



09/15/17

**Subject:** Bid for Decorating at Marion Chamber of Commerce Annual Auction & Awards Banquet

**Bid Due Date:** October 17, 2017 (no late bids will be considered)

**Event:** Marion Chamber of Commerce Annual Auction & Awards Banquet

**Date:** Friday, January 19, 2018

**Location:** The Pavilion

**Estimated Attendance:** 400-450 Adults

**Send bids to:**

Marion Chamber of Commerce

P. O. Box 307

Marion, IL 62959

Attn: Dalus Ben Avi, Executive Director

E-mail: [director@marionillinois.com](mailto:director@marionillinois.com)

Phone: 618-997-6311

**Decorating to include:**

The following tables with floor-length black cloths and skirts:

- 3 in foyer for registration
- 1 at entrance of Banquet Room A for coat check
- 2 in Banquet Room C for Photo Booth
- 2 in Banquet Room C for Sponsor Signs
- 2 in Banquet Room C for Diamond Designs
- 4-6 in Banquet Room B/C for Business/Industry of the Year. This item may be adjusted after the Business/Industry of the Year is chosen and their needs are clarified.
- 5 in Banquet Room B/C for Wine Pull
- 11 in Banquet Room B/C for Silent Auction
- 1-2 on stage for Awards

456 napkins at all guest tables (color to be decided when B/I of the Year Winner is chosen)

1 blue runner to run from the stage to the door to the Expo Hall (approximately 200')

Décor and lighting for Wine & Spirit Pull tables (in the past we have used twinkle lights under the skirting, mirrors on the tables, twinkle lights under silver mesh, glass risers to highlight wines,





multicolor changing uplights to shine on the wall behind the tables)

Décor and lighting for Silent Auction tables (in the past we have used lights under skirts, lights on tables, uplights)

30' x 11' high black, white, blue backdrop for stage with triple layer curtain and trim, uplights and lighted trees (Plants will be donated by Changing Seasons for the stage)

**57** white 90" linens for dining tables

**57** linen overlays for dining tables (color to be decided when B/I of the Year Winner is chosen)

**57** crystal candleholders and candles for dining tables

8 high top tables for Social Hour area

Linens for 8 high top tables for Social Hour area

Hang 2 Chamber logos from backdrop on stage

Black skirting on the stage (approximately 20' long x 10' wide)

Coordinate with caterer and sound/lighting/video technician

Please include all set up and clean up fees in bid. Setup may occur day before the event if no other event is being held at The Pavilion, or it may take place the day of the event. All décor must be removed immediately after the event concludes.

Please include all tax & gratuity in bid.

Theme for the dinner is professional, semi-formal with tribute to the Business/Industry of the year, which will not be announced until after Thanksgiving.

If you would like the opportunity to discuss this event and our expectations prior to submitting your bid, please contact Dalus Ben Avi to schedule a meeting.

Sincerely,

Marion Chamber of Commerce Annual Dinner Committee

