

**PRICE QUOTATION & SPECIAL CONDITIONS FOR THE LEASE**  
ITALIAN TRADE AGENCY @ COVERINGS 2020  
New Orleans Convention Center  
New Orleans, Louisiana  
April 20th - 23rd, 2020

The awarded firm will engage itself to perform the work in compliance with the clauses, charges, conditions and descriptions provided in the following documents:

1. MARKET SURVEY NOTICE
2. PRICE QUOTATION & SPECIAL CONDITIONS FOR THE LEASE
3. TECHNICAL DESCRIPTION
4. INSTRUCTIONS FOR BID

The above documents constitute integral parts of the contract that the Italian Trade Agency will enter into with the selected contractor and which may include further specification.

The submitted proposal and appointed contractor must adhere to the following clauses:

#### **Article 1 - Insurance requirements**

The appointed contractor should provide, upon contract signature, proof of:

1. Insurance coverage for all damages which might come to its employees, to the displays, and to the building and materials during all phases of the project from the set up to the dismantling and transport of the displays.
2. Insurance coverage for the damages against third parties caused by the same persons and equipment. The appointed contractor is responsible for the workers employed and for any damages caused by them. The ITA can request the removal of any worker whose conduct reflects negatively on the image of the Italian Trade Agency.

#### **Article 2 – Budget**

The contract will be awarded on the basis of criteria outlined in this document. The **maximum** budget available for the exhibit is: **\$ 56,000.00 (fifty six thousand dollars and no cents) USD.**

The price quotation for the above exhibit has been determined in accordance with the specifications outlined in the Italian Trade Agency's request for proposal and in accordance with the attached Instructions for Bid and Technical Description.



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**Article 3 - Awarding of the Contract**

The proposed bid must include all the materials and services required in accordance with the attached specifications. The bid must articulate the unit item price of materials and services whenever possible.

**For consideration, the Proposal must NOT exceed \$ 56,000.00 (fifty six thousand dollars and no cents) USD**

**Article 4 - Criteria**

Each proposal will be evaluated in accordance with the following itemized criteria and corresponding points scale.

CRITERIA	VALUE SCALE EXPRESSED IN % TERMS
<b>Price</b>	40%
<b>Functionality and aspect of design also with reference to provided renderings</b>	30%
<b>Quality of materials used</b>	30%

There is no assurance that the lowest bid will prevail. ITA reserves the right to ask for additional information in case one of the offers is substantially lower than the others.

**The contract will be awarded on the basis of criteria outlined above.**

**Article 5 – Terms of payment**

Payments will be made as follows:

- **25% of the total amount** after signing the contract and upon presentation of an original invoice;
- **25% of the total amount** upon the opening of the trade exhibition (April 20th, 2020) and upon presentation of an original invoice;
- **50% balance** will be paid 30 days after the conclusion of the trade exhibition, upon presentation of an original invoice and a letter from Show Management stating that all charges related to the construction of the Italian exhibit have been paid in full.



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**Article 6 – Penalty**

For any delay over 2 hours in delivering the structures and furnishings, the appointed contractor will be deducted 10% of the total amount together with the compensation for further damages, material and moral, which the delay will cause to the Italian Trade Agency.

**Article 7 - Third party accountability**

The Italian Trade Agency, as the exhibiting company, will not be held accountable by Show Management, the Convention Center and/or any other third party subcontractors for any unpaid payment of charges incurred by the appointed contractor in the construction of the Italian pavilion.

**Article 8 – Pantouflage**

The appointed contractor will confirm and declare it has not retained or engaged professionally any ex-public sector employee who has ceased his or her employment with the Italian Trade Agency within the last three years and who has occupied a management role in the said organization or has been delegated management powers to execute contracts or other commercial transactions on behalf of ITA.

**Article 9 - Place of delivery, delivery and return terms, and assembling**

The exhibits must be delivered to the ITA at the New Orleans Convention Center in New Orleans, Louisiana, and be completed in all of its parts by **Sunday, April 19th, 2020, on or before 12.30 PM (Pacific Time)**.

**COVERINGS 2020 Move-In Schedule:**

<b>Saturday-Saturday April 11th- 18th</b>	<b>8:00am - 5pm</b>
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Upon conclusion of the Exhibit, the ITA will return the Shell Scheme to the Appointed Contractor for disassembling by the Appointed Contractor.

The appointed contractor will retake possession of such structure and furnishing at the end of the exhibition for the dismantling (tear-down) in accordance with the instruction of the Show organizers. All work must be done in accordance with the COVERINGS exposition and International Tile Exposition Rules and Regulations and written instruction of the Italian Trade Agency.



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**COVERINGS 2020 Move-Out Schedule:**

<b>Wednesday, April 23rd</b> <b>Thursday-Friday, April 24-25</b>	<b>Removal of all exhibitor materials</b> <b>3pm - 10pm</b> <b>8am - 5pm</b>
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**“Rules & Regulations and Exhibitor Services Manual” is attached.**

**Article 10 – Indemnity**

The appointed contractor agrees to defend, indemnify and hold ITA harmless against any loss, cost or expense ITA may sustain or incur as a result of any claim, suit or proceeding made, brought or threatened against ITA arising out of this Bid.

**Article 11 – Disputes Between The Parties:**

In the event of a disagreement between ITA and the appointed contractor, the prevailing party shall be entitled to recover attorney’s fees and costs from the non-prevailing party.

**Article 12 - Competent Jurisdiction**

In case of dispute between the Italian Trade Agency and the Appointed Contractor, the Court of Law of Illinois, U.S.A., will be competent jurisdiction.

I have received all the material pertaining to this bid for the Italian Trade Agency exhibit at the above specified trade event.

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

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