



Request for Proposal
 Conference Program Printing / Binding
 National WIC Association Meeting
 Gaylord Opryland, Nashville, TN
 May 24-27, 2009

Desired Results/Goals/Objectives

1. Spiral Bound, Collated, Printed Conference Programs (850)
2. 40 pages / 80 images (back-to-back) black ink on 20# white paper
3. 80# Covers, front + back in color, inside covers b/w
4. 4 inside pages are to be perforated on the left side.
5. 7 Tab dividers (60#) printed both sides- b/w
6. Bid Plastic + Steel Spiral bound (bid also plastic GBC please)

Rules/Expectations

1. Completed project to be delivered to the Gaylord May 22nd, 2009
2. Final proof copy to be over-nighted to TCM for review before printing full run.

Resources

1. Draft Program schedule (+/- 80 pages.pdf)
2. Working original to be electronically mailed as *.pdf May 4th
3. Technical questions to TCM @ 888-310-8900 or confmgrs@aol.com

Responsibilities

- | | |
|---|---------|
| 1. Identify printing spec's + best package | TCM+CON |
| 2. Printing, Binding, Delivery | CON |
| 3. Successful delivery of printed program to Conference | TCM+CON |
| 4. Clarifications and corrections, important & necessary. | TCM+CON |

Rewards/penalties

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| 1. Letters of recommendation from conference committee | TCM |
| 2. Prompt and full payment of contractor billing | TCM |

Please respond to: Feel free to call with any questions or clarifications.
 TheConferenceManagers, TCM @ CONFMGERS@AOL.COM, or @ 1-888-310-8900
 Dave or Kathy

- 1) Bid price to include printing, collating, bindery and delivery to the Gaylord by May 22nd.
 Please include your deadlines as necessary to meet delivery.
- 2) All copy to be transmitted electronically via *.pdf