**Invitation to Quote - Lottery Forum Parliamentary Exhibition
Queries and clarifications**

**Two large panels**

* The two panels are 2m x 5m solid graphic walls with feet (Linear Vector Kit) x 2off i.e. 2m (h) x 1m (w) x 5m (2 off).
* The panels are flat and freestanding.
* The material for printing on to is monomeric vinyl.
* Panels are attached to the frame with Velcro.
* The Lottery Forum will provide the artwork for one panel, and the Provider will provide the artwork for the second panel. We have access to imagery for this artwork and do not anticipate that photo sourcing will be required.
* Both panels need to be reskinned.
* The second panel is modular and can be broken down to a smaller size as needed e.g. 4m x 2m, or 3m x 2m, or 2m x 2m. We welcome the advice of the Provider on the best size for this panel given the available space.
* Panels are currently stored in Rickmansworth and can be collected ahead of the event.
* The Provider can provide their own frames if preferred.
* The Provider will be responsible for set up of the panels.
* A photo has now been uploaded to Contracts Finder.

**Pop up stand**

* The 3m x 3m pop up stand is to be supplied by the Provider along with the artwork for the graphic backdrop. Both aspects are part of the same element.
* The pop up stand is the background for the photo op i.e. it will be used in conjunction with the mantra boards.
* The Lottery Forum would like to hire a pop up stand rather than purchasing one. Please include printing and delivery in your quote.

**Mantra boards**

* We welcome recommendations on the size and shape of the 4 mantra boards.
* Previous boards as shown in the example were 1000mm x 250mm.
* Mantra boards need to be printed.

**Two TV screens on stands**

* The Provider will be responsible for sourcing the TV screens and stands and the transport and setup of the TV units.
* We do not have a preference on whether the TVs are fixed to a mount or freestanding and would welcome the advice of the Provider. If using a mount, please indicate whether this includes any design.
* The Lottery Forum will provide videos and ppt presentations to be played on the screens.

**Editable invitations**

* The editable invitations are for digital use only and do not require printing.
* We require one basic design with an editable panel so that the text can be changed.
* We require the basic design to be provided in a range of up to 10 colour combinations.
* An alternate format for the example Lottery Good Causes Exhibition Invitation has now been uploaded to Contracts Finder.

**Z-cards**

* We require one version of the z-cards
* We require 8-panel z-cards (larger than the example given). Dimensions can be found here: [www.zcard.co.uk/c-fold/](http://www.zcard.co.uk/c-fold/)
* We would like 500 z-cards to be printed.

**Transport and logistics**

* Staff who attend site will not require vetting but names must be submitted in advance.
* The Lottery Forum will provide a contact at the House of Commons.
* There will be main overhead lighting and power is supplied. We are not aware of any material restrictions.
* Panels, photo-op and screens will need to be positioned outside the ‘keep clear’ areas on the floor plan.

**Contract anticipated value**

* The anticipated value of the Contract is exclusive of VAT.