

The Office of the Secretary of the State's  
Small and Minority Business  
Stay Green Trade Show  
Thursday, September 11, 2008

This bid is a request for the use of your facility for our Business Showcase on Thursday, September 11, 2008 from 7:30am – 7:00pm. The following will be needed:

One or two buildings that will be able to accommodate 3 meals (breakfast, lunch and a reception) which we will need you to cater. We will need to feed the following quantities at a price not to exceed \$4.00 for breakfast, \$10.00 for lunch and a reception that will not exceed \$6.00 per person. Quantities for each are as follows: breakfast 125 people and lunch and the reception 250 people each.

We will need to have a set up for vendor booths as follows (113) 6x8' and (7) 10x10'. We will also need 2 additional 6' tables. All booths must be equipped for electrical

**Note:** Continental breakfast (7:30am – 10:00am) with coffee available all day. Box lunch needs to be available to be served between 11:45am – 12:45pm.

We will need one podium and a mic setup. We will need one or two rooms that can accommodate up to 100 people with theater room setup or one room that can be divided for two setups.

Business Workshop times:

10:00am – 10:45am

1:00pm – 1:40pm

2:00pm – 2:40 pm

3:00pm – 3:40pm

**All bids must be received by fax or in the mail by Monday, August 11, 2008. Bids can be faxed by August 8<sup>th</sup> at 860-509-6175 and the original must be mail and post marked by August 8, 2008**