**Contract summary**

**Industry**

* Exhibition stands - 39154100

**Location of contract**

London

**Value of contract**

£120,000 to £140,000

**Procurement reference**

Exhibition fit out, Quantum Showcase

**Published date**

July 25

**Closing date**

August 25

**Closing time**

5pm

**Contract start date**

August 25

**Contract end date**

14 November 25

**Contract type**

Service contract

**Procedure type**

Competitive quotation (below threshold)

**Contract is suitable for SMEs?**

Yes

**Contract is suitable for VCSEs?**

Yes

**Description**

Innovate UK Business Connect is part of Innovate UK, the UK's innovation agency.

We are running the Quantum Showcase on 7 November 25 at Business Design Centre, London. The event provides a platform for organisations to exhibit to an in-person audience of around 2,000.

We have contracted the venue on a space only basis and will be providing four types of stands to organisations.

**Bronze 1x2m space**

• 1m wide branded back wall design located in the upper gallery area

• Back wall 2.25m high x 1m wide

• 1 x 500w socket

**Silver 2x2m space**

•1m wide illuminated branded lightbox with a branded counter

• Back wall 2.34m high x 1.17m wide

• Counter stand: 810cm x 443cm, 950cm tall

• 5Amp circuit and 1 x 500w socket

**Gold 3x2m space**

• 2m wide illuminated branded lightbox with branded counter

• Back wall 2.34m high x 2.92m wide

• Counter stand: 810cm x 443cm and 950cm tall

• 5Amp circuit and twin electric socket

**Platinum 4x4m space**

• 4m back wall which includes 2m wide illuminated branded lightbox, with fully branded fabric walls either side, 2 x shelves and 1 x branded counter

• Back wall: 2.97m high x 4m wide

• Counter stand: 810cm x 443cm and 950cm tall

• 5Amp circuit and twin electric socket

Mark out and build 08:00-15:00, 6 November.

Breakdown 17:00-22:00, 7 November

**Requirements**

We are looking to appoint a suitably qualified exhibition design company to design, manufacture, plan the floor, install and derig the exhibition stands based on the spec outlined above. We expect to provide 12 x Bronze, 47 x Silver, 28 x Gold and 24 x Platinum space only/lightbox designs. Please cost on that basis but be aware that those numbers may alter.

Note all electrics will be provided by the venue. However, each stand should be able to support the requirements listed.

Please provide a quotation including the following elements:

* Design and manufacture of four x exhibition stand types. Please allow for a process of up to three design changes before we sign off.
* Print and install all stand artwork. The exhibitor to supply the design directly to the supplier. Supplier should provide the full artwork specification and be available to attend an exhibitor drop in online meeting to answer any artwork/ general questions in advance of the print deadline.
* Manufacture of stands based on the numbers above. The materials selected should demonstrate best-practice in net zero and sustainability and consider reuse or recycling. The structures must be compliant with relevant statutory and non-statutory requirements e.g. Health & Safety regulations, Equality Act legislation, be constructed of fire-retardant materials and follow best practice procedures.
* Floorplan CAD design – please cost for 10 x versions and provide the cost per hour thereafter.
* On the day floorplan mark out.
* Installation of stands to agreed floorplan.
* Derig of show floor.

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Please apply to andie.mclean@iukbc.org.uk with a quote for this work.

Please include your company details, experience of similar sized design and build contracts, confirmation of availability for the project, suggestions of materials to ensure we adhere to Net Zero best practice, accessibility considerations and a timeline.