



ITALIAN TRADE AGENCY

Chicago office

CIG: 8216412DAA

**Market Survey Notice
Leasing of Display structures and services
COVERINGS 2020**

The Italian Trade Agency (ITA), previously known as the Italian Trade Commission, will be participating at the following trade show with an Italian pavilion:

**COVERINGS 2020
April 20-23, 2020
New Orleans Convention Center
New Orleans, Louisiana**

The ITA Chicago office is accepting proposals from US companies for the creation of an exhibit at the show.

Proposals should conform with the attached guidelines given in regard to (1) **Price quotations & special conditions** (2) **Technical description** and pavilion sample drawings and (3) **Instructions for bid**. In addition the proposal should be inclusive of all labor, drayage, liability coverage and sales tax.

The contract will be awarded on the basis of the criteria in the attached documentation. The budget available for the exhibit is: **56,000.00 (fifty six thousand and no cents) USD**. For consideration, the Proposal must NOT exceed this amount.

Bids are to be sent to the Italian Trade Agency - Chicago office in **one sealed envelope** containing **3 sealed envelopes** within as specified in **Instructions for Bid**. The sealed envelope should be addressed as follows:

**“ITALY @ COVERINGS 2020”
Attn.: Marco Saladini, Trade Commissioner
Italian Trade Agency
401 North Michigan Avenue, Suite 1720
Chicago, IL 60611**

DO NOT OPEN should be printed to the left side of the envelope.

Deadline date is Monday, March 2nd, 2020 at 5pm (central standard time).

The winning bid will be awarded on **Wednesday, March 4th, 2020**, at the Italian Trade Agency – Chicago Office.



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Interested companies may also pre-register in the ITA suppliers list, relevant documents are available at the following Internet address:

Vendor Registration Procedure

<https://www.ice.it/en/markets/usa/chicago/vendor-registration-procedure-vrp>

Questions may be addressed to the ITA Chicago office via email at chicago@ice.it, subject "COVERINGS 2020 Proposals". Replies will be made public.

Kind regards,

Marco Saladini
Trade Commissioner

Attachments:

- *Technical Description (9 pages)*
- *Instructions for Bid (3 pages)*
- *Price Quotation and Special Conditions (4 pages)*
- *ITA Pavilion design (10 pages)*
- *Coverings 2020 Rules and Regulations (9 pages)*