ADDENDUM THREE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #KC1799674

Commodity: Event Management Services for the University of Virginia Bicentennial Launch

Dated: December 16, 2016

Proposal Due: January 20, 2017

Greetings:

Please reference the following for clarifications and changes to RFP #KC1799674 issued on December 16, 2016 for Event Management Services for the University of Virginia Bicentennial Launch:

Attachment 3: Question and Answer Summary
The following is being added:

Q: Please provide more financial details on what is and what is not included within JPJ facility use?

A: If the event is moved to John Paul Jones Arena on Friday, October 6, 2017, the University will provide:

- Arena utilities, including existing power and lighting
- Existing non-technical arena equipment such as tables, chairs, barricade, staging, curtains, and rails. Equipment available includes:
  - 1,200 +/- Black Metal Folding Chairs
  - 200 +/- Padded Folding Chairs
  - Stage Right Portable Stage – up to 80’ x 48’ with a height range of 48” to 78”
- Full-time event management staff for the purposes of scheduling, planning and executing the event at JPJ Arena.
- Full-time engineering staff for the purposes of ensuring access to power and a safe/effective event environment at JPJ Arena.
- Full-time ticketing staff for the purposes of planning the sales, distribution, and operation of the ticketed event at JPJ Arena.
- The following staff: police, security, ushers, ticket takers, ticket sellers, emergency medical, and traffic control officers.

Specifically (notably) excluded:
- Hourly labor to setup, operate, and tear down the event as determined by SMG based upon the event producers requirements. This includes, but is not limited to: general labor, stagehands, housekeeping—all of which are exclusively contracted or handled in-house.
- Fixed or temporary house audio/visual equipment (including scoreboards, ribbon boards, monitors, projectors, microphones, speakers, etc.) and associated production staff/labor to operate. The public address system in the Arena bowl is not capable of supporting this type of event, therefore contracted audio support will be required.
- Reimbursable expenses as requested by the event producer or required by SMG for proper/safe event operations.
- Items required by speakers/artists/performers.
- Internet/telecommunication requirements.

If you have any questions concerning this Addendum or the RFP, please contact me at kc5yc@virginia.edu. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

Kevin Crabtree
Senior Buyer

Please sign below, acknowledging receipt of this Addendum and return this document with your response to the RFP.

________________________________________  ________________________________
Signature                                      Name of Firm

________________________________________
Please Print Name of Person Signing Above     Date