Q) Are the install dates movable? As I am sure you know, rental companies handle multiple commencements in May, some of which overlap. We have another commencement that may overlap and we would like to know if we can go after that opportunity. Also, would we be able to breakdown immediately after commencement for the same reasons.

A) We have some flexibility around tent. Tent would need to be up by Monday morning. Typically, it takes us 2-2.5 days to install everything for the live stream of the event and large screens for audience viewing. We can’t erect the truss or run lighting/sound cables until tent is in place. No issues with break down happening that night. Companies we have used in the past requested more time, but I understand and completely get wanting to move items and possibly pick-up another ceremony that weekend. We remove all our items from the tent that night or can stack to side for pick-up the next morning.

Q) Can we get a layout of the stage from previous years? I want to make sure I have the layout correct when bidding. The “Platform Extension” is my first inquiry – how large is it and the layout.

A) Yes, attached. The addition of the reader’s platform was added on the week of last year because of space. I do not have actual dimensions; however, I can give you a sense of where we placed it in relation to the front of the stage. The platform held 3-4 chairs, a podium, and room for a reader to stand at podium. This wasn’t a large extension, but it was positioned next to the ramp walking up so students could hand the reader their card for announcement of their name as they walked on stage for their diploma. Stage without that extension was: Size: 20′Dx36′Wx4′H Main Stage / 32′Wx6′Dx1′H Riser for back row of seating

Q) The layout of the entire tent would be helpful as well from previous years. Of course, the layout will not necessarily remain the same but would give me a good idea for the 2017 ceremony.

A) I attached two photos of the inside of the tent to give you a sense of stage layout (with third reader podium in light brown, and a visual of stage view into crowd).

Q) We handle many commencements and wondered if other items would be needed like:

- Red carpet runners for the graduates
- Smaller tents (10′x10′ up to 20′x20′) for things like coffee, bookstore, alumni, etc.

A) I am not opposed to a color runner up the center aisle, but would prefer we steer clear of red. We have run the length of the tent with black in the past. We have a good number of pop-ups for alumni, bookstore, and food. However, I would definitely be open to seeing one at the entrance to the tent for check-in/will-call, especially if there was any rain. Our event is ticketed so we have ushers at the entrance scan everyone into ceremony.
Q) Does the College have a fire safety officer that will review diagrams with us before permit application?

A) We have a director of public safety, who does our outreach to the fire marshal for any needs/review for major events. We could certainly have him involved in the discussion/support of that piece. Also, I tend to hold an early meeting with reps from the tent company, our tech company, facilities, IT, and public safety a few weeks prior so all our staff can meet key reps/vendors for ceremony. Also, to ensure timeline works for everyone, answer any delivery/parking/final layout questions/etc.

Q) Are we able to deliver earlier or remove later than scheduled?

A) If company wants to drop off a few days prior, that’s fine. We might need to coordinate a final trim of the grass once tent is up with facilities before building the stage begins and putting chairs down. I’m okay with this, and we have worked a similar situation in the past with companies. I would just want to confirm timeline with group to ensure everyone was clear on when they might need to hold work for a 1-2 hour block for field touch-ups.

Q) Are we able to pick the chairs or staging earlier than Monday 5/22/17?

A) As soon as event ends Thursday night and we vacate tent, break down/removal of chairs, etc. can occur. Just as an FYI, I want potential bidders to be aware our facilities and tech vendor will be under tent as well removing items. Public Safety is available 24 hours on-campus, and I would provide a heads-up that vendors/college staff are staying for breakdown so they knew to check on area and keep light towers on for work crews.

Q) Is subcontracting not allowed for only the tent or for all items?

A) Subcontracting is not allowed for any of the items.

Q) There is mention made on the bid form or a joint venture. Can you please explain what if it is acceptable for multiple companies to partner on a bid?

A) Whether or not a company is a joint venture is determined by the company’s tax classification status on their W9 form. That is all that this language is referencing.

Q) Is there an option for a multi-year contract?

A) This will be a two (2) year agreement with an option for a third.