



DAYTON AREA CONVENTION COMMITTEE OF NARCOTICS ANONYMOUS

REQUEST FOR PROPOSAL MERCHANDISING CONTRACT

The Dayton Convention Committee of Narcotics Anonymous is issuing a request for proposal for a Merchandising Vendor for the 2012 Dayton Area Convention July 6, 2012 through July 8, 2012. Please review the specifications and requirements for this contract. The convention committee will be accepting bids beginning September 1, 2010 through December 30, 2010 5pm. All bids must be typed and submitted to Arlene Blount. The e-mail address is ablount@woh.rr.com. Please submit one bid per vendor. Any bids that have been changed from the original bid package, before a decision is made, will not be accepted as a fair and competitive package.

Requirements for Vendors selling NA merchandise

All vendors submitting proposals must include the following information for their bids to be considered:

- Vendors must have an approved and current vendors License from the NA World Service Office to permit them to sell **NA** merchandise. A copy of the license must be included with the proposal.
- Vendors must have the ability to sell NA approved merchandise including but not limited to t-shirts, hats, cups, mugs and other NA related items. Vendors are to include a complete list of items they are considering selling with their proposal.
- Vendors shall not start the sale of ANY merchandise that the convention merchandizing committee is selling until it is sold out by committee.
- Vendors are to include the percentage of the sales that are to be given to the Convention Committee.
- Vendors who have their own contracts may also submit them with proposal.

Requirements for Vendors selling tapes or pictures

All vendors submitting proposals must include the following information for their bids to be considered:



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- Vendors are to include the percentage of the sales that are to be given to the Convention Committee.
- Vendors who have their own contracts may also submit them with proposal.

Requirements for all vendors at fundraising events and convention

- A seventy-two hour notice shall be required of all fundraiser event cancellations or vendor will be responsible for expected funds re-imburements.
- Vendors shall be set-up at least 30 minutes before events including any testing of equipment to ensure the event is not started late due to equipment failure.
- The convention committee is not responsible for the loss or repair of equipment