

Request for Quote

Event: North American Sea Glass Festival

Host: North American Sea Glass Association <http://SeaGlassAssociation.org>

Date: A Fall Weekend, Sat-Sun.

Contact: [your name and email here]

Statement of Needs:

1. A facility capable of housing a Two-Day weekend Sea Glass Festival with a main hall that can hold **45+ vendors** in 10' booths (or similar).
2. Pipe and drape booths with electricity available at most booths.
3. A **space for eight 8' foot tables** for a Shard of the Year contest with security ropes and nearby public address system.
4. A publicly accessible facility to accommodate at least 2,000 visitors per a day with adequate parking. Local lodging for 350 to 500 people would be helpful.
5. Available **lunch options** nearby for visitors and light fare options for exhibitors to have delivered to their booths by volunteers.
6. A venue in close proximity to the coast or large body of water, and with good lighting.
7. A **lecture room** with chairs and screen to accommodate 200+ people.
8. A room/area with 10 table spaces for non-vending exhibitors to display their collections throughout the weekend.
9. An area near the hall with tables and chairs where festival attendees can relax and enjoy food and drink.
10. Provide options for drayage or direct receiving services for advance shipments.
11. Any assistance obtaining contacts with the local press appreciated. Options for local housing and overnight security of the exhibit hall need to be known.

Please email this form to: WestCoastSeaGlass@hotmail.com

RFQ form revised 8 August 2009