

مَدِينَةُ مَكَّةَ الْمُكَرَّمَةِ

لَا يُحِلُّ لَنَا أَنْ نَكُونُ فِي مَكَّةَ
فِي أَيِّ يَوْمٍ مِنْ أَيِّ شَهْرٍ مِنْ أَيِّ سَنَةٍ

أَوَّلُ قَوْلٍ مَكِّيٍّ 'أَشْرَفُ مَكَّةَ الْمُكَرَّمَةِ' وَهُوَ الَّذِي يَكُونُ فِيهِ الْإِسْلَامُ وَهُوَ الَّذِي يَكُونُ فِيهِ الْإِسْلَامُ
وَالْإِسْلَامُ وَهُوَ الَّذِي يَكُونُ فِيهِ الْإِسْلَامُ

- 'أَوَّلُ قَوْلٍ مَكِّيٍّ' 'أَشْرَفُ مَكَّةَ الْمُكَرَّمَةِ' وَهُوَ الَّذِي يَكُونُ فِيهِ الْإِسْلَامُ وَهُوَ الَّذِي يَكُونُ فِيهِ الْإِسْلَامُ
(أَوَّلُ قَوْلٍ مَكِّيٍّ) وَهُوَ الَّذِي يَكُونُ فِيهِ الْإِسْلَامُ

- وَهُوَ الَّذِي يَكُونُ فِيهِ الْإِسْلَامُ وَهُوَ الَّذِي يَكُونُ فِيهِ الْإِسْلَامُ 14 رَجَبٍ 2023

- 'أَشْرَفُ مَكَّةَ الْمُكَرَّمَةِ' وَهُوَ الَّذِي يَكُونُ فِيهِ الْإِسْلَامُ وَهُوَ الَّذِي يَكُونُ فِيهِ الْإِسْلَامُ
مَكَّةَ الْمُكَرَّمَةِ (أَوَّلُ قَوْلٍ مَكِّيٍّ) وَهُوَ الَّذِي يَكُونُ فِيهِ الْإِسْلَامُ

- وَهُوَ الَّذِي يَكُونُ فِيهِ الْإِسْلَامُ وَهُوَ الَّذِي يَكُونُ فِيهِ الْإِسْلَامُ 1 رَجَبٍ 2023

DUTIES AND RESPONSIBILITIES

i. Scope of Work

1. Setting up the host island with Viavathi conference related paraphernalia
2. Organizing and managing the audiovisual and event setup of the Viavathi Conference
3. Organizing and managing the audiovisual setup of the side events of the Viavathi conference

ii. Expected Outputs and Deliverables

The firm will be responsible for the following deliverables:

1. ***Setting up the host island with Viavathi conference related paraphernalia:*** Setting up and decorating the island with Viavathi conference related banners, flags, and other event materials, where flags are provided by the PO.
2. ***Organizing and managing the audiovisual and event setup of the Viavathi Conference:*** Setup the stage, lighting, screens, sound, seating, and registration arrangements of the Viavathi conference.
3. ***Organizing and managing the audiovisual setup for the side events of the Viavathi conference:*** Create a stage, sound setup and backdrop for the side events.

List of requested services	Specifications
Viavathi Conference	
*3 Tents with air conditioning system	<p>200 X Tables</p> <p>200 X Chairs (additional chairs to be provided by PO)</p> <p>400 X Chair covers</p> <p>200 X Table covers.</p> <p>2 Tents to be provided by PO and additional tent (that can cater to 400 people) to be provided by the firm.</p> <p>Tent cover (white)</p>

List of requested services	Specifications
Viavathi Conference	
*Air Conditioning	Air-conditioning of the tent with power distribution, gas refilling and piping
*Sound System	<p>Main PA Sound System including</p> <ul style="list-style-type: none"> - 10 X Wireless Handheld Microphone - 10 X Microphone Stand - 03 X Wireless Headset Microphone - 06 X Tabletop Microphone (for Panel) - 02 X Podium Microphone for President's Podium
*Lighting Setup	<p>Warm Light-up for Tent - Stage and Audience Lighting</p> <ul style="list-style-type: none"> - Wall Wash Lighting - Backdrop Lighting - Outside Lighting
*LED wall and AV requirements	<p>02 X 12ft X 8ft LED Displays with digital switching system</p> <ul style="list-style-type: none"> - 01 AV specialist to operate the switching system - 01 X minimum 65" TV at front of stage for panelist's viewing
*Stage	<p>40ft X 12ft Stage at 3ft height + 2 staircases</p> <ul style="list-style-type: none"> - Table and chairs for up to 6 people - Black carpet for stage and stairs to be provided by vendor - Back and Top Cover (black)
Floor mat and Fabric installation (Rubber mats)	Existing floor mats and fabric installation inside and around the tent. Floor mat and fabric to be provided by PO
*Registration stations	<p>07 X 4ft X 2ft Table with Tablecloth</p> <ul style="list-style-type: none"> - 14 X Chairs - 05 X Stanchions with entrance guide ropes - 01 X Backdrop (16ft X 10ft) - Printing and Fabrication - 10 X Stand Fan

List of requested services	Specifications
Viavathi Conference	
*Fabrications (backdrop, welcome board etc)	<p>Backdrop (16ft X 10ft) - Printing and Fabrication</p> <p>- 2 X Side Fabrications - 12ft X 10ft with LED Wall Embedded into the fabrication - Printing & Fabrication</p> <p>- Panel Fabrication - Easy Assemble Profile with ability to host 6 speakers (roughly 2ft per panelist + 2ft on the sides, total 14ft) with table cover.</p> <p>02 X Group Photo Standing Boards on Truss.</p> <p>- 8ft X 20ft Height - Printing & Fabrication</p> <p>01 X Background Photo Board</p> <p>- 10ft X 8ft Printing & Fabrication</p> <p>Entry way</p> <p>- 4ft wide X 12ft Height - Printing & Fabrication</p> <p>4 X Backdrops for TV Stations</p> <p>- 8ft X 8ft - Printing & Fabrication</p>
Event management (Side events)	
*Sound	Playback Sound Setup with Boduberu Microphones, Headset Microphone for stadium.
*Stage	Stage Setup (12ft X 8ft at 3ft height with Staircase and Carpeting)
*Backdrop and props	12ft X 10ft Backdrop with Printing & Fabrication
Event Management (Island wise setup)	
*Flags setup	400 20ft Metal Flag Poles with Welding to top to hold flag, Digging and Pivoting Flag to ground. Fixing Flag to Pole. - Flags to be provided by PO
*Welcome board	- 02 X Backdrop 32ft X 8ft - Printing & Fixing

List of requested services	Specifications
Viavathi Conference	
*Shades for road	Black shade nets (double layered) for roads in and around conference area
Others	
Event management team logistics	<p>Equipment Transportation</p> <p>Inland Transportation</p> <p>Estimated crew members and costing</p> <p>Launch Transport for crew members</p> <p>Accommodation for crew members</p> <p>Food for crew members</p>