

Background

The West Shore Chamber of Commerce is seeking proposals for the printing & mailing associated with the Chamber's largest event of the year: Business & Industry Night. The 2019 event will take place from 2:00 to 6:00 p.m. on Thursday, October 3, 2019, at the Radisson Hotel Harrisburg.

- Business & Industry Night draws over 650 business professionals in a four-hour period
- The emphasis of the show is business-to-business networking
- Price of admission encourages quality networking
- Exhibit space is limited

The brochure design will be provided in a high-quality print .pdf file by the Chamber. We are looking to mail out the ticket brochure by the week of August 19th.

Theme

The theme helps to create a social, fun atmosphere for networking. The theme for 2019 is Board Games and was voted on by the attendees at our Annual Meeting & Dinner this past December.

Event Brochure

800 copies of this invitation are printed to mail to the general membership and to market to the community. This will be a two sided, full-color 8 ½" x 11" tri-fold brochure. Please include bulk mail postage cost for a mailing of this size to 700 addresses within your proposal.

Selection Criteria

Decision awarded based on the following criteria in no specific order or priority:

- Price
- Sample Quality
- Membership with the West Shore Chamber (Required)

The Chamber requires all proposals to include design samples if requested.

Proposal Outline and Instructions

Proposals must be submitted electronically in a Word or PDF file. Proposals will only be accepted from West Shore Chamber of Commerce members. To inquire about membership, please contact the Chamber office at (717) 761-0702.

Proposals should include:

- Proposal form or a cover sheet that includes identical information
- An itemized price list for each item described in the RFP.

If any changes are made to the specifications, those who quoted will be notified and asked to provide an updated bid. Notification will be provided to all those submitting following the selection.



PROPOSAL SUBMISSION FORM

It is acceptable to use a typed coversheet with the SAME information in lieu of this form.

Name of Primary Contact:		
Company:		
Phone:	Email:	
Address:		
City:	State:	Zip:

Note: Proposals will only be selected from West Shore Chamber of Commerce Members.

References:

1.
2.
3.

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Proposals Deadline: Noon, Friday, February 8, 2019

Emailed To: krystin@wschamber.org

Subject Line: 2019 Business & Industry Printing & Mailing

If, after emailing a proposal, you do not receive a reply email within 24 hours confirming receipt, please call (717) 761-0702 for confirmation of receipt. Proposals which are incomplete and/or received after the deadline will not be considered.

If any changes are made to the specifications, those who quoted will be notified and asked to provide an updated bid. Notification will be provided to all those submitting following the selection.