

Request for Proposal for Registration Services
for the Fraternal Order of Police National Biennial Conference
Nashville, TN • August 27 - September 1, 2017

Successful bidder should be prepared to provide services August 26, 2017 – September 2, 2017

Bids Due August 15, 2016

Bids received in a format other than listed will be rejected.

Approximate Attendance:

Delegates/Alternates	5000
EXPO Vendors	200-300
Auxiliary	150-200
Associates	100
Guests	500-700
VIP/Floor Passes	100
Seminars	varies depending on number of seminars & room capacity – approx 1000

Registration Requirements:

Provide hardware & registration software

Assist FOP in conducting Quality Control on the barcodes both pre-conference and onsite

Provide a state of the art electronic retrieval system offering countertop, battery powered PDA, & software options for exhibiting companies

Provide a trained technician pre-conference and onsite

FOP will provide as much information as possible (in EXCEL format) prior to conference to populate the registration programs designed for each attendance group

Create & produce show badge stock (size 3.0" x 4.0) with approve logo from FOP

Provide show badges holders for all attendance groups

Provide computers and printers needed as determined by the FOP

Produce daily custom reports of each attendance group

Produce 6 voting books by state and lodge on Wednesday after the close of registration

Produce certificates for seminar attendees using Seminar registration program

Produce end of show reports as determined by the FOP in various formats

Provide certificate adequate liability and other insurance prior to show