

Statement of Work

Event:

US National Day Cocktail Reception

Date:

June 25, 2020

Time of Event:

05:00 P.M. to 10:00 P.M.

Theme:

TBD

Venue:

Grand Ballroom capacity 1,200-1,500 pax (cocktail set up) and 6-8 small function rooms, at least 2 of which are preferably on the same floor as the ballroom

Set up time:

Ballroom available for setup by 01:00 June 25, 2019

Guests:

The final guaranteed number of guests will be provided 72 hours prior to event date. (the minimum guarantee is 1,400 pax)

Equipment:

- 1) Wifi internet and LAN line internet as detailed below:
 - Shared Wifi for Press for 50 users
 - Dedicated Wifi for staff (30/30 Mbps) for 20 users
- 2) One HD LCD Projector
- 3) Sound system that allows for separate decibel levels for speaker and band (clip microphones, wireless microphones)
- 4) Directional signboard(s) that lead guests from the lobby to the event
- 5) (2) 50" LED TVs with stand

Decoration:

- 1) One backdrop at receiving line measuring at least 5m (wide) x 3m (high). Theme to be determined at a later date.
- 2) One backdrop on / behind the stage measuring at least 6m (wide) x 6m (high), design foam carving with official wording. The final dimension, theme and official wording shall be confirmed one month prior to event date.
- 3) 4-6 rectangular tables 3m long each, with bunting in black, white, or red/white/blue (for registration and gifts)
- 4) Stage set up for band and podium measuring at least 4.8m (L) x 9.6m (W) x 0.75m (H). The final dimension shall be confirmed one month prior to event date.
- 5) Press riser platform
- 6) Two hotel signing books

Accommodation:

2 rooms/single

Additional Requirements:

- 1) Parking for 500 vehicles
- 2) Corkage fee
- 3) VIP parking for 3 vehicles close to lobby or function space
- 4) Allow K9 dogs to access function rooms space for the security reason on the event day
- 5) Must provide names/biographical information of all employees assigned to the event no later than 60 days prior to event, and agree to replace employees as desired by the Embassy
- 6) Ability to bring in approximately 5 food stations from outside vendors and donors
- 7) Ability to bring in decorations from outside vendors and for outside vendors to staff their booths
- 8) Ability to accommodate food products donated to be used in recipes. Some recipes may be provided to reflect the theme of the event.
- 9) Dish tasting 4-6 weeks prior to the event for up to 10 people: 1 full session

Payment Method:

The contractor should comply with terms of payment 30 days credit. Financial Section will transfer the payment to the vendor with 30 days after goods and services are delivered and receiving the invoice.