

New Anglia Local Enterprise Partnership

Invitation to tender

Stand design and build for MIPIM UK 2017

1. Introduction

This brief sets out the requirements for a brief to design and build The East exhibition stands for [MIPIM UK](#) at Olympia, London, on 18 and 19 October 2017.

The work is being commissioned by [New Anglia LEP](#), but is a partnership project working with [Norfolk](#) and [Suffolk](#) County Councils, and the [Greater Norwich Growth Board](#).

2. Background

MIPIM is the world's leading property market event and brings together the most influential players from all international property sectors - office, residential, retail, healthcare, sport, logistics and industrial, offering unrivalled access to the greatest number of development projects and sources of capital worldwide. Held in Cannes for many years, the brand has been extended into other parts of the world, and London hosted MIPIM UK for the first time in 2014.

In 2016, a partnership of local authorities from Norfolk and Suffolk exhibited at the event under the brand of The East. The authorities exhibited on two 36m² stands which faced each other across a main aisle.

In 2017, the partners will exhibit again on two facing 36m² stands under the brand of The East.

3. Project description

New Anglia LEP requires experienced consultants to design and build innovative exhibition stands for both sets of partners within Suffolk and Norfolk.

Each stand will have its own identity and offer, however we also wish to weave in, and incorporate the brand of "The East", within and across the two stands.

The stands need to be eye-catching, engaging and interesting to the target customer market which will be global property investors and developers.

- Each stand would cover 36sqm floor-space
- Maximum height 3m

- Stands - or components of – must be reusable at future events and applications must outline how stand / components can be used at future events if required

The proposals should be costed to include:

- Concept and design
- Design and production of all stand panels, graphics and hardware
- Transport, construction and dismantling of stand
- Delivery of partner materials (brochures, catering supplies) to the venue
- Return of stand collateral for up to three nominated addresses
- Liaison with the venue on health and safety requirements, risk assessments and electricity
- Liaison with the venue on stand delivery, construction, dismantling and removal.
- Storage of stand for one year

4. Timescale

Tender issued: Friday 12 May

Deadline for submissions: Monday 5 June

Steering group to review submissions: Wednesday 7 June

Interviews: Tuesday 20 June

Agency appointed: Wednesday 21 June

Payment will be made against specific milestones agreed by the client and consultant.

5. Project management and monitoring

The project will be managed by New Anglia LEP with support of all partners. For the duration of the commission, the consultants will be required to work with and liaise with the project team made up of the partners outlined above.

6. Tender requirements

New Anglia LEP requires the following for the tender process:

- An initial creative approach for the design and look of the stands
- An initial idea and plan of how the exhibition stands would be set up and constructed
- Examples of previous exhibition and event stand work and corresponding references
- Details of who in the agency team would be involved in the project

- Initial costs for design, build, transport and onsite construction of the stand

7. Budget

A budget of up to £30,000 (including VAT) is available for this work. Applications must provide the costs associated with the various elements involved in delivering the work. All costs must be quoted in pounds Sterling, include VAT and must be fixed. Details of any expenses should be included and be incorporated into the price.

8. Tender process

Tenders should be sent to the email below. Tenders should be submitted in Word or PDF format and should not exceed 10 pages. Tenders must be received by 5pm on 5 June 2017. Applications received after this time will not be accepted.

Agencies will be selected for the shortlist on the basis of:

- Expertise and knowledge of Suffolk and Norfolk
- Experience of major event design work
- A good understanding of working with both public and private sector organisations
- Creativity in design

A shortlist will be selected on the basis of initial tender submissions. Shortlisted agencies will then be invited to pitch their design ideas on Monday 12 June.

9. Main contacts

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