

**PART 5**  
**SPECIFIC TASKS**

**5. SPECIFIC TASKS:**

5.1 Basic Services: The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to create the DoD exhibit booth as defined in this PWS, except for those items specified as government furnished property and services. The Contractor shall perform to the standards outlined in this contract.

5.2 Task Heading:

a. **DESIGN PHASE**

- i. During the design phase for the exhibit, the Government will review the Contractor's initial proposal and work with the Contractor to refine the design. This process may include, but is not limited to, resizing structural elements, moving furniture, replacing graphics, or manipulating graphics to change the look and/or feel of the exhibit, without changing the scope of the contract.
- ii. The exhibit will be a custom, fabricated design. No pre-built or rented systems will be accepted. ALL STRUCTURES will be finished with LAMINATE MATERIAL ONLY. If laminate is not available in the country hosting the trade show, then custom high gloss spray finish is allowed. Offerors shall identify all materials in their proposal.
- iii. The color palette of the exhibit shall reflect the colors of the United States flag (red, white, and blue), and meet the brand equity of the Defense Security Cooperation Agency. Offerors are invited to visit the DSCA website at [www.dsca.mil](http://www.dsca.mil) to view the Agency's mission, vision, and values in order to incorporate the Agency's brand into their design. Past DSCA trade show booth designs can be found elsewhere online.
- iv. The design phase shall conclude upon the Government's approval of the final render.
- v. The Contractor will comply with the submission of Floor Plans/Diagram of Booth Layout Showing Placement of Electrical in accordance with dates specified in the Exhibitor Manual. The estimated timeline can be found in Part 1 of this PWS.
- vi. Initial Render. The Contractor shall provide the Government with an initial render within their proposal submission displaying the Contractor's design of the DoD exhibit booth that reflects maximum use of the **72 square meters of space**.
- vii. **The initial renders shall reflect:**
  - a. Eye level-views of the three (3) sides of the exhibit, to include reception/outreach area, distinguished visitor (DV) lounge, storage closet, meeting rooms, exhibit walls and graphics, exhibit fascia and graphics, and flooring
  - b. Top-down view of the entire exhibit that depicts size and layout of all structures, to include all furniture, cabinets for placement of the coffee/tea service, refrigerator and trash receptacles and any other elements as identified in this PWS.

**Note:** The U.S. Government will provide actual graphics upon contract award. Graphics proposed in the offeror's initial render are intended to represent the placement of graphics only, and not the actual graphics to be used. However, appropriate research should be done by the Contractor in their submission to best capture the brand equity of the agency. The offeror needs to follow, at a minimum, the graphics placement as outlined in Part 5d of this PWS.
- viii. The Contractor is responsible for ensuring that the initial render and designs comply with the rules and regulations specified in the Exhibitor Services Manual.

- ix. Final Render 1. There are 2 versions of the final render. The first showcases the final design of the structural booth – walls, doors, furniture, kiosk, desk, etc. which is required by the show organizer. The second evolution of the final render builds upon the first by adding all of the graphics to the walls and fascia after coordinating with DSCA.
- x. Upon completion of the design revisions, the Contractor shall provide the Government with a final design render of the booth in accordance with the timeline provided in Part 1 of the PWS. The Contractor shall also provide the show organizer with a final design render of the booth in accordance with the timeline provided in Part 1 of the PWS. The Part 1 timeline may adjust after the publication of the Exhibitor Manual.
- xi. The approved final renders will represent the design schematic that must be produced during the construction phase. The Contractor may not deviate from the final render without approval of the Contracting Officer’s Representative.
- xii. Upon approval of the final render by DSCA, the Contractor shall submit to the Contracting Officer and DSCA Contracting Officer’s Representative a timeline of critical milestones and required documentation submission dates in accordance with the Exhibitor Manual.
- xiii. Final Render 2 (with DSCA Graphics): The final render with DSCA-provided graphics shall be approved by DSCA in accordance with the timeline provided in Part 1 of the PWS.
- xiv. **FINAL SUBMISSION OF FLOOR PLANS/ELECTRICAL LAYOUT SHALL BE SUBMITTED BY THE CONTRACTOR TO THE SHOW ORGANIZER IN ACCORDANCE WITH THE SCHEDULED TIMELINE SPECIFIED IN THE EXHIBITOR MANUAL.**

b. **CONSTRUCTION PHASE**

- i. Production/Construction Timelines. The Contractor shall ensure that all elements of production, construction, and assembly of the DoD exhibit booth are completed in accordance with the Exhibitor Manual. This will facilitate the DSCA Contracting Officer Representative’s completion of an inspection and set-up preparation no later than five (5) hours prior to the close of business on the day before the opening of the show.
- ii. Shipping Services. The Contractor shall provide the packaging, crating, handling, and transportation of all exhibit elements (i.e., exhibit structure, office furniture, consumables, and audio visual support). The Contractor shall ensure that all shipping, drayage, and material handling activities are executed consistent with all rules, regulations, and timelines established by the show organizer.
- iii. Technical and Safety Requirements. The Contractor shall ensure that the exhibit meets all technical and safety requirements as identified in the Exhibitor Manual.
- iv. Credentials, Passes, Badges. The Contractor shall independently acquire all necessary credentials, passes, and badges for exhibit support personnel to gain access to the event site for the required duration of the trade show. This includes all activities before, during, and after the trade show.
- v. Post-Show Requirements. The Contractor will ensure that upon conclusion of the show and breakdown of the exhibit, the exhibit space is left in a clean and orderly condition that complies with the rules and regulations provided by the show organizers. The Contractor shall ensure that the subsequent dismantling, removal, and disposal of all exhibit infrastructure, accessories, and other support equipment complies with the Exhibitor Manual and as mandated by the show organizer. The Contractor will be responsible for any penalties or fees associated with the space not being returned to an acceptable condition.
- vi. The Government has unlimited rights to all documents/materials produced under this contract. All documents and materials, to include photos, marketing materials, video files,

digital files, and décor under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the Contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

c. **ON-SITE SUPPORT**

The Contractor shall provide continuous on-site support for the exhibit for the duration of the trade show as follows:

- i. Project Manager. The Contractor shall provide a Project Manager on-site to provide timely communication and coordination directly with the DSCA Contracting Officer's Representative for all pre-event, event, and post-event requirements. The DSCA Contracting Officer Representative must be on-site at the event to manage Contractor personnel performance for the pre-event and event requirements. The Contractor's Project Manager shall provide on-site, immediate resolution to any elements of the exhibit that are not operating as required. Immediate resolution is defined as response within 15 minutes of notification during show hours, or prior to next-day opening if notified after show hours.
- ii. Cleaning. The Contractor shall provide daily vacuuming of the exhibit booth floor space.
- iii. Trash Removal. The Contractor shall provide daily trash removal at the end of each day, and as needed for the event.
- iv. Beverages. The Contractor shall supply beverages to outfit the exhibit for DoD personnel and DoD guests for every day of the trade show. The Contractor will ensure the delivery of coffee, tea, water, and regular and diet soda to the exhibit one day prior to the start of the show, and will ensure that sufficient quantities of each type of beverage are available for the entirety of the trade show.
- v. Snacks. The Contractor shall supply an assortment of pre-packaged snacks (Ex: assorted candies) for the reception desk. The Contractor will ensure the delivery of the snacks, and will ensure that sufficient quantities are available for the entirety of the trade show.

d. **EXHIBIT SPECIFICATIONS**

The DoD SC exhibit will consist of eight (8) major construction elements:

1. Reception/Outreach Area
2. Distinguished Visitor (DV) Lounge
3. Storage Closet
4. Meeting Rooms (2)
5. Exhibit Walls
6. Exhibit Fascia
7. Flooring
8. Electrical

The exhibit will be a custom, fabricated design. No pre-built or rented systems will be accepted. ALL STRUCTURES will be finished with LAMINATE MATERIAL ONLY. If laminate is not available in the country hosting the trade show, then custom high gloss spray finish is allowed. Offerors shall identify all materials in their proposal.

The Contractor shall ensure that the DoD Exhibit booth design balances the eight (8) major elements above in a design that complies with Exhibitor Manual and exudes the branding of DSCA's mission and values.

**Note:** In accordance with fire safety guidelines specified in the exhibitor manual, when installing a display with a ceiling, check with the local fire code to ensure that the display meets the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

## 1. RECEPTION/OUTREACH AREA

The reception/outreach area consists of space, facades and/or structure that present outward into the pavilion.

- a. Presentation. The reception/outreach area must present a high-level, professional quality design produced using the most up-to-date industry best practices. The design features in the outreach area must reflect the brand of the DoD SC Enterprise and portray the SC mission.
- b. Flow. The outreach area shall provide adequate space for outreach personnel to engage passersby from a centrally located area. The basic design shall minimize the ability of passersby to enter the exhibit meeting rooms without interaction from the Government booth staff.
- c. Reception Desk. Provide a reception desk of counter height large enough to accommodate three (3) individuals, but not so large as to overtake the outward façade of the exhibit. The structural finish of the reception desk will be of LAMINATE MATERIAL ONLY and will contain a glass top separated from the desktop by offsets. This allows for cell phones to be easily accessible by the booth staff for taking photos of conference attendees to fulfill DSCA's strategic outreach mission, and does not allow passersby uninhibited access. See Attachment #1 for examples. If laminate is not available in the host country, then custom high gloss spray finish is allowed. The desk shall include two (2) stools of bar height. The area under the desk shall include one (1) locking cabinet that is two (2) feet wide and the length of the reception desk. The outreach reception desk shall be placed in such a manner that it shields the entrances to the meeting rooms and forces individuals to "check-in" with the booth staff prior to entering the meeting rooms.
- d. Title Panel Wall. A title panel wall shall be designed for the front of the exhibit that enables a photo opportunity for U.S. and foreign DVs, the DSCA Director, as well as for passersby. The title panel wall shall be no less than five (5) feet in width, and approximately six (6) feet in height from the floor. The panel shall contain the five (5), backlit, three-dimensional military service seals (no less than 10 inches in diameter) placed horizontally. The backlit seals should not be so bright that they create silhouettes of individuals standing in front of them for photos. Attaching the lights to an accessible dimmer switch is preferred, but not required.
- e. The lettering on the title panel wall above the seals shall be centered and placed in the following order:

DEPARTMENT OF DEFENSE (1<sup>st</sup> line)  
SECURITY COOPERATION (2<sup>nd</sup> line)  
SECURITY THROUGH GLOBAL PARTNERSHIPS (3<sup>rd</sup> line)

Underneath the text, the five (5) back-lit, 3-dimensional military service seals shall be placed horizontally in the following order:

1. Department of the Army
2. Department of the Marine Corps
3. Department of the Navy
4. Department of the Air Force
5. Department of the Space Force

Beneath the five (5) seals, place the following centered lettering:

DEFENSE TRADE & ARMS TRANSFERS (1<sup>st</sup> line)  
DEFENSE INSTITUTION BUILDING (2<sup>nd</sup> line)  
INTERNATIONAL EDUCATION & TRAINING (3<sup>rd</sup> line)  
HUMANITARIAN ASSISTANCE & DISASTER RELIEF (4<sup>th</sup> line)

There shall be no more than three (3) feet of exhibit floor space in front of the title panel wall, so as not to decrease the overall footprint of the booth.

f. Monitor. One (1) wall-mounted, flat screen monitor of no less than thirty-six (36) inches and no more than forty-two (42) inches, with appropriate USB/HDMI ports, cabling and speakers to play multimedia material (provided by the Government) on a continuous loop, will be mounted behind the reception desk.

g. Kiosk. The outreach area shall include one (1) STAND-ALONE kiosk equipped with a monitor of no less than thirty-six (36) inches and no more than fifty (50) inches, with appropriate USB/HDMI ports, cabling and speakers to play multimedia material (provided by the Government) on a continuous loop. This separate stand-alone structure/kiosk with lockable storage and a laptop stored inside its cabinet, shall be placed along the outer-edge of the outreach area so that passersby can view the kiosk without stepping into the exhibit and to preclude the kiosk music from hindering the outreach mission. The ideal placement of the kiosk is caddy-corner to the desk so as not to block any portion of the title panel while making the very best use of a reduced space.

h. Literature Stands. The outreach area shall include one (1) MOVABLE literature stands for display of U.S. Government-provided literature. These stands shall be located in an area that allows passersby to collect materials without having to enter the exhibit space.

2. **DISTINGUISHED VISTOR (DV) LOUNGE**. Due to space constraints, the DV lounge must comply with the following elements:

a. Flow. The design features in the DV lounge area must reflect the brand of the DoD SC Enterprise and portray the SC mission. The basic design shall minimize the ability of passersby to engage with the DVs or enter the exhibit. The DV lounge must flow directly to the meeting rooms.

b. Furniture. Furniture for the DV lounge shall include a minimum of one (1) “Roma-type” white vinyl sofa and one (1) “Roma-type” white vinyl chair. The DV lounge shall also include a glass coffee table that complements the furniture. The DV lounge and outreach area will complement the exhibit booth and will not diminish the space of the meeting rooms. See Attachment #1 for examples.

3. **STORAGE CLOSET**

The storage closet does not need to be any larger than 1m x 2m x 2m in **order to optimize space for the conference rooms**.

**The Storage Closet shall include:**

a. Storage Room. The storage room shall be a separate room with lockable door. Storage room will not be accessed from inside the meeting rooms. The Contractor shall provide two sets of keys to the COR at the time of booth inspection.

b. Shelving. Interior shelving shall be sturdy and able to hold extra consumable supplies (e.g., coffee cups, paper products as well as extra literature products required to support the exhibit.)

c. Coat Hooks. The storage closet shall include a minimum of twelve (12) coat hooks.

d. Trash Bin. The storage closet shall include a single trash can of equivalent size to the trash bins in the meeting rooms.

e. Flooring. The Contractor will provide laminate flooring for the storage closet. Laminate must be of good quality, according to industry commercial build standards and durable enough to withstand constant foot traffic.

f. Electrical. The Contractor shall determine the electrical requirements to ensure the storage closet can be illuminated at all times. The Contractor shall provide at least one (1) working electrical power strip and three (3) converters (country specific) in the storage closet to enable Government personnel to charge mobile devices and laptop computers. The Contractor will ensure proper kilowattage in order to sustain all electrical requirements of the exhibit booth, to

include lights, refrigerators, air conditioners, coffee/tea pots, monitors, laptops and all other equipment. Final electrical plans are due to the show organizer in accordance with the timeline in the Exhibitor Manual.

#### 4. MEETING ROOMS

The exhibit booth will have three (2) meeting rooms.

- a. Presentation. The meeting rooms shall have a LAMINATE INTERIOR FINISH that conveys a corporate appearance appropriate for high-level official meetings and engagements. If laminate is not available in the Country, then custom high gloss spray finish is allowed.
- b. Flow. Meeting rooms shall be easily accessible for representatives attending meetings but the general flow/visibility of the meeting rooms shall be blocked by structural exhibit elements and contain a ceiling, approved by the exhibitor manual, to maximize privacy of meeting attendees.
- c. Conference Tables and Chairs.

Meeting Room #1: The Meeting Room shall have a rectangular conference table, no more than forty-eight 48 inches wide that is of professional quality sturdy design and free of any scuff marks, blemishes, or scratches. The table must be long enough to accommodate ten (10) executive office chairs. The chairs shall be comfortable, but not bulky. See Attachment #1 for examples.

Meeting Room #2: The Meeting Room shall have a rectangular conference table, no more than forty-eight 48 inches wide that is of professional quality sturdy design and free of any scuff marks, blemishes, or scratches. The table must be long enough to accommodate twelve (12) executive office chairs. The chairs shall be comfortable, but not bulky. See Attachment #1 for examples.

The meeting room occupancy may change due to individual show organizer COVID protocols for social distancing.

- d. Extra Chairs. Each meeting room shall have two (2) extra chairs to accommodate additional meeting participants. These chairs are not required to be the same type as the executive chairs, however they must be of professional quality.
- e. Ceiling. Meeting rooms shall have a fully enclosed ceiling, in accordance with exhibitor guidelines to maximize privacy and reduce external noise. The ceiling design will consist of ceiling lighting pelmets with recessed lighting.
- f. Perimeter Ceiling. The perimeter ceiling will have lighting pelmets with recessed lighting. ALL INTERIOR RECESSED LIGHTING WILL CONSIST OF LED BULBS. See Attachment #2 for examples.

**PLEASE NOTE: IN ACCORDANCE WITH FIRE SAFETY GUIDELINES SPECIFIED IN THE EXHIBITOR MANUAL, WHEN INSTALLING A DISPLAY WITH A CEILING, CHECK WITH THE LOCAL FIRE CODE TO ENSURE THAT THE DISPLAY MEETS WITH THE NECESSARY FIRE SAFETY PRECAUTIONS INVOLVING SMOKE ALARMS, FIRE EXTINGUISHERS, SPRINKLER SYSTEMS, ETC.**

- g. Doors and Windows. Meeting room doors and any windows shall be fully frosted or opaque so that external passersby cannot see the interior. The doors will contain a peep hole to enable reception personnel to see if there is an ongoing meeting.
- h. Lighting. The ceiling will have lighting pelmets with recessed lighting and LED bulbs. See Attachment #2 for examples.

- i. Fans/Air Conditioning. Each meeting room will be equipped with one (1) air conditioner to maintain a temperature of sixty-five (65) to seventy (70) degrees Fahrenheit. **No wall mounted units will be accepted.**
- j. Meeting Room Graphics. Internal meeting room walls will display approximately one (1) graphic for every two (2) feet of horizontal space across every wall and will be placed high enough on the wall so as to not hinder the movement of the meeting participants (at least five (5) feet off the floor). The Government will provide the final graphics upon contract award. Meeting room graphics will be mounted on plexiglass and installed with standoffs that separate the picture from the wall. See Attachment #3 for examples.
- k. Refrigerator (1 per meeting room). In each meeting room, provide one (1) small “dormitory-style sized” refrigerator approximately twenty-one (21) inches wide by twenty-one (21) inches deep by thirty-three (33) inches tall. If possible, the refrigerator and trash can shall be housed in a cabinet. **The cabinet shall not take up any more space than is necessary to place coffee and tea service.**

**5. EXHIBIT WALLS.**

- a. External Wall Graphics. External exhibit walls shall include no less than six (6) different graphics on each wall, which may include a collage of various graphics or individual photos like those in the meeting rooms. The size of the graphics shall be proportionate to the size of the walls.
- b. Where graphics are not displayed, a background graphic can be used to match the exhibit.
- c. No joints or seams shall be visible when using background graphics.
- d. No Velcro for graphic application will be accepted.

**6. EXHIBIT FASCIA**

- a. Size. The exhibit will have a minimum, three (3) sided fascia facing outward to the pavilion (in peninsula or island configuration).
- b. Graphics and Text. Fascia graphics/text will be designed and installed to the correct maximum proportions and visibility of the surface.
- c. Each side of fascia will include the following 3-dimensional/backlit seal and text:

DEPARTMENT OF DEFENSE SEAL  
(Vertically centered on the left-hand side of each fascia panel)

Vertically centered to the right of the seal shall be the following text:

DEPARTMENT OF DEFENSE (1<sup>st</sup> line)  
SECURITY COOPERATION (2<sup>nd</sup> line)  
SECURITY THROUGH GLOBAL PARTNERSHIPS (3<sup>rd</sup> line)

The fascia shall be attached to the overall structure and will display on all sides facing outward to the pavilion.

- d. The fascia will contain recessed LED lighting using the most up-to-date industry best practices.

**7. FLOORING.**

- a. Material. The Contractor will provide laminate plank flooring with a faux wood look for the entire exhibit (including storage closet).
- b. Laminate plank flooring must be of good quality, according to industry commercial build standards, and durable enough to withstand constant foot traffic. High quality carpet with 1”

thick padding must be used at trade shows where laminate flooring is not allowed – the carpet must be durable enough to withstand constant foot traffic.

**8. ELECTRICAL.**

- a. Plan & Design. The Contractor shall determine electrical requirements to support lighting and power needs for the reception/outreach area, DV lounge, storage closet, meeting rooms (to include refrigerators and air conditioners), backlit signage, recessed lighting, and any other electrical needs.
- b. Electrical Provider. The Contractor shall install each line for the exhibit booth through the approved electrical vendor provided by show organizer.
- c. Sufficient power shall be provided to all areas to ensure safe operation throughout the duration of the show.
- d. Appearance. The Contractor shall incorporate design elements as appropriate to minimize the appearance of electrical outlets, power cords, and other electrical elements.
- e. Final electrical plans are due to the show organizer in accordance with the timeline provided in the Exhibitor Manual.

**PART 6**  
**APPLICABLE PUBLICATIONS**

**6. APPLICABLE PUBLICATIONS:**

6.1 The Contractor must abide by all statutes, applicable regulations, publications, manuals, and federal policies and procedures.

6.2. The Contractor shall complete all forms and submit all required information to the show organizer in accordance with the timeline provided in the Exhibitor Manual.

**PART 7**  
**ATTACHMENTS/TECHNICAL EXHIBIT LISTING**

**7. ATTACHMENTS/TECHNICAL EXHIBIT LIST:**

7.1 Attachment 1/Technical Exhibit 1 – Furniture Examples

7.2 Attachment 2/Technical Exhibit 2 – Lighting

7.3 Attachment 3/Technical Exhibit 3 – Graphics

## ATTACHMENT #1: Furniture Examples

Sample conference room chairs:



Sample “Roma” like sofas:



Sample Reception Desk with Glass top and stand offs



**ATTACHMENT #2: Lighting**

Sample Ceiling lighting pelmets and recessed LED bulbs



Sample External Graphics with recessed lighting and pelmets – no velcro



**ATTACHMENT #3: Graphics**

Sample Meeting Room graphics mounted on plexiglass/acrylic with stand-offs.



## TECHNICAL EXHIBIT 1

### Performance Requirements Summary

The Contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective (The Service required—usually a shall statement)	Standard	Performance Threshold (This is the maximum error rate. It could possibly be “Zero deviation from standard”)	Method of Surveillance
<b>PRS # 1. Design Phase - Proposal</b>	The Contractor shall meet all technical requirements of the contract and create submission in line with DSCA branding.	Proposals must be technically accurate, affordable, and showcase design research	Proposal Review
<b>PRS # 2 Design Phase - Reception/Outreach Area</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	Final Render Review
<b>PRS # 3 Design Phase - DV Lounge</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	Final Render Review
<b>PRS # 4 Design Phase - Storage Closet</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	Final Render Review
<b>PRS # 5 Design Phase - Meeting Rooms</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	Final Render Review
<b>PRS # 6 Design Phase - Exhibit Walls</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	Final Render Review
<b>PRS # 7 Design Phase - Exhibit Fascia</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	Final Render Review
<b>PRS # 8 Design Phase - Flooring</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	Final Render Review
<b>PRS # 9 Design Phase - Electrical</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	Final Render Review
<b>PRS # 10 Construction Phase - Reception/Outreach Area</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	100 Percent Inspection
<b>PRS # 11 Construction Phase - DV Lounge</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	100 Percent Inspection
<b>PRS # 12 Construction Phase - Storage Closet</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	100 Percent Inspection
<b>PRS # 13 Construction Phase - Meeting Rooms</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	100 Percent Inspection
<b>PRS # 14 Construction Phase - Exhibit Walls</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	100 Percent Inspection
<b>PRS # 15 Construction Phase - Exhibit Fascia</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	100 Percent Inspection
<b>PRS # 16 Construction Phase - Flooring</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	100 Percent Inspection
<b>PRS # 17 Construction Phase - Electrical</b>	The Contractor shall meet all technical requirements of the contract	Zero deviation from standard	100 Percent Inspection
<b>PRS # 18 On-Site Support</b>	Respond w/in 15 minutes during show hours, or prior to next-day opening if notified after show hours	Zero deviation from standard	Periodic Surveillance

**TECHNICAL EXHIBIT 2**

**DELIVERABLES SCHEDULE**

<b>Deliverable</b>	<b>Frequency</b>	<b># of Copies</b>	<b>Medium/Format</b>	<b>Submit To</b>
Initial Render	Once – with proposal	1	Word/PDF	COR via email
Final Render 1	Once – December 5, 2022	2	PDF	COR via email; Show Organizer via email or website
Final Render 2	Once – March 8, 2023	1	PDF	COR via email
Electrical Plan	Once – See Exhibitor Manual	1	PDF	Show Organizer via email or website
Construction Complete	Once – April 10, 2023	NA	NA	COR onsite
Booth Inspection	Once – April 10, 2022	NA	NA	COR Onsite
Booth Teardown	Once – April 15, 2022	NA	NA	Show Organizer for final inspection

**TECHNICAL EXHIBIT 3**

**ESTIMATED WORKLOAD DATA (Not applicable)**

Item	Name	Estimated Quantity	
1			
2			
3			
4			
5			

The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to create the DoD exhibit booth as defined in this Performance Work Statement, except for those items specified as government furnished property and services. The Contractor shall perform to the standards outlined in this firm-fixed-price contract.

The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS, during operating hours in accordance with the Contractor's internal policies. As an international trade show, hours of operation may differ across time zones during the different phases of the contract. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

**END OF PERFORMANCE WORK STATEMENT**