



ITALIAN TRADE AGENCY

Los Angeles Office

ANNEX 1

TECHNICAL DESCRIPTION

**RE: LEASING OF DISPLAY STRUCTURES - FURNITURE AND OTHER RELATED SERVICES
SMAU SAN FRANCISCO 2024
21st MAY 2024 – SAN FRANCISCO (CA)
INNOVIT – ITALIAN INNOVATION AND CULTURE HUB**

1. GENERAL INFORMATION

The Italian Trade Agency (ITA) Los Angeles Office is pleased to inform you that **on May 21st, 2024** it is organising a startup B2B and networking event at **Innovit - Italian Innovation and Culture Hub in 710 Sansome street, San Francisco.**

The event will see the participation of about 65 Italian corporates/startups who will meet American counterparts in an all-day event from 9am to 7pm.

This document contains technical information for the setting-up of the space and the furniture required for the event.

2. PROJECT LAYOUT AND GUIDELINES

It should be noted that the internal distribution of the display structures and furnitures **could be slightly modified**, and the Appointed Contractor **must comply** with all changes which may occur up to the opening of the event, but only on the specific instructions of ITA-Italian Trade Agency.

Pictures, size and colour details **must be attached** to the bid documentation to identify the proposed materials which will be used for the setup of the event (tables, chairs, multiplugs, etc.).

With reference to the notes on the graphic layout, the "Executive Project" shall be carried out as follows:

2.1 Structures

The organisation of the event foresees the setting up of the space with temporary small high tables, chairs and vertical signages, according to the layout of the event space. Please refer to the attached rendering **Annex 3 Project - Space Layout (pag. 2).**

Important Note:

Please consider that on the document “**Annex 3 Project - Space Layout (pag. 2)**” each number relates to a single “matching station” composed of one table, two chairs and 1 vertical signage.

2.2 Graphics

Production of **1 Horizontal Acrylic sign** with ITA logo, included installation. Please refer to **Annex 3 Project - Example of Acrylic Sign (pag. 8)**.

Technical details:

- 5mm thick clear acrylic material.
- Dimensions 91.44cm x 60,96 cm (36”x24”).
- Installation: hanging with steel cables, hardware included.

Production of **66 vertical signages**. Please refer to the **Annex 3 Project - Example of Setup (pag. 3)** as visual examples of vertical signages produced for previous similar events.

Technical details:

- Trifacial vertical signage
- Honeycomb polypropylene or other fireproof material
- Dimensions 50cm x 45cm x 200H cm (19.685” x 17.7165” x 78.7402”H)
- Double-sided tape applied for side closure.

THE HORIZONTAL ACRYLIC SIGN LOGO AND VERTICAL SIGNAGE GRAPHIC PROJECTS (printing files) WILL BE PROVIDED TO THE APPOINTED CONTRACTOR BY MAY 3rd 2024.

In order to verify that the printed artworkS complies with the colours and display ordered by ITA, the Appointed Contractor must present proof of it to ITA for verification before its printing and in reasonable time frame for the possible corrections and final approval.

2.3 Leasing of furniture/ equipment

Leasing of the following furniture items to be used during the event:

- 27 high standing tables / square or round (example: highboy table style). Maximum size of the tables is 27.5 inch; preferred size is between 19 inch and 25 inch / white, black or silver.
- 54 highchairs/stools / white or black (to match with the high tables).
- 12 office chairs (strongly preferred black)
- 20 multiplugs (white or black)

All furnishings and accessories should be of good quality and in good shape. Please refer to the **Annex 3 Project - Example of Furniture (pag. 4 and 5)** as examples of furniture requested.



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Note: Please consider that in addition to the renting furniture, we will use furniture already present in the event space, that's why the final counting of the tables (#27) that we ask to rent doesn't match with the total number of matching stations (#65) present in the map of the event layout.

2.4 Pickup and storage of part of the current office furniture

The service requested refers to the removal and temporary storage of the following furniture office items for the entire duration of the event:

- 1 sofa (Blue and Grey) - size 182 x 73 x 71H cm (71" x 28.7" x 27.9")
- up to 70 chairs - size each 50 x 43 x 80H cm (19" x 17" x 31"H)
- 3 small office wheel chairs - size each 16 x 18 x 80H cm (6"x 7" x 31"H)
- 1 sofa (Brown) - size 183 x 71 x 81H cm (72"x28"x32"H)
- football table - size 135 x 114 x 94H cm (53"x45"x37"H)
- small football table - size 66 x 76 x 76H cm (26"x30"x30"H)

Please see the images of the above-mentioned furniture in the **Annex 3 Project - Furniture to be removed (pag. 6-7)**.

Note: The 70 chairs, the 3 office wheelchairs, the football table are located at ground level; the two sofas and the small football table are located below ground level and are reachable through the staircase. To see the type of staircase please visit www.innovitsf.com.

2.5 Rearrangement of a few pieces of furniture around the space

Movement of a couple of desks from -1 floor to ground level. Rearrangement of a few chairs and table around the space.

2.6 Flooring & special precautions

The installation and dismantling activities must be performed avoiding any damages and taking in consideration in particular:

- the preservation of the wood floor;
- the presence of a current art exhibition displayed on the walls at ground level.

SETUP AND DISMANTLING SCHEDULE

The location will be available for all the activities required for the setup of the event (delivery, installation, furniture movement and pick up for storage) on May 17th and May 20th from 9am to 5pm.

Please note that, on May 20th (time to be determined), an additional vendor is scheduled to enter the location and install audio and video equipment for the event.

The location will be available for the dismantling, pick up/drop off activities on May 23rd from 9am to 5pm. The activities must be concluded by May 23rd 2024.



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SPECIAL CONDITIONS

The Appointed Contractor must:

- prepare at its own care and expenses every document requested by the ITA, for the execution of the setting up, the certificates of fire safety.
- guarantee the cleaning of the event space at the end of both the setup and the dismantling activities.
- ensure the removal of any waste produced in relation to the setup and dismantling of the event.

