 - Equipment
 - Labor
 - Travel (if applicable)
 - Setup/teardown
 - Any optional add-ons clearly identified
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I. Optional Multi-Year Proposal

Vendors may, at their discretion, submit:

- A multi-year pricing proposal (2–3 years recommended)
 - Any pricing guarantees or escalation terms
 - Value-added services or incentives for multi-year agreements
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J. References

- At least three client references with contact information