

REQUEST FOR QUOTES (RFQ)

Description of Goods/ Service required	Exhibition Infrastructure and Management NGAP 2025
SPECIFICATIONS/ DESCRIPTION	
ITEM/ SERVICE	QUANTITY
We are seeking event and exhibition management companies with experience in managing large corporate exhibitions to provide services at the Next Generation of Aviation Professionals Global Summit, to be held at the Durban ICC in KZN from 12-14 August 2025. Deliverable Scope: - Exhibition Management Services - Exhibitors' Onsite Registration - Establish a Programme for school visits and manage the traffic flow - Floor Plans Drawing - Stand Allocation - Exhibitors' Support - Loading and Set up Assistance 50 x Exhibition Stands Visual Sample:  3 m x 3 m information stand including - Counter with lockable cabinet (as shown in the picture) - Mounted a 49" screen with - Plug Points and spotlights - Custom vinyl print background Wall (Artwork to be provided) - Raised White/Wood finish Floor (as shown in the picture, but 3m floor space) 1 x white top round cocktail table and 3 x white cocktail Chairs 10 x custom Branding Walls (similar to picture shown below)	As specified



- 3m x 4m
- Including vinyl print wall (Artwork)
- No screen

- Include delivery and set up two days before **the event**.

Submissions should include:

- **Three reference letters** - the company must have managed at least 3-5 large exhibitions.
- The **company website address** that showcases the company's portfolio of previously executed similar projects.
- The company should be able to **Offer Airport transfers** for international exhibitors at the exhibitors' cost – please indicate your ability to offer this service.
- The company should offer **custom-built exhibition Stands and Furniture Hire** at exhibitors' cost – please indicate your ability to offer this service.

GENERAL/ COMMENTS:

Terms and Conditions:

All applicable costs must be included on the quote. No variations will be provided after the PO is issued.
Payments will be made within 30 days after the event.