

Northeast Ohio Areawide Coordinating Agency (NOACA)

Request for Quotes

Event Planning (Conference of Freight)

Vendor Questions as of December 14, 2023

1. Do you have a location and dates secured for the event next year or is this something you would also need support with?

Shortly after posting the request for quotes, NOACA determined it would be prudent to secure the venue immediately. As such, venue will be determined prior to award of contract and this will not be part of vendor's scope of work.

Exact dates for event have not been established, but parameter will remain month of September, with mid- to late-September as the preferred timeframe.

2. Regarding securing the \$100,000 in sponsorship, what is the penalty if we do not secure that amount by the event? When do the sponsorships need to be secured by?

There is no penalty, but best efforts must be made to secure the level of funds needed to execute a successful conference based on the proposed planning efforts and associated costs. Assuming a February 1, 2024 contract start date, commitments of sponsorship should ideally be obtained by mid to late March, 2024.