

Amendment #2 to RFP No. ICMAHO/Brownfields Conference Registration

Services/2021

Date of Issuance: 11/12/2020

Questions and Answers

The following are answers to questions submitted through **11/12/2020**. Respondents are still encouraged to submit questions until the question deadline on 11/13/2020. ICMA will respond to questions on a weekly basis with final responses going online 11/16/2020.

1. How many exhibitors are anticipated for 2021 and/or how many exhibiting companies participated in 2019 in-person event?

Based on the unknowns of participation due to Covid, we are projecting a conservative number of 150 exhibitors in 2021. In 2019, we had 84 exhibiting companies with 97 booths and 217 exhibitors.

2. What were the 2019 exhibitor registration fees?

With each 10'x10' booth, an exhibitor received 3 complimentary registrations

3. Of the total anticipated exhibiting companies, how many will be provided complimentary registrations?

Anticipating 100% will utilize their earned complimentary registrations

4. Do speakers and staff pay a registration fee? If so, what were the fees in 2019 and/or what are they anticipated to be for the 2021 event?

Yes, speakers and staff pay registration fees. Fees for 2021 have not been set. 2019 fees were as follows:

- **ADVANCE PURCHASE - was until December 9, 2019**
 - **Academia/Student \$50**
 - **Community Group \$125**
 - **Environmental Justice \$125**

- **Non-Profit \$125**
- **Local Government \$200**
- **State Government \$200**
- **Federal Government \$200**
- **Tribal Government \$200**
- **Private Sector \$325**

- **ON SITE REGISTRATION - began December 10, 2019**

- **Academia/Student \$50**
- **Community Group \$150**
- **Environmental Justice \$150**
- **Non-Profit \$150**
- **Local Government \$250**
- **State Government \$250**
- **Federal Government \$250**
- **Tribal Government \$250**
- **Private Sector \$400**

5. Will the vendor be required to provide customer service to registrants via phone and email beyond the initial 24 hours?

Customer service to attendees in some capacity is required beyond the initial 24 hours

6. In Section 3 Item #2: When referring to the breakdown of costs, is this referencing direct costs and/or vendor labor costs?

Both direct costs and projected labor costs should be included in the breakdown