



Request For Proposals

Booth Design and Construction

Atlantic Canada Aerospace & Defence Association

RELEASE DATE: July 22, 2022

CLOSING DATE: August 5, 2022

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1 | Corporate Background

The Atlantic Canada Aerospace & Defence Association (ACADA) is a non-profit industry association representing the interests of 165+ members in the Atlantic Canadian aerospace, defence, and security industries.

ACADA plays an important leadership role as the regional voice and facilitator for strategic industry engagement and an overarching mandate to promote and facilitate the growth of Atlantic Canadian industry through four strategic pillars of activity including;

- Workforce & Talent Development
- Enhanced Competitiveness
- Business Development
- Sector & Industry Promotion

ACADA was officially established in late 2016 through a collaborative effort to amalgamate the four provincial industry associations in Nova Scotia, Newfoundland and Labrador, New Brunswick, and Prince Edward Island. The organization is headquartered in Halifax, Nova Scotia and holds office locations in each of the Atlantic Provinces with a full-time staff compliment of eight (8) personnel.

ACADA is governed by an industry board of directors comprised of representatives from each Atlantic province and includes several ex-officio government stakeholders.

2 | Project Overview & Scope

ACADA is seeking an experienced exhibit builder to design and construct an ACADA booth & SME Zone for the DEFSEC Atlantic show taking place at the Halifax Convention Centre from October 4-6, 2022.

About DEFSEC Atlantic

[DEFSEC Atlantic](#), presented by the Atlantic Canada Aerospace & Defence Association, is a major networking opportunity for the Aerospace, Defence and Security industries - the second largest of its kind in Canada. Focused on showcasing Atlantic Canadian opportunities, the show's worldwide reach creates partnership potential for all attendees. Incorporating elements of both a trade show and a defence procurement conference, it provides access to "the right people" in an engaging and professional setting.

Project Scope

ACADA is looking for a booth for DEFSEC Atlantic. The booth and SME Zone will serve as a central showcase for ACADA and the SME Zone participants attending the show. ACADA anticipates having 4-6 SMEs in attendance (1-2 representatives each). The SME Zone is a space for our members to showcase their company within the ACADA booth.

The selected contractor will be responsible for the complete design and installation of the booth exhibit, including shipping, set-up, and removal. The booth footprint is 20ft x 30ft and located at space B601 on the [exhibit floorplan](#).

Option A: Exhibit Rental

- Including shipping (if required), set-up and removal.

Option B: Exhibit Purchase

- Including shipping (if required), set-up and removal.
- Seasonal storage

- Modular capabilities to be transported to future events either in full or in part.

Applicant vendors may make suggestions on the booth design. Suggested booth features may include;

- Representative ACADA branding/graphics
- Ability to mount monitors for digital displays
- Reception desk with two (2) seats (either in the middle or front of booth space)
- Up to six (6) individual company kiosks for product showcases and demonstrations
- Open/common seating area(s) in the main pavilion
- Literature display area
- Storage closet or enclosed area for storing bags, promotional materials, etc.
- Overhead hanging banner
- Carpeting with underlay
- Vacuum for daily carpet cleaning
- Electrical cords/connections
- Lighting

Vendor applicants may add optional features to the proposal.

3 | Project Timelines & Milestones

DEFSEC Atlantic is taking place October 4 through October 6 in Halifax, Nova Scotia. The project and the execution of the scope of work will commence immediately upon bidder selection and contract award.

Milestone	Target Date
RFP closes	August 5, 2022
Review and evaluation of proposals	August 8, 2022
Contract award	August 9, 2022
Exhibit setup	October 2-3, 2022
Trade show	October 4-6, 2022
Exhibit tear down and removal	October 6, 2022

4 | Challenges & Risks

Bidders are encouraged to highlight any foreseen risks/challenges associated with this scope of work and to propose solutions to mitigate any such risks/challenges.

5 | Budget

Bidders must provide their cost proposal for this project with options for (A) Exhibit Rental and (B) Exhibit Purchase per section 2 of this RFP.

The cost proposal must include all expenses related to the booth design, setup, removal, labour, shipping (including any and all costs associated with booth graphics, material handling/storage, rigging, electrical service, etc. that will be incurred with the show site facilities and management).

Bidders are encouraged to consult the [DEFSEC Atlantic Exhibitor Manual](#) for details concerning exhibitor services, deadlines, and pricing.

6 | Evaluation and Key Response Components

ACADA will evaluate bidders and proposals based on their demonstrated experience, cost proposal, and design proposal.

7 | Submission Requirements

Bidders must adhere to the following RFP guidelines:

- Proposals must be received on or before August 5, 2022, 12:00 pm (AST) by email to Melissa McPhee, project lead, at melissa@ac-ada.ca
- Price quotes must be firm/fixed and in Canadian dollars as detailed in section 5.
- Bidders must include a minimum of two (2) relevant references/work examples with the proposal.
- Proposal will include proposed mock-up design(s) for the booth pavilion.
- Proposals should not be more than fifteen (15) pages.

8 | What We're Looking For in Potential Vendors

Our ideal vendor:

- Will have deep expertise in the trade show/exhibit-building domain.
- Will demonstrate flexibility and a collaborative approach to work with us throughout this project.
- Will be a good communicator and will keep us informed through the entire process.
- Will be an Atlantic-Canadian business (preferred, but not mandatory).

9 | Reserved Rights of ACADA

ACADA and its Partners reserves the right to:

- a) make public the names of any or all bidders;
- b) request written clarification in relation to a bidder's proposal;
- c) waive minor formalities that do not constitute Mandatory Submission requirements or Mandatory Technical requirements (if applicable);
- d) verify with any bidder or with a third party any information set out in a proposal;
- e) check references other than those provided by any bidder;
- f) disqualify any bidder whose proposal contains misrepresentations or any other inaccurate or misleading information;
- g) disqualify any bidder or the proposal of any bidder who has engaged in conduct prohibited by this RFP;
- h) amend this RFP process without liability at any time prior to the execution of a written agreement between ACADA and a bidder. These changes are issued by way of addendum in the manner set out in this RFP;
- i) cancel this RFP process without liability at any time prior to the execution of a written agreement between ACADA with its Partners and bidder. A cancellation is communicated by way of addendum. ACADA with its Partners may in its sole discretion issue a new RFP for the same or similar Deliverables; or
- j) reject any or all proposals.

These reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

10 | Limitation of Liability

By submitting a proposal, each bidder agrees that:

- a) neither ACADA, nor its listed Partners in this program, nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this proposal process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and
- b) the bidder waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of ACADA's (and its listed Partners in the delivery of this program), decision to not accept the proposal submitted by the bidder, to enter into an Agreement with any other bidder or to cancel this proposal process, and the bidder shall be deemed to have agreed to waive such right or claim.

11 | Other Terms and Conditions

- a) ACADA will work with the selected bidder to finalize contract details, payment schedule and expectations of the parties applicable to the services being performed.
- b) Final payment will be issued upon satisfactory completion of scope of work.
- c) ACADA will notify the successful Consultant in writing via electronic means. Unsuccessful bidders will receive written notification via electronic correspondence as soon as possible following award and contract negotiations have been concluded with the successful Consultant. ACADA does not commit to provide comprehensive de-briefs to unsuccessful bidders.
- d) The terms and conditions of this RFP process;
 - are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
 - are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of ACADA or its Partners;
 - are to be governed by and construed in accordance with the laws of the province of Nova Scotia and the federal laws of Canada applicable therein.

12 | Contact Information

Questions related to this RFP may be directed to:

Melissa McPhee

Manager, Marketing, Communications & Events

Atlantic Canada Aerospace & Defence Association

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