



London Sport are looking to procure a supplier to deliver the Event Production and AV Requirements for the Active London Conference 2023.

1. Invitation to Quote or Bid:

- 1.1 The purpose of this document is to invite tender Quotes or Bids for the procurement of a supplier to deliver the Event Production/AV Requirements of the London Sport [Active London](#) Conference.
- 1.2 The contracting authority and manager of the project is London Sport.
- 1.3 Quotes or Bids are invited from suitably qualified individuals, collectives or organisations.
- 1.4 This document constitutes an invitation to quote or bid for the work. Subsequent sections describe the background to the project, the work to be done and our expectations.

2. About London Sport:

- 2.1 [London Sport](#) is a charity that exists to help all Londoners live longer, healthier and happier lives through being active.
- 2.2 Our focus is on children and adults in the most deprived communities who face the greatest challenges of inequality.
- 2.3 With physical inactivity responsible for 1 in 6 premature deaths, we want to help every Londoner find their way to move more.
- 2.4 We are supported by Sport England and the Mayor of London, and collaborate with London's local authorities and other organisations, to provide better access to sport and physical activity across the capital.

3. Project Overview:

- 3.1 Active London is the largest annual conference dedicated wholly to the future of physical activity and sport in the nation's capital.
- 3.2 The purpose of Active London is to bring together stakeholders from across sport and physical activity, as well as a wider cohort of relevant and beneficial non-sport sector delegates.
- 3.3 Active London provides a platform to educate and inform, share thought leadership and learnings from across the sector, enhance the organisations profile and credibility, network and create an environment to drive meaningful project and commercial partnerships with London Sport.



- 3.4 The content programme for Active London aligned to the organisation's strategy and key themes, provides an opportunity to better engage with stakeholders and communicate externally around our key priorities and the impact our sector is having in improving lives.
- 3.5 Active London 2023 *may* (subject to final tender costings) be held at Decathlon, 9 Maritime Street, London SE16 7FU. Active London would be held on the first floor of the store with 'conference build' required to turn the empty shop floor into working conference with two/three separate breakout spaces. There will be approximately 350 delegates in attendance.
- 3.6 A site visit prior to tender submission is required as part of this agreement. A site visit is required on **Wednesday 31st May**.
- 3.7 The provisional date for delivery is **Tuesday 17th October**. Set-up will be available on Monday 16th October with de-rig taking place from 19:00 on Tuesday 17th October.

4. Our requirements:

4.1 *Stage Build and de-rig of main stage for main conference area*

As part of this build, we would require a stage being build for main conference keynote speeches and content to be delivered from. The final size of the stage is TBC but an estimated size would 6m x 2m.

The successful tender submission will be responsible for the build, de-rig and removal of the stage and all associated materials.

4.2 *Provision of furniture*

We will require approximately 500 chairs suitable for a conference which will be used for conference seating.

Approximately 2/3 lecterns will be required accompanied with microphones.

4.3 *Lighting*

There is flexibility in terms specific *lines* of lighting of the shop floor being on or off during the day. As part of the Active London conference experience, London Sport wish to create a positive visual experience for all guests. This will be supported through the hiring of uplighters, which will be required in the main conference space. The final number of uplighters is TBC but an approximation would be 20.

London Sport already have an Active London GO-BO stencil. We would like to explore how we integrate this into the conference with additional lighting/rigging.



Any additional lighting requirements will be added on as a separate item to this tender process if required once the venue lighting has been assessed.

4.4 *Event Branding*

London Sport have gone out to tender for a Design Agency, who will be responsible for the event theme development and creative concept development.

The Event Production company selected to work with London Sport will work with London Sport and the chosen Design Agency to create a set design that meets the demands of the event.

As part of the Active London experience and the venue being used, London Sport wish to create a positive visual experience for all guests. This is further increased due to the venue being an open canvas and in some ways a *warehouse*. In line with the requirements for this tender, London Sport will require the printing, installation and removal of a wide range of branding including but not limited to; floor decals, hanging branding on shell scheme type equipment, venue signage, quick frames for stage branding, lectern covers, media backdrop, front of stage branding and welcome flags.

4.5 *Event Production Management*

An engineer / Event Production staff member will be required to oversee and manage the production elements of Active London. This requirement will be determined during post submission discussions.

4.6 *AV Requirements*

In order to successfully deliver Active London, London Sport will require the provision of one large screen & projector (with clicker) to accompany the main stage along with multiple handheld, lapel and lectern microphones.

Upon a site visit, accurate sound provision will be determined.

In addition to this, we will require up to four large relay screens to support audience view of the speakers on stage.



5. Expectations:

5.1 Full tender requirements: *(list is indicative)*

Event Materials

- One stage build, approx. sizing 6m x 2m
- Provision of up to 500 chairs for delegates
- Provision of up to ten 6ft trestle tables
- Provision of three lecterns
- Approximately twenty uplighters & potential for rigging to utilise London Sport GO-BO
- Printing, installation and removal of all event branding
- Engineer/technician to manage AV requirements on the day
- Provision of additional sound as per site visit
- Four large relay screens

6. Skills and Experience:

6.1 Show clear and relevant experience of event production to support in-person events.

6.2 Relevant health and safety certificates, alongside experience of delivering conference style events is advantageous.

7. Management and Organisation:

7.1 The work of the commissioned organisation will be overseen by representatives of London Sport.

7.2 The commissioned organisation will be required to regularly engage with, consult with and report back to representatives from London Sport.

8. Format of Responses Required:

8.1 An outline of the approach that will be taken.

8.2 A detailed methodology

8.3 Details of the individual(s) who will lead, manage and deliver the project including details of their experience, training and knowledge of the areas.

8.4 Detailed breakdown of costs

8.5 A realistic timetable for the project (to be agreed with the successful agency)

8.6 Quotations should include background material to demonstrate the previous relevant experience and range of work the consultants have been involved in.

8.7 Quotations should also include contact details of two referees from previous work.



9. Contract Value

The estimated value for this contract is £13,000 - £19,000 exclusive of VAT and all expenses.

10. Estimated Timescales:

Task	Deadline
Pre-tender site visit (essential)	31/05/23
Proposal required from agency	07/06/2023
Decision made by London Sport	w/c 12/06/23
Project review and final costs being determined	w/c 12/06/23
Project delivery period	19/06/23 – 17/10/23

Thank you for your time, if there are any queries please contact Laurence Shenker
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