



**Tupelo Convention & Visitors Bureau
Monday, January 11, 2022
Board of Directors Meeting**

The Tupelo Convention & Visitors Bureau met Monday, January 11, 2022 in the CVB board room. The meeting began at 2:00 p.m. Board Members present were: Chauncey Godwin, Steven Blaylock, Stephanie Browning, Gwendolyn Hudson and Neal McCoy. Staff members present were: Stephanie Coomer, Jennie Bradford Curlee and Brian Rucker.

Neal McCoy called the meeting to order at 2 p.m.

Stephanie Browning moved, Steven Blaylock seconded approval of the agenda. All voting aye, the motion carried.

Chauncey Godwin moved, Gwendolyn Hudson seconded approval of the minutes from the November, 2021 meeting.

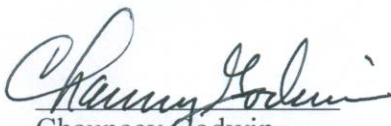
Neal McCoy presented the financial report as compiled by Kim Hanna, Chief Financial Officer with the City of Tupelo.

Brian Rucker, Jennie Bradford Curlee and Stephanie Coomer provided sales reports.


Neal McCoy presented a contract from Derse for the updating of the Tupelo Visitors Center exhibit. The company designed the original concept, graphics and exhibits for the existing center, and this is an update. The proposal is a personal and professional service contract for the design, creation, production and display of new graphics and replacement of old graphics, repair of exhibits, maintenance and troubleshooting of an existing exhibit, upgrade of exhibit pieces, shipping, and installation. The project does not involve commodities, equipment, furniture or construction. Chauncey Godwin moved, Stephanie Browning seconded approval of the contract as a personal and professional service contract. All voting aye, the motion carried.

The meeting was adjourned at 2:40.

Submitted by:


Chauncey Godwin

Approved by:


Neal McCoy

PROPOSAL
FOR

Tupelo Convention and Visitors Bureau

Contact: Neal McCoy, Executive Director
Address: 399 East Main Street
Tupelo, MS 38804
Phone: 800-533-0611
E-Mail: nmccoy@tupelo.net

PROJECT
INFORMATION

Event: Tupelo Visitors & Convention Center
Location: Tupelo, MS
Event Dates: TBD
Exhibit Type: Updates to Existing Center
Proposal #: 1035A
Sales Order: D2100793
Proposal Date: November 4, 2021

Prepared By: BD / MH

Proposal based on designs as of; September 16, 2021

General Notes and Terms:

Derse must have approval by **November 24, 2021**; in order to complete the project on time.
A project is approved when Derse receives a signed copy of this proposal and the
down payment check, if applicable.
Additional charges may apply for late approvals.
All conditions on the attached pages and terms listed below apply to this proposal.
Changes in the show schedule, booth sizes, or component breakdown will affect costs.

****Please note that final graphic production ready files *must be received***
4 weeks prior to shipping. *If production ready files are received after this date,*
additional charges will apply.

ITEM DESCRIPTION | **1. Professional Services - Creative - Budgetary Guideline**

Description : Provide all design services to date.
Pricing includes an additional 34 hours of Multi Media design for new graphics.
****NOTE**** Any additional design time will be an additional cost and either added to an amended quotation or invoiced to you on a time and material basis.

\$11,400.00

2. New Properties - Graphics - Welcome Wall - Quote

Quantity : 1
Size : Approximate Overall Dimensions - 87.5" Wide x 95.25" Tall
Description : Provide a new wall graphic to replace the existing graphic, pricing does not include removal of existing graphic.
Does not include graphic design

\$2,028.00

3. New Properties - Graphics - Event Banners - Quote

Quantity : 2
Size : Approximate Overall Dimensions - 40" wide x 120" Tall
Finish : Fabric
Description : Provide two new hanging banners.
Does not include graphic design

\$2,895.00

4. New Properties - Graphic - Historic Timeline; Digital Print At Monitor - Quote

Quantity : 1
Size : Approximate Overall Dimensions - 144" Wide x 36" Tall
Description : Provide a new graphic behind scrolling monitor. Graphic to match existing with minor content changes.

\$3,700.00

5. New Properties - Graphic - Historic Timeline; Update Digital Content - Quote

Quantity : 1
Description : Update content on scrolling monitor at Historic Timeline to match new graphic

\$3,500.00

6. New Properties - Graphic - Audio Station Wall - Quote

Quantity : 1
Size : Approximate Overall Dimensions - 24" Wide x 36" Tall
Description : Produce one (1) approx. 24 " x 36 " ink jet graphic mounted and over laminated to 1/4" Sintra.

\$800.00

7. New Properties - Graphics - Elvis Comic Book Updates - Quote

Quantity : 1
Size : Approximate Overall Dimensions - 59 1/2" Wide x 83 1/2" Tall
Description : Re-Produce one (1) approx. 59 1/2 " x 83 1/2" ink jet graphic mounted and over laminated to 1/8" Sintra.
Includes 4 new castors to be used as replacements as required.

\$1,600.00

8. New Properties - Type - Tupelo Spirit Wall Description - Quote

Description : Replace all 10 printed graphics approximately 12" x 18"

\$1,700.00

9. Service - Audio Visual - Video Array Wall - Budgetary Guideline

Description : Allowance of 12 hrs to diagnose and correct system.

\$4,000.00

10. New Properties - Graphic - Chickasaw Vinyl - Quote

Description : Replace vinyl text on edge of counter.

\$600.00

11. New Properties - Misc - Buffalo Park Puzzle - Quote

Quantity : 1
Size : Approximate Overall Dimensions -
Finish : Print
Description : Replace the solid surface puzzle pieces with hollow Sintra constructions. Includes printed graphics front and back.
Make a step on one side with laminate finishes

\$4,300.00

12. New Properties - Graphics - Tupelo Hardware Corner - Quote

Size : Approximate Overall Dimensions - 143" Wide x 68" Deep x 108" Tall
Description : Provide the following custom printed wall graphics.
- (1) 143"W x 108"H
- (1) 68"W x 108"H

Includes the following overlay graphics mounted to wall surface.

- (1) Diamond shaped logo - 47.5"W x 47.5"H
- (3) Barn wood graphics - 47.5"W x 47.5"H
- (1) Designer letter graphic - 16"W x 20"H

Note: Does not include graphic design

Provide (1) acoustic guitar with weathered / authentic finish.

Provide (1) recessed can light fixture in existing overhead building soffit.

\$18,300.00

13. Managed Services - Transportation - Budgetary Guideline

Description : Shipping two way

\$3,100.00

14. Managed Services - Installation - Budgetary Guideline

Description : Provide the following workers for installation per the following anticipated schedule:
(1) Lead worker from shop and (1) Working project manager
Crew to be on site for 5 full days,
Pricing includes Rental of (1) scissors lift
Pricing include travel and expenses.

\$25,400.00


101. Exclusions

Description : Work at the Natchez Trace Display with VR headsets
General Conditions – drawings, engineering, permits, barricades, site supervision,
trucking, clean-up
Demolition and Building modifications
Floor Finishes; unless noted
Wall finishes; unless noted
Vinyl Base molding at walls
Ceiling Finishes
Lighting fixtures unless specifically noted
Electrical wiring, outlets, and electrical connections
HVAC – rework ductwork to accommodate new layout,
Sprinklers – modify sprinkler heads in the remodeled area as needed,
Plumbing
Passage doors
Construction site waste removal
Furniture including chairs, stools, desks, unless specifically noted
Audio Visual monitors and equipment unless specifically noted
Product Mounting

Proposal Total:	\$83,323.00
Est. Sales Tax:	\$0.00
Total w/Est. Tax:	\$83,323.00

PAYMENT TERMS (INCLUDING ESTIMATED SALES TAX)	Down Payment	50%	\$41,662 With Signed Proposal
	Final Payment	50%	\$41,662 Net 30 From Final Invoice Date
	Total Payment		\$83,323

Signatures:



Carol Martin
Account Executive, Derse - Chicago

November 4, 2021
Date



Nancy Johnson
Divisional Vice President, Derse - Chicago

November 4, 2021
Date



Neal McCoy, Executive Director
Tupelo Convention and Visitors Bureau

1-12-22
Date

The stated prices, specifications and conditions indicated above and on the attached page are satisfactory, and are hereby accepted. Derse is authorized to perform the work as specified.

CONDITIONS

GENERAL:

1. Prices are FOB our dock unless noted.
2. Sales and/or use taxes are the responsibility of the client. The client agrees to indemnify and hold Derse harmless from and against the amount of sales and/or use tax, including any interest and penalties relating thereto, that may be imposed by any taxing authority with respect to the sale or use of the tangible personal property/ services included in this proposal.
3. Prices do not include any items other than those specifically described above.
4. Items titled as "Budgetary Guideline" are guidelines only and do not represent a commitment, contractual or otherwise, by Derse to provide this service at the listed price. Final billing will be based on actual costs incurred plus standard mark-ups.
5. Items titled as "Quotation" are firm prices based on the proposal specifications.
6. Any additions or changes to the scope of work as specified above shall be deemed as a change to the scope of work and will be performed at an additional cost to the client.
7. All dimensions documented in the proposed work are approximate in nature unless otherwise specifically noted.
8. Derse reserves the right to substitute building materials with equivalents, depending on availability at time of order.
9. Late release of required project information may add costs.
10. Changes to the design may result in additional charges.
11. For rental projects where Derse does not coordinate and order all services, costs to repair damaged items, other than normal wear and tear, will be at the customer's expense.
12. All work to be completed in a substantial workmanlike manner to the listed specifications.
13. Derse is not responsible for delays or problems caused by strikes, accidents, or acts of God.
14. Client agrees to pay all invoices within the stated terms of this proposal. If payment is not made within the stated terms, client agrees to pay all costs of collection, including reasonable attorney's fees.
15. Deposit invoices are due upon receipt. All deposits and final payments should be submitted to:
Derse Inc.
3800 W. Canal Street
Milwaukee, WI 53208

GRAPHICS:

1. Sending Your Files:
You may upload files to our FTP site; please contact your Derse Account Executive for more information. We accept DVD or CD-ROM, or for small files (10MB or smaller) email to the address provided by your Account Executive. Please indicate on the disk or in the email what software was used to create the artwork. A PDF proof is requested for all electronic submissions, if available.
2. Vinyl:
Artwork must be vector based (converted to outlined/curves).
NOTE - scanned artwork is not acceptable as the plotting device does not recognize bitmapped files. Adobe Illustrator is the ideal application for creating vinyl applications.
3. Color Matching:
To insure proper color matching please include a color proof and/or referenced Pantone Coated colors. Coated colors work best for most graphic applications, gloss or satin reflective prints. When working with fabrics or scrim vinyl please use Pantone Uncoated colors.
4. Software Supported:
Adobe Creative Suite CS3, Illustrator, Photoshop, In design, or earlier, Quark Xpress 6.5 or earlier.
If you are using Freehand, CorelDraw, or any PC software please convert your files to outlines or curves and save as an editable EPS (encapsulated post-script) file or PDF.
5. Fonts:
Please include all fonts used in your files. Ex: You have a banner that uses Times Bold. Send the entire Times family, not just the specific font. NOTE - Fonts are not always cross-platform consistent; PC fonts may not work
6. Please send a directory indicating the files that are to be output as well as color proofs.
7. All files subject to final evaluation.
8. Digital artwork submitted in other forms may be subject to additional charges.
9. Artwork requiring modification will result in additional charges.
10. Artwork submitted as camera-ready non-digital format will require scanning and clean-up. The charge for this is not included in this pricing.