

Hisense Group Exhibitions Request For Information (RFI)

Thank you for taking the time to read and respond to this RFI. By responding to this RFI, you agree to provide information to Hisense that will allow us to assess your suitability in order to provide services to Hisense for the 2018/2019 Request For Proposal (RFP) for different exhibitions. You acknowledge and accept that your providing information to Hisense throughout the RFI, RFP and Request For Quote (RFQ) process does not indicate that Hisense has agreed to include you in the next stage of the process, or that you will be selected. Hisense will evaluate your written response to this RFI, and select none, one or more respondents for the next stage of the process at its sole discretion.

Company Name:

Company Head Quarter's Address:

Year Company Established:

Number of Employees:

Primary Contact:

Contact Information:

Contact Email:

1. How long has your company been in the Exhibition industry?
2. Do you have a branch or your own facility/warehouse in Spain? What are your warehousing and inventory management capabilities? Where are your warehouses located?
3. Do you offer rental booth properties as well as custom built properties?
4. Do you have any experience in this Exhibition? Please list all exhibitions where you have provided services within the last three years.
5. If yes, who was your client in this Exhibition last year? Please provide the design and on-site booth picture, references and contact information. (Please name the document as *** last year Exhibition Booth-designed and executed by ***)

If not, who was your major client in the previous three years? Please provide the design and on-site booth picture, also a reference person and contact information. (Please name the document: *** Booth-designed and executed by ***)

6. What is your standard Service Level Agreement? i.e. normal working hours, out-of-hours/off-hour emergency service, escalation of issues, etc. Please provide a draft copy of your SLA.

7. Do you negotiate with and employ subcontractors to provide services? What types of services do you subcontract? Describe the subcontractor relationship and their responsibilities and list the major subcontractors used in this Exhibition.

8. Will you have dedicated personnel for Hisense, including account manager and booth designers? Provide general bios and job roles of the personnel that might be part of the account team.

9. Are your booth personnel in house employees, third parties, or a combination of both? If using another vendor, is there a management fee for your company over and above the third party labor fee? What is the rate?

10. Exhibit & Program Management Capabilities: Describe in detail your available services in areas of program management (i.e. Management of exhibit programs from application to completion. List any off the shelf rates for services.)

11. Special Events: Describe in detail your capabilities in managing special events held during trade shows. This would include expertise in planning and onsite execution of events, especially engaging event, etc.

12. Have you ever had any kind of award or certificate in your industry?

13. Have you ever worked with Hisense before? Either in this Exhibition or other exhibitions. Please list all previous engagements.

14. List your clients in the Consumer Electronics industry if any.

15. What is your typical cost per square meter for providing such services? Please provide a specific example (including photographs, drawings, etc.) with your typical cost per square meter.

Hisense reserves the right to expand, modify, delete or clarify the questions in RFI at its sole discretion. Please answer the questions above in detail. Providing any false information during the process will automatically disqualify you from participating in the current and future selection processes.