



Maldives Marketing and Public Relations Corporations
Republic of Maldives

Information Sheet

**To hire a party to develop the Branding for
Visit Maldives Storytellers' Conference 2023**

08th December 2022

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PRO/1/2022/77
1.2	Announcement Date:	08th December 2022
1.3	Project:	To hire a party to develop the Branding for Visit Maldives Storytellers' Conference 2023
1.4	Information Session	13 th December 2022 at 1000 hours
1.5	Submission Deadline (Date & Time)	15 th December at 1000 hours
1.6	Contact Info	Hassan Shaheel General Manager, Procurement Maldives Marketing and Public Relations Corporation H. Zonaria, 4th Floor, Boduthakurufaanu Magu, Male' Republic of Maldives Telephone: +960 3323228 Email: procurement@visitmaldives.com
2.	Procedure of Tendering	
2.1	Introduction to Bidders	The Tenderer must be a sole proprietor, private entity, a registered company or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture.
2.2	Registration of Tenderers:	Registration will take place at the pre-bid meeting. Only the Tenderers who attend the pre-bid meeting will be registered and eligible to submit the bid.
2.3	Pre-bid meeting:	Pre-bid meeting will take place at; Venue: Maldives Marketing & Public Relations Corporation 4th Floor, H. Zonaria, Male' Date: 13th December 2022 Time: 1000 hrs.

2.4	<p>Clarifications of Bidding document, Scope of work:</p> <p>All clarifications must be addressed on or before 14th December before 1000hrs, through email (procurement@visitmaldives.com)</p> <p>Unless specifically stated otherwise in this information sheet, all queries and communications in respect to the information sheet or the Tender Process shall be addressed by any Respondent to MMPRC, by e-mail.</p>
2.5	<p>Submission of Tenders:</p> <p>Submission of tenders will take place at:</p> <p>Venue: Maldives Marketing & Public Relations Corporation, 4th Floor, H. Zonaria, Male'</p> <p>Date: 15th December 2022</p> <p>Time: 1000 hrs.</p>
2.6	<p>Late Tender:</p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 2.5. Any Tender received by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.</p>
2.7	<p>Amendments to Tender Documents:</p> <p>(a) At any time prior to the deadline for submission of Tenders, the MMPRC may amend the Tendering Document by issuing addenda.</p> <p>(b) Any addendum issued shall be part of the Tendering Document and shall be communicated in writing to all who have obtained the Tendering Document from MMPRC</p> <p>To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Employer may, at its discretion, extend the deadline for the submission of Tenders</p>
2.8	<p>This Information sheet and all the entities participating in the Bid Process shall be governed by the laws of Maldives, without having regard to its principles of conflict of laws. Only the courts in Maldives shall have exclusive jurisdiction to entertain, hold trial, and adjudicate upon any dispute in relation to the information sheet, Bid Process or any other aspect in relation thereto.</p>

3.	Preparation of Tenders
3.1	Each Respondent shall submit a single proposal (options may be submitted).
3.2	All documents submitted should be clear.
3.3	<p>Cost of Tendering:</p> <p>The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.</p>
3.4	<p>Language of Tender:</p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, shall be written in English or Dhivehi Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Dhivehi, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.5	<p>Documents Comprising the Tender:</p> <ol style="list-style-type: none"> 1. Quotation <ol style="list-style-type: none"> 1.1 Quotation must contain the following. 1.2 Price breakdown (The prices shall be quoted inclusive of GST if applicable.) 1.3 Authorized signatory and Company stamp with name and designation of the signatory 1.4 Validity of 90 days from date of submission 1.5 All calculations and costing should be in Maldivian Rufiyaa. 1.6 Tender proposal <u>will be disqualified</u> if the document is not submitted or if the document is not as per the information sheet. 2. Copy of a valid Registration Certificate of Sole Proprietorship / Partnership /Company / Corporative Society <ol style="list-style-type: none"> 2.1 A Tenderer may be a sole proprietor, private entity, a registered company or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture. 2.2 The tender proposal <u>will be disqualified</u> if the registration document is not submitted.

3. Profile of the Tenderer

Must include the following;

- 3.1 Nature of Work. Should include the services offered by the tenderer
- 3.2 Capacity (Number of years in service and list of similar projects undertaken during the past 5 years from the date of this announcement **with contact details of the clients**).
- 3.3 The organizational structure.
- 3.4 Tender proposal **will be disqualified** if the document is not submitted. **Marks will be deducted** if the document is not as per the information sheet.

4. Copy of GST Registration Document and Tax Clearance Document issued by MIRA

- 4.1 The Tax Clearance Document should be a recent certificate (**not earlier than 1 month from the date of this announcement.**)
- 4.2 The tenderer should not have any dues that needs to be paid to MIRA or the Tenderer should be paying debts owed to MIRA in accordance with an agreed payment schedule (should not be in default).
- 4.3 In case if the bidder is **not eligible** for GST registration, **this should be clearly stated** in the quotation submitted with the proposal.
- 4.4 Tender proposal **will be disqualified** if the document is not submitted with the Tender or if the document is not as per the information sheet.

5. Proposed Team & Expertise

- 5.1 The tenderer must submit relevant documents to prove the diversity of skills, roles and expertise of the proposed team.
- 5.2 Tender proposal **will be disqualified** if these documents are not submitted.

6. Proposed Timeline & Work Plan

- 6.1 Tender proposal **will be disqualified** if the proposed timeline is not in accordance with the deadline provided below.
- 6.2 Proposed timeline to complete the scope of work. Below is the deadline set by MMPRC

	<p>Development of Branding - Must be completed within 20 days upon signing the agreement.</p> <p>7. Design and creativity</p> <p>7.1 The Tenderer must submit mockup designs as per the Section 3.</p> <p>7.2 Tender proposal <u>will be disqualified</u> if the documents are not submitted as per this information sheet.</p> <p>8. Past Experience Letters</p> <p>8.1 Must submit Letters of similar projects undertaken within the past 5 years from the date of this announcement.</p> <p>8.2 The Past Experience letter should include the name/ details of the project along with the contact details for reference.</p> <p>8.3 Tender proposal <u>will be disqualified</u> if the document is not submitted with the tender or if there is no past experience in similar projects.</p> <p>8.4 Marks <u>will be deducted</u> if they have worked with MMPRC and their performance was not satisfactory.</p> <p>8.5 E-mails, Work order forms, agreements or award letters <u>will not be considered.</u></p>
3.6	<p>Work Completion Requirement:</p> <p>a) Work should be completed as per the scope of work within 20 days upon signing the agreement.</p>
3.7	<p>Period of Validity of Tender:</p> <p>(a) Tenders shall remain valid for 90 calendar days after the Tender submission deadline date prescribed by MMPRC. A Tender valid for a shorter period shall be rejected by MMPRC as nonresponsive.</p> <p>(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
3.8	<p>Bid Security</p> <p>If the bid value is more than MVR 2,000,000.00 (Two Million), a bid security must be provided by the Bidder, when submitting the Tender.</p>

	<p>All bidders should submit a Bid Security of 15% of the proposed bid value.</p> <ul style="list-style-type: none"> • Bid security shall be valid for period of 4 weeks beyond the validity period of the bid. • The Bid security shall be in the form of a Bank Guarantee, from a Bank or from an Insurance company based in Maldives. • The bid security will be returned to: Successful bidder - upon receipt of performance security Unsuccessful bidders - upon award of the contract to the successful bidder
<p>3.9</p>	<p>Performance Security:</p> <p>If the project value is more than MVR 2,000,000.00 (Two Million), the successful bidder will be required to provide the performance security within twenty-one (21) days of receipt of the notification of award/letter of acceptance. Successful bidder should provide a 15% of proposed bid value as a performance security.</p> <p>The performance security is to ensure that the supplier or contractor fulfils its obligations under the contract and is intended to protect the MMPRC against default on the part of the supplier or contractor.</p> <p>The performance security will be released once the project is completed as per the agreement.</p>
<p>3.10</p>	<p>Format of Signing of Tender:</p> <p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.5, and clearly mark it "Original". Alternative Tenders, if permitted in accordance with clause 3.10, shall be clearly marked "Alternative".</p>
<p>3.11</p>	<p>Alternative Tenders:</p> <p>It is permitted to submit Alternative Tenders. Alternative tender should also be as per the scope of work.</p>
<p>3.12</p>	<p>Conflict of Interest:</p> <p>A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if:</p> <p>(a) they have a controlling partner in common; or</p>

	<p>(b) they receive or have received any direct or indirect subsidy from any of them; or</p> <p>(c) they have the same legal representative for purposes of this Tender; or</p> <p>(d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or</p> <p>(e) a Tenderer participates in more than one Tender in this tendering process. Participation by a Tenderer in more than one Tender will result in the disqualification of all Tenders in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender; or</p> <p>(f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or</p> <p>(g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.</p>
3.13	<p>The Tenderer shall not engage in corrupt or fraudulent practices in the preparation or lodgment of a Bid.</p>
3.14	<p>Authorization:</p> <p>(a) The original and the Alternative Tender shall be signed by a person duly authorized to sign on behalf of the Tenderer. The name and position held by each person signing the authorization must be typed or printed below the signature.</p>
4.	<p>Submission and Opening of Tenders</p>
4.1	<p>Deadline for Submission of Tenders:</p> <p>(a) Tenders must be received by MMPRC physically at the address and no later than the date and time in clause 1.5 of this document.</p> <p>(b) MMPRC may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>

5.	Disqualification
	<p>MMPRC shall have absolute discretion to disqualify any Proposal made by a Respondent on any one or more of the following grounds;</p> <ul style="list-style-type: none"> a) The Proposal is not accompanied by documents required to be submitted (as detailed in clause 3.5) in accordance with this RFP; b) If the submitted proposal of the tenderer fails to meet the requirements as mentioned in the scope of work c) If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information d) Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC e) Any Proposal that is received after the Proposal Due Date f) Pending, active, or previous legal action by/ against a Tenderer /Respondent that may prevent its participation in the Tender Process or prevent it from fulfilling its respective obligations as specified and/ or as required in/under this RFP and the Agreement; and/ or g) If the Respondent is in breach of any of its material contractual obligations at any of its previous contracts with the Government of Maldives or MMPRC h) If Tenderer is found to be engaged in corrupt or fraudulent practices in the preparation or lodgment of a Bid.
6.	Evaluation
6.1	The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria shall be permitted.
6.2	To assist in the examination, evaluation, and comparison of Bids, MMPRC may, at its discretion, ask any Tenderer for clarification of its Bid. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by MMPRC in the evaluation of the Bids.
6.3	From the Bid Due Date until the issue of the Letter of Award, if any Tenderer wishes to contact MMPRC on any matter related to the Bid or the Bid Process, it should be done in writing.

6.4	Any effort on the part of the Tenderers to influence MMPRC in the examination, evaluation, ranking of Bids may result in the rejection of the respective Tenderer's Bid.
7.	Advance Payment and Advance Payment Guarantee (Not applicable)
8.	Award of Contract
8.1	MMPRC will issue the Letter of Award to the Respondent whose Proposal has been determined to be responsive and has the highest score (the "Selected Respondent").
8.2	The Letter of Award will be issued to the Selected Respondent or posted to the Selected Respondent's address, or a scanned version of the Letter of Award shall be sent via e-mail at the address given in the Proposal and such handing or posting or e-mail shall be deemed good service of such a notice.
8.3	If the Selected Respondent fails to sign the Letter of Award and the Agreement within the given period, MMPRC shall have the right at its absolute discretion to select the Proposal with the highest score among the remaining responsive Respondents or annul the Tender Process.
8.4	MMPRC reserves the right to annul the Tender Process and reject all Proposals, at any time prior to signing of the Agreement, without thereby incurring any liability to the Respondents, or any obligation to inform the Respondents of the grounds for MMPRC's action.
9.	Payment Terms
9.1	As consideration for the proposal for the project to hire a party for Branding, the Selected Respondent/Bidder shall be compensated in the manner provided below. (a) Total Price quoted shall be transferred by MMPRC to the Selected bidder upon completion of the scope of work as per agreement and within 30 days upon submission of the invoice.
10	Penalty & Contract Termination
10.1	Penalty: MMPRC shall have the right to withhold any payment of the Contract Price or deduct from the contract price, if the Selected party fails to deliver any Works in accordance with the terms of the Agreement.

10.2	Contract Notice or Termination: The contract will be terminated as per the terms on terminations stated in the agreement.
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Section 2 - Evaluation Criteria		
Area	Details	Marks
Price	The party that proposes the lowest contract price shall receive a maximum mark of Forty five (45), and for remaining proposals marks will be allocated on pro rata basis.	45
Profile	Marks will be given as follows; <ul style="list-style-type: none"> a. Nature of Work. Should include the services offered by the tenderer. b. Capacity (Number of years in service and list of similar projects undertaken during the past 5 years from the date of this announcement with contact details of the client). c. The organizational chart 	05
Design and creativity	The marks for the design and creativity of the submitted mockups will be given considering the below mentioned. The design which fulfill the requirements will receive the highest marks. <ul style="list-style-type: none"> a. Attractiveness of the overall design. b. Reflection of the destination in design (Beauty, authenticity and uniqueness). c. Creativity: The design should showcase the Maldives in a creative manner. 	25
Proposed Team & Expertise	Marks for this category will be awarded based on the diversity of skills, roles and expertise of the proposed team. <ul style="list-style-type: none"> a. Details of the proposed team and team leader. b. The proposed team leader should have minimum 2 years of experiences and knowledge in the relevant work. 	10

	c. If the team leader does not have experience and knowledge, the proposed team should have another member with a background in related work.	
Past Experience	Marks will be given as follows; a) Maximum mark of 15 will be given if a minimum of 3 experience letters (as per clause 3.5) is submitted. b) If the Tenderer/respondent has worked with MMPRC and if the performance is found to be unsatisfactory, then marks will be deducted.	15
	TOTAL	100

Section 3 - Scope of Work

1.0 Introduction of Visit Maldives Storytellers' Conference

Visit Maldives Storytellers' Conference 2023 is to be held tentatively on 07th May 2023 to showcase the experiences offered by our beautiful nation, Maldives. The participants of this event include 50 international travel writers, 4 celebrity speakers, 10-20 Maldivian journalists.

The event would be held for 5 days.

Day 1: Arrival and Registration

Day 2: Conference, Pop-up Stall, Workshops, Gala Dinner

Day 3-5: Sideline Experiences (Activities) - (07 itineraries to 07 different regions)

Day 6: Departure

The conference aims to position the country beyond the traditional sun, sand and sea offering whilst creating a hype amongst influencers and bloggers' community. It is to position Maldives as a brand where MICE events can thrive under our new campaign launched as Redefining MICE as well as focus on the Sustainable Tourism of the Maldives.

For bid submission, bidders need to submit all the components mentioned in the [Annex 01](#) of this document. However, the Bid Rate should be based on the detailed scope of work highlighted in [Annex 02](#).

***Branding should be completed in 20 working days upon signing the agreement.**

Please note that all works performed under this agreement will be a property of MMPRC and MMPRC will have the right to use this on digital and print mediums for promotional purposes. MMPRC holds rights to intellectual property.

2.0 ANNEX 01 – Documents to Be Enclosed With The Bid Submission

Below are the mock-up designs that need to be enclosed along with the bid submission.

2.1 - Branding {Name: Visit Maldives Storytellers' Conference 2023}

2.1.1 - Logo - To design and present a logo with colour palettes, typography, and tagline design.

2.1.2 - Suggest a Tagline

2.2 Design of Marketing Collaterals

2.2.1 - Event passport (Size: H 12.5cm x W 8.5cm -1 Details Page | 5 extra page)

2.2.2 - Event Shirt & T-Shirt (Size: M | Dimensions: Shoulder: 59.5 | Length 73 | Sleeve Length: 22 | Bust 119)

3.0 ANNEX 02 – Detailed Scope of Work

Highlighted below are the detailed scope of work that the winning party must execute for Visit Maldives Storytellers' Conference 2023

3.1 - Branding

3.1.1 Logo Design

- 3.1.1.a** - Brandmark and signature
- 3.1.1.b** - Logo Variations
- 3.1.1.c** - Logo sizes
- 3.1.1.d** - Logo in various medias
- 3.1.1.e** - Logo in products
- 3.1.1.f** - Logo with other related logos (trademark icon)

3.1.2 Colour Palettes

- 3.1.2.a** - Brand colour system
- 3.1.2.b** - Supporting colours
- 3.1.2.c** - Incorrect use of colour
- 3.1.2.d** - Black & white usages
- 3.1.2.e** - Exact Pantone matching system
- 3.1.2.f** - Usage in print and digital

3.1.3 Frames and Elements

- 3.1.3.a** - Logo inside containing shapes
- 3.1.3.b** - Shapes used
- 3.1.3.c** - Frame change variations
- 3.1.3.d** - Set of illustration elements to use with the branding
- 3.1.3.e** - Usage guideline to be provided by the winning party

3.1.4 Typography

- 3.1.4.a** - Typeface family
- 3.1.4.b** - Primary Typeface
- 3.1.4.c** - Supporting typefaces
- 3.1.4.d** - Special display faces
- 3.1.4.e** - Typefaces for word processing
- 3.1.4.f** - Range of weights & Italics
- 3.1.4.g** - Type usage and selection for different medias & language
- 3.1.4.h** - Usage in print and digital
- 3.1.4.i** - Font

3.1.5 Taglines and Modifying copy

- 3.1.5.a** - Primary tagline
- 3.1.5.b** - Secondary and alternative taglines
- 3.1.5.c** - Tagline typefaces
- 3.1.5.d** - Size ratio of logo to tagline
- 3.1.5.e** - Copyright symbol
- 3.1.5.f** - Legal lines or mandatory copy to be incorporate

3.1.6 Imagery Logo Specifications

3.1.6.a - Usage guideline to be provided by the winning party

3.1.6.b - Situations that imagery is used

3.1.6.c - Size ration and proximity to the logo

3.1.6.d - Image library & additional images required (brand icons as photographs & illustrations)

3.1.7 Logo Animation (other media besides print)

3.1.7.a - Logo behaviour in motion / how it moves

3.1.7.b - Reacts with other visuals and audio elements

3.1.7.c - How the animated version of the logo be used

3.1.7.d - End slide

3.2 - Design of Marketing Collaterals

To provide a design for the below marketing collaterals. Illustration styles and reproduction files together with working files must be provided (with fabrication guidelines if needed - to be provided in metric units).

Details		Specification																																
<p>3.2.1 Conference Literature Pamphlet Conference Literature should consist of the following:</p> <ul style="list-style-type: none"> ● Agenda <ul style="list-style-type: none"> - Agenda for Day 1 - Agenda for Day 2 - Agenda for Day 3, 4, 5 ● Speaker introduction and Topics covered ● Workshops (programme details) ● Pop-up event and artist details ● Itinerary details of the Conference ● Background information of Maldives ● Accommodation Details ● Gala Dinner Details ● Travel Details 	<p>Size: A5</p>																																	
<p>3.2.2 Event Shirt & T-Shirt A special Shirt & T-shirt dedicated for the Storytellers' Conference 2023. The below dimensions are in cm. Sleeve Length - Both Long and Short Sleeve Shirt & T-Shirt design.</p>	<p>Size: S, M, L, XL, XXL</p>																																	
<p>Dimension for Shirt & T-Shirt:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Size</th> <th>Shoulder</th> <th>Length</th> <th>Sleeve Length</th> <th>Bust</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>57.5</td> <td>71</td> <td>21.7</td> <td>115</td> </tr> <tr> <td>M</td> <td>59.5</td> <td>73</td> <td>22</td> <td>119</td> </tr> <tr> <td>L</td> <td>62</td> <td>75</td> <td>22.3</td> <td>124</td> </tr> <tr> <td>XL</td> <td>64.5</td> <td>77</td> <td>22.6</td> <td>119</td> </tr> <tr> <td>XXL</td> <td>67</td> <td>79</td> <td>22.9</td> <td>134</td> </tr> </tbody> </table>					Size	Shoulder	Length	Sleeve Length	Bust	S	57.5	71	21.7	115	M	59.5	73	22	119	L	62	75	22.3	124	XL	64.5	77	22.6	119	XXL	67	79	22.9	134
Size	Shoulder	Length	Sleeve Length	Bust																														
S	57.5	71	21.7	115																														
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XXL	67	79	22.9	134																														

<p>3.2.3 Event Passport</p>	<p>Size: H 12.5cm x W 8.5cm 1 Details Page 5 extra page</p>
<p>3.2.4 Notepad</p>	<p>Material: Leather Size: 5.5 x 8.5 inches Pages: 50</p>
<p>3.2.5 Pen</p>	<p>Size: L: 140mm W: between 5 to 8.5mm</p>
<p>3.2.6 Pencils</p>	<p>Size: L: 19cm Thickness: between 0.20 to 0.8cm</p>
<p>3.2.7 Tote Bags</p>	<p>Size: 15 inches x 14 inches x 4 inches</p>
<p>3.2.8 Lanyards</p>	<p>Size: L: 36 inch W: 20 mm</p>
<p>3.2.9 Invitation Cards</p>	<p>Size: A7 (5 x 7 inch) OR Square (5 x 5 inch)</p>
<p>3.2.10 Envelope for Invitation Cards</p>	<p>Size: A7 Envelope (5 ¼ x 7 ¼) or Square (5 ¼ x 5 ¼)</p>

<p>3.2.11 Badges Badges for:</p> <ul style="list-style-type: none"> ● Social Media Contest Winners (Writers) ● Speakers ● VIPs ● Hostess ● Entertainment ● Pop-up event participants ● Workshop Participants ● Moderator ● MMPRC Officials ● Event Management company ● Logistics Company ● Media 	<p>Size: W 2.5cm x H 2.5cm Thickness: 1.5mm</p>
<p>3.2.12 Conference Flag</p>	<p>Size: 4ft x 2.5ft</p>
<p>3.2.13 Banners Four (4) unique banners to be designed for the below components:</p> <ul style="list-style-type: none"> ● Conference ● Pop-up stalls ● Workshops ● Networking Lunch ● Gala Dinner 	<p>To be confirmed based on the venue:</p> <p>Estimated Size: W 6ft x L 3ft OR W 3ft x L 6ft (X-Stand banner)</p>
<p>3.4.14 Seating Arrangements and Displays</p>	<p>Name Place Setting Tags, 2.5x1.25" inch tag</p>
<p>3.4.15 External and Internal Signages</p>	<p>To be confirmed based on the venue:</p>
<p>3.4.16 Posters for Physical Events and Fairs</p>	<p>To be confirmed based on the venue:</p>
<p>3.4.17 Pop-up Stall Design</p>	<p>To be confirmed based on the venue:</p>
<p>3.4.18 Airport Stall Design</p>	<p>To be confirmed based on the venue:</p>
<p>3.4.19 Conference Backdrop Design</p>	<p>To be confirmed based on the venue:</p>
<p>3.4.20 Gala Dinner Backdrop Design</p>	<p>To be confirmed based on the venue:</p>