

**INSTRUCTIONS FOR BID**  
ITALIAN TRADE AGENCY @ COVERINGS 2020  
New Orleans Convention Center  
New Orleans, Louisiana  
April 20th - 23rd, 2020

The Proposal for the Italian Trade Agency (ITA) booth at COVERINGS 2020 must arrive in one **sealed envelope** containing the following **3 separate sealed** envelopes within:

1. **Proposal Details (one sealed envelope)** containing the design and the construction description of the exhibit area and specifically: actual color rendering of the entire area scale 1:100, frontal and side views, brochures, photographs of furniture and lighting fixtures and of any other item to be used in the ITA area.

IMPORTANT NOTE: It is required that the type of all materials are detailed and specified in the proposal (ex. wood, fabric, plastics, etc., including description and technical specifications, ex. Wood type, thickness, etc.).

2. **One sealed envelope** containing the following documentation:
  - a) Economic and Financial Solvency – Proof of financial solvency;
  - b) The turnover for each of the past 3 years (2017-2018-2019) for the leasing of display structures and services realized in the USA;
  - c) Technical Capability – Proof of Technical Capability;
  - d) Major projects carried out in the past 3 years (2017-2018-2019), including amounts and name of the customers.
3. **One sealed envelope** containing the following:
  - a) Signed Form (pages 2-3) with itemized pricing (detailed as much as possible)



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A. Please complete the following form:

The undersigned firm acknowledges and agrees to abide unconditionally by the points a), b), c), d) and e) as outlined below:

**Acceptance of conditions to participate:** the appointed contractor declares:

- a) To have given proper consideration to all aspects that are part of this job and to the implicit and explicit requirements that are necessary to properly fulfill its commitment to the Italian Trade Agency.
- b) To be fully aware and knowledgeable of the current state and city regulations existing in the location where the work will be performed and that the leased structure and furnishings are suitable for the use indicated in the project and in conformity with the local laws & regulations.
- c) To be fully aware and knowledgeable of Show Management's Exhibit Construction Display Regulations as well as the assumption on the part of the appointed contractor of all and any financial risks that changes in the regulations would have on the exhibit that the Italian Trade Agency is leasing from the appointed contractor.
- d) To have properly evaluated all costs associated with preparing the bid and are included in the proposal for the exhibit to be leased to the Italian Trade Agency.
- e) To hold the Italian Trade Agency harmless from any claims that could arise from contractual disputes between the appointed contractor and third parties.

The undersigned company engages itself to perform the works required for the official Italian participation at "COVERINGS 2020" to be held at the New Orleans Convention Center (April 20th - 23rd, 2020) for the total amount of

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\_\_\_\_\_ (in figures and in letters).

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**COST BREAKDOWN**

Type	Description	Cost
Construction Work		
Mechanical and Electrical Work		
Graphics		
Appliances and Supplies		

The undersigned firm engages itself to perform the works in compliance with the clauses, conditions and specifications provided in the Market Survey Notice, Technical Description, Special Conditions for the Rental of the Italian Trade Agency Pavilion, and according to COVERINGS 2020 Show Management’s Exhibit Construction Display Regulations.

“We are returning all documents received pertaining to the aforementioned exhibition duly countersigned”.

\_\_\_\_\_ of \_\_\_\_\_  
(Print your name) (Company name)

\_\_\_\_\_  
(date)