

Request for Proposals for Sales to Members at Denvention 3, a World Science Fiction Convention to be held August 6-10, 2008, at the Colorado Convention Center, in Denver, Colorado.

The 2008 Worldcon is known as Denvention 3. It is organized by Worldcon Denver 2008, a Colorado Non-profit Corporation recognized as a 501(c)3 public charity. More information can be found at <http://www.denvention3.org> or by writing to Denvention 3, PO Box 1349, Denver, CO 80201.

Denvention 3

The World Science Fiction Society (WSFS) is an unincorporated literary society. The World Science Fiction Convention (Worldcon) is the annual convention for WSFS which is held in a different city and organized by a different committee from year to year. The location for Worldcons are chosen by a vote of the membership at the annual convention, each selection being for where the Worldcon will be held two years in the future. Denvention 3 is the 66th World Science Fiction convention, in 2008, as chosen by the membership at the 64th Worldcon, L.A.Con IV, in Anaheim, California. The 65th Worldcon was Nippon2007, in Yokohama, Japan. The 67th Worldcon is Anticipation, which will be held in Montreal, Quebec, Canada in 2009.

Requirements

One of the ways a Worldcon augments income is to offer for sale to members convention related merchandise. This Request for Proposals (RFP) is in furtherance of that cause.

Denvention 3 wishes to contract a team to produce and sell Denvention 3 branded goods for and to the members of WSFS who are attending the 2008 Worldcon. Such goods will include t-shirts, polo shirts, book bags, and other fabric materials and may include other manufactured goods, such as mugs or cloisonné pins, et cetera, embellished with the Denvention 3 name and/or logo. The contractors will secure and provide the wares as well as vend them in a space provided for that purpose by the convention.

The convention will span about 4 1/2 days, excluding move-in. The move-in period may be as little as 6 hours on the day prior to the start of the convention (August 5th, 2008) but could be longer. The move-out period may be as little as 6 hours on the last day of the convention (August 10th, 2008).

The contractor is responsible for securing all tools required for the manufacture and sale of approved merchandise, including a merchant account for the processing of cash, checks or credit cards independent of the convention and/or other vendors.

Space and display materials will be provided at no cost to the contracted team for display and sale of wares.

Procuring artwork, rights for use of art, mark clearance and royalties for artwork will be the responsibility of the contractor.

The contractors will agree to pay Denvention 3 a percentage of their gross sales, with a minimum Royalty stated in the proposal, in lieu of a space rental fee.

Attendance at Denvention 3 is expected to be at least 4,000 persons.

Denvention 3 Constraints

- ❑ The convention does not have nor does it intend to secure equipment necessary for the manufacture of items for sale as described above.
- ❑ The convention can and will provide space to vend Denvention 3 branded goods without cost to the contractors. Tables for display, table skirting, and chairs will be provided by Denvention 3. Rope and stanchion barriers may or may not be provided by Denvention 3, pending final negotiations with the Colorado Convention Center and/or decorator.
- ❑ The convention will provide a secure location for the contractors to store the goods and hardware necessary for the manufacture of wares, within reason. The convention will attempt to secure, but not guarantee, said space in close proximity to the vending area.
- ❑ While the necessary basic display equipment (tables, chairs, rope and stanchions) will be provided at no charge to the vendor, these items will have a cost that accrues to Denvention 3.
- ❑ The area designated for Sales to Members for Denvention 3 will be wholly contained in D Lobby of the Colorado Convention Center (see <http://www.denverconvention.com/center-floor-ground.htm>).

Evaluation Criteria

Proposals will be evaluated overall space requirements (footprint), number of tables, chairs, electrical & phone drops requested, the expected volume of sales, the expected gross sales and the proposed payment rate and minimum royalty to Denvention 3.

Deadline

Denvention 3 will evaluate all submissions received by February 29th, 2008.

Response Date

Denvention 3 will acknowledge receipt of Proposals within seven (7) days. Denvention 3 will otherwise respond within seven (14) days with request for changes or confirmation that the Proposal is complete.

Submission requirements

The successful submission will contain the following:

- ❑ Layout plan for display area.
- ❑ Include location of tables, chairs, rope & stanchions and desired placement for vending stations. Include location for desired power outlets and/or telephonic devices.
- ❑ A list of wares projected to be sold.
- ❑ Size of desired non-display area for storage and/or production of goods.
- ❑ Expected volume of sales
- ❑ Expected gross sales
- ❑ Proposed compensation rate (percentage of gross sales) for Denvention 3

Submissions

Proposals should be submitted in writing to Denvention 3, PO Box 1349, Denver, CO 80201, or by email to member-services@denvention.org.

Award Date

Denvention 3 will announce its decision to all prospective contractors by March 31st, 2008.