



Request for Proposals

Spin-Off Coordinator

Alpaca Owners Association, Inc. (AOA) is requesting proposals from qualified vendors to serve as Spin-Off Coordinator for the AOA National Fleece Show which will take place at the Natural Fiber Extravaganza powered by AOA in Lebanon, Tennessee, July 11-12, 2020. Proposals should be submitted to AOA electronically by **December 16, 2019**. A confidential proposal document of no more than five (5) pages should be submitted in pdf format to nationals@alpacainfo.com.

About

AOA, headquartered in Lincoln, Nebraska, was created by the alpaca industry association for the benefit of alpaca breeders in the United States, but expanded to also register alpacas in Canada and other countries throughout the world. AOA promotes awareness of alpacas and alpaca products, maintains an official DNA validated genealogical registry system with nearly 260,000 registered alpacas, administers an alpaca show system, provides education to members and the public about the operation of sustainable alpaca businesses, markets alpacas and the use of alpaca products, promotes scientific research to benefit the alpaca industry, and does any and all things necessary or incidental to achieving the purposes specified above.

Expectations of Vendor

The Spin-Off Coordinator will positively support AOA and the AOA National Fleece Show throughout the industry and work with the AOA staff to ensure the success of the show. This will include coordinating all activities with the AOA Event Coordinator. Coordination of the AOA Spin-Off competition will be done by following and complying by the rules in the 2020 AOA Show Division Handbook. The Spin-Off coordinator will arrive first thing Thursday before the event and stay until all work associated with the Spin-Off show is complete. All expenses, excluding lodging, should be included in the total fee listed. No other expenses will be paid unless specifically needed for the show and approved in advance by the AOA Conference Manager.

Expectations of AOA

AOA will promote the AOA National Fleece Show, provide a facility in which to hold the show that is of adequate size for the anticipated show size, and provide space and displays table chairs and location for the spin off entries.

Benefits to Vendor

The AOA National Fleece Show provides an opportunity for the Fiber Arts Coordinator to show incredible good will towards the industry which helps support them, while receiving tremendous recognition and marketing for their business throughout North America.

Requirements for Submission

Proposals shall include information about the vendor (name, address, phone number, email address), vendor's business (website), and biography. An itemized list of services and all fees associated with them is required to be included in the proposal. The vendor shall also include at least three references from alpaca shows of similar size, including name of show and contact information. Information about vendor's business/experience

RFP Reviews

RFPs will be reviewed and a vendor chosen as quickly as possible so that planning for the show can begin as soon as possible. We anticipate that we will have a decision on a vendor by December 30, 2019 or before. Once a vendor is chosen, we will provide a written agreement with all the terms and conditions agreed upon.

Point of Contact

If you have questions about this RFP, please contact AOA Event Coordinator, Alyssa Winterfeld at 402-437-8484.