

CIG: B11727F029

TECHNICAL DESCRIPTION

**LEASING OF DISPLAY STRUCTURES - FURNITURE, GRAPHICS, AND OTHER RELATED SERVICES
ITALIAN PAVILION AT BIO 2024
3-6 JUNE – SAN DIEGO (CA)
SAN DIEGO CONVENTION CENTER - EXHIBIT HALL**

1. GENERAL INFORMATION

The Italian Trade Agency is organizing an official participation to BIO, to be held at the San Diego Convention Center - Exhibit Hall, 3-6 June 2024, San Diego (CA), and will occupy an exhibit space of 2,000 sq.ft. in total, with 24 workstations:

- **Booth nr. 3623: 2,000 sq. ft. (50' x 40')**

This document contains technical information for the setting-up and the furniture of the Italian Pavilion at BIO 2024.

2. PROJECT LAYOUT AND GUIDELINES

It should be noted that the planimetric distribution of the stations could be modified, and the Appointed Contractor must comply with all changes which may occur up to the opening of the Exhibition, but only on the specific instructions of ITA - Italian Trade Agency.

Please consider an extra 5% of the entire furniture.

Pictures, catalogs, etc. must be attached to the bid documentation in order to identify the proposed materials which will be used for the construction of the Italian Pavilion (structures, panels, flooring, furnishings, lights, cubes, shelves, etc.).

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

2.1 Flooring

All area surfaces, (ITA Area Start-up, including ITA-Italian Trade Agency office and storage, must be covered with rubber mat (to hide electrical cables) and green carpet finish, and red carpet for runner (see project). As protection of the floor, a plastic film of adequate thickness must be laid out and it will be removed only at the completion of the set-up, including the arrangement of exhibits in each location.

2.2 Structures

The organization of the event foresees the setting up of a reception Area/Storage for the ITA and 12 modules each hosting 2 companies workstations, with desk tables, chairs and vertical divider, lounge area and hanging banner, according to the layout of the event space. Please refer to the attached rendering Annex 3 Project - Space Layout.

For ITA AREA (storage/office):

Wall height 11'6" realized with BEMATRIX type aluminum frame system with printed fabric (the graphics applied over the entire surface) including a door with a key lock.

2.3 Furniture (the furnishings in the drawings are by way of example)

All furnishings and accessories should be of good quality and in good shape. These should be the basic characteristics of the furnishings:

For Workstations

N° 24 workstations (n.12 double stands).

Each stand should have the following basic furniture (see project):

- 1 panel cm W 3' ft x H 9' ft white color
- 1 rectangular table top, MDF, 2'6" x 7' 6"
- 2 low lockable cupboard (one for each side)
- 2 waste basket
- 2 company logo's + number position + company name vinyl print (2'6" x 1'3") (one for each side)
- 4 chairs white color
- 2 electrical socket (one for each side)

For ITA area:

Information Desk:

- 1 information desk (L 6 ft), MDF white color with backlit front panel with ITALIA logo, with lockable cabinet
- 4 stools white color
- 2 waste baskets
- 1 Notebook with WINDOWS 10/11 and OFFICE
- 1 Color printer/copy letter laserjet + adequate paper supply
- 2 flower arrangements

Open Lounge Area:

- 1 TV LCD 80" USB for play video AVI, MKV or MPG wall mounted
- 2 wireless microphones + mixer + 2 sets of speakers, 1 to be installed on the ground and 1 to be installed at 6 feet or above ground, with location to be decided
- 1 Glass rectangular meeting table with 6 chairs
- 2 Glass round tables, each with 4 chairs (8 total)

- 2 Floor plants between 50"-60" tall
- 4 Lounge chairs
- 2 Lounge square tables
- 2 Glass dividers self standing with wooden base
- 8 Pouf in 3 colors (green, white, red)

Storage and Office:

- 1 table with 2 chairs
- 4 rack shelves, H 7' approximately.
- 1 counter MDF white color with lockable doors
- 2 clothes hangers
- 2 waste baskets gray color
- 2 coffee machine type NESPRESSO (including electrical connection), with n° 1000 pods espresso coffee and relative supplies (coffee cups, sugar, stirs, napkins, ecc...)

Provide n.1 technical staff for the use of the TVs and sound system for the duration of the event.

2.4 Graphics

- **PANEL 1 (14' x H 11'6"):** Graphic to be provided by ITA
- **PANEL 2 (8' x H 11'6"):** Graphic to be provided by ITA
- **PANEL 3 (14' x H 11'6"):** Graphic to be provided by ITA
- **PANEL 4 (8' x H 11'6"):** Graphic to be provided by ITA
- **Information Desk:** "ITALIA" logo and other institutional logos (front panel information counter)
- **Workstations:** panel H 4' 9" ft x W 2' 6" ft with company graphic, and white panel above H 1' 3" ft x W 2' 6" ft indicating the Company Logo + stand Number. All graphics to be provided by ITA.
- **Hanging Banner:** four sides Hanging Banner 30' ft x 40' ft x H 6' ft, with "ITALIA" logo and graphics on all 4 sides (SEE PROJECT DRAW)

In order to verify that the printed artwork complies with the colors 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.

THE GRAPHIC PROJECTS WILL BE PROVIDED TO THE APPOINTED CONTRACTOR BY ITA, who will be responsible for the graphic setup and printing.

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

2.5 Electrical and lighting system

The lighting system must contain the following:

For ITA Area:

- n. 16 LED spot lights (power not less than 100 W) clamped on the partition wall (see project)
- n. 4 electricity outlets in storage.
- n. 2 electricity outlets for the office.
- n. 2 electricity outlets for the information desk.
- n. 1 electricity outlet for the meeting table.
- n. 2 electricity outlets for the round tables.
- n. 2 electricity outlets in the carpet next to PANEL 1.
- electricity for LCD TV, speakers and mixer audio

Workstations

- Each workstation should have n. 1 electricity outlet (2 total per stand)
- N. 2 spotlight Led for each workstation, as per the rendering project (4 total per stand)

2.6 WiFi

Provision of internet connection via WIFI router (minimum two routers) to support at least n° 100 connections, to allow each company and ITA to access the internet from ITA Area.

SPECIAL CONDITIONS

The Appointed Contractor must:

- Prepare at its own care and expenses every document requested by the Organizer, for the execution of the setting up, the certificates of fire safety, electric system scheme for lighting and motive power, etc.
- Submit the executive Project, at his/her own expense, to the San Diego Convention Center - Bio International Convention for final approval and authorization.
- Guarantee the cleaning of the Italian Pavilion and furnishings during the entire duration of the show.
- Ensure maintenance with specialized staff during the entire Exhibitions period.
- Be able to supply an additional 5% of the panels and/or furniture, in case of possible further requests.

IMPORTANT:

Please refer to the exhibitor manual for move-in/move-out policy. This point is crucial since our area is next to the main truck lane/main freight aisle.

Please note that the drayage for the structures must be included in the bid.