



**2024 Annual Meeting
September 7-11, 2024
JW Marriott | Indianapolis, IN**

Request for Proposal:Exhibit Contractor

Background

The Governors Highway Safety Association (GHSA) is a 501(c)(3) nonprofit representing the [state and territorial highway safety offices](#) that implement federal grant programs to address behavioral highway safety issues. Every year, GHSA hosts a meeting and exposition attended by its state and territorial members, associate members and other highway safety advocates, research institutions and federal partners. The meeting attracts more than 700 attendees, and the location changes from year to year. GHSA’s 2023 Annual Meeting in New York, NY featured 57 exhibitors occupying 71 booths.

The purpose of this RFP is to solicit proposals from exhibit contractors for GHSA’s 2024 Annual Meeting in Indianapolis.

Exhibit Dates

September 7-11, 2024

Location

All exhibit activities will take place in the JW Grand Ballroom 6-10 at the JW Marriott Indianapolis, 10 S. West Street, Indianapolis, IN 46204.

The combined space encompasses 20,250 SF with the lowest chandelier height of 13’11”.

Tentative Onsite Schedule

- Registration desk (built-in; graphic only): Saturday, September 7, 5:00 p.m.
- Exhibit Contractor Set-up: Sunday, September 8, 8:00 a.m. – 11:00 a.m.
- Exhibitor Move-In: Sunday, September 8, 11:00 a.m. – 3:00 p.m.
- Exhibit Schedule:
 - Sunday, September 8
 - 5:00 p.m.: Exhibits open
 - 5:30 p.m. – 7:30 p.m.: Welcome Reception & Exhibit Showcase
 - Monday, September 9
 - 7:30 a.m. – 8:30 a.m.: Exhibits open / Breakfast in Exhibit Hall

- 7:30 a.m. – 12:00 p.m.: Exhibits open
 - 12:00 p.m. – 2:00 p.m.: Exhibits open / Lunch in Exhibit Hall
 - 2:00 p.m. – 5:15 p.m.: Exhibits open
 - 5:15 p.m.: Exhibits close
 - Tuesday, September 10
 - 7:30 a.m. – 8:30 a.m.: Exhibits open / Breakfast in Exhibit Hall
 - 7:30 a.m. – 11:00 a.m.: Exhibits open
 - 11:00 a.m.: Exhibits close
 - 11:00 a.m. – 3:00 p.m.: Tear down/move out
- Exhibit Contractor Clear: Tuesday, September 10, 5:00 p.m.

Proposal Specifications

Responses to this RFP must include the following information:

- Cost estimate that includes the provision of the following items:
 - Entry Unit
 - 70 Linear Inline exhibit booths (10' x 10' standard size with pipe & drape, including standard set-up of one 6' table with two chairs and one wastebasket per booth)
 - Exhibit Floor Plan (to include hall entrance, booth numbers, food and beverage locations, etc.)
 - Service Kits to Exhibitors (including freight & drayage information)
 - Service Center (on-site during set-up, move-in, and move-out)
 - Graphics
 - Registration desk branding (built in): approx. 32 square feet
 - Tradeshow Entrance/Tower/Welcome to GHSA
 - 20 floor clings (18" round)
- Booth upgrades available for purchase by exhibitors (pricing sheet or link to information online)
- Current health and safety protocols
- Insurance Information
- Award of fees in case of litigation
- State of jurisdiction for disputes
- Cancellation provisions
- Payment policy (GHSA is 501(c)(3) non-profit)

The bid must include a price per booth, which is all inclusive of the services requested above. Separately detail any and all additional or optional charges.

Response Deadline

Responses to this RFP must be received **by 5:00 p.m. EST on Friday, October 20, 2023.**

Responses must be submitted by email to Kerry Chausmer at kchausmer@ghsa.org.

Contact

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 Governors Highway Safety Association
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