

## **Background**

The West Shore Chamber of Commerce is seeking proposals for the printing and mailing of pieces for the Taste of the Chamber. The Taste of the Chamber will take place April 11, 2019, from 4:00 p.m. to 7:00 p.m. at Bobby Rahal Toyota.

This event will offer culinary members of the Chamber the opportunity to provide their best fare to attendees. There is no cost for culinary members to exhibit, however there is a charge to attend. A portion of the event proceeds will benefit two nonprofit Chamber members: Beauty After Bruises and Diakon Child, Family and Community Ministries.

The designs will be provided in high-quality print .pdf files by the Chamber. We are looking to mail out the invitation postcard by the week of February 25<sup>th</sup> and would need the tickets printed and in hand by April 1<sup>st</sup>.

## **Opportunity for Trade**

The Chamber is willing to offer a trade supporting sponsorship for the printing and mailing of the postcards and printing of the tickets. In exchange, for this sponsorship, valued at \$1,500, the Chamber is offering:

- Business listed as Printing Sponsor on Event Page of Website
- Business listed as Printing Sponsor on Invitation
- Business listed as Printing Sponsor on Tickets
- Ten tickets to the event

The Chamber will consider all request for proposals regardless of whether it is a paid or traded services proposal.

## **Print Marketing**

The Chamber is seeking a cost-effective way to promote the Taste of the Chamber Event Invitation. The specifications for the materials that are provided below act as a guideline. If your company has an alternate cost-effective way to promote this event, please submit the specifications and samples along with this proposal.

## **Event Postcard Invite**

700 copies of the event postcard are printed with approximately 680 of those mailed to the Chamber membership.

This will be a full-color, two-sided postcard, mailed bulk. The dimensions are 8.5” W x 5.5” H. Please include bulk mail postage cost for a mailing of this size to 700 addresses within your proposal.

## **Tickets**



750 tickets are to be printed. The ticket will be a full color and two-sided. The dimensions of the tickets are 5.5" x 2.625" and each ticket will be individually numbered, 1 through 750.

### Selection Criteria

RFP criteria will include price and sample quality. The Chamber requires all proposals to include samples for each item proposed. Any samples provided with alternative quotes must be marked accordingly. Decision awarded based on the following criteria in no specific order or priority:

- Price
- Sample Quality
- Membership to the West Shore Chamber of Commerce (required)

### 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.

They should include:

- Proposal form or a cover sheet that includes the same information including references and facility availability.
- An itemized price list
- Additional Information: \_\_\_\_\_

**Proposals Deadline: Noon, February 8, 2019**

Email: [krystin@wschamber.org](mailto:krystin@wschamber.org)

Subject Line: 2019 Taste of the Chamber 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.



**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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