

Amanda McGovern
Nautilus International

General Meeting
Proposal Number: 4537



Ms Amanda McGovern
Nautilus House
Mariners' Park
Wallasey
Merseyside
CH45 7PH

15th March 2023

Dear Amanda,

Ref: General Meeting 2023
Proposal Number: 4537

I hope you are well. As requested, we have put together a proposal for your forthcoming general meeting which will be held on 24th – 25th October 2023 at the Hilton Hotel, Liverpool City Centre. I have specified the equipment and personnel from the benchmark we have structured from doing previous successful events with you in the past. I have been through the brief carefully including previous project management notes to make sure we create a professional environment for you and the team to present from while meeting your requirements in full. We have added a full on-site on-line video suite with an operator. As you know this system can work with a wide spectrum of on-line platforms and then broadcast to the World Wide Web seamlessly.

As you know we don't have yet your latest Branding or artwork however we thought it would be good to out forward some creative ideas that have been designed and scaled around the room you intend to use.

I do hope this initial proposal provides you with all your event requirements, however, should you have any questions please feel free to let me know, should you wish to call me to discuss this proposal in more detail I am available on my mobile or organise an online meeting where we can go through this proposal on more detail.

Many Thanks and I look forward hearing from you.

Kind Regards

A handwritten signature in black ink, appearing to read 'Neil Morris', written in a cursive style.

Neil Morris
Managing Director

Creative Design – Set and Stage – Option 1

We are proposing 2 x 5m x 2.35m backdrop which incorporate your branding on each side of the Centre In house screen. A 4m x 2m backdrop behind the top table and a further 2 x 3m x 2m backdrop under both side of the inhouse screens. The backdrop consists of a water wave texture background in your branding colours.

We will be using the 3 in house projector screen within the Grace Suite to showcase the media. Two 75" LED Screen will be placed along the middle of the room for added viewing for your audience.

A stage will be positioned in front of the of the set backdrop along with uplighter to enhance the backdrop design.

We will provide a full branded top table which will host 6 panellists. Along with this would be 2 fully branded lectern which can be lit from within.



Creative Design – Set and Stage – Option 2

We are proposing 2 x 5m x 2.35m backdrop which incorporate your branding on each side of the Centre In house screen. A 4m x 2m backdrop behind the top table and a further 2 x 3m x 2m backdrop under both side of the inhouse screens. The backdrop consists of ocean liner background.

We will be using the 3 in house projector screen within the Grace Suite to showcase the media. Two 75” LED Screen will be placed along the middle of the room for added viewing for your audience.

A stage will be positioned in front of the of the set backdrop along with uplighter to enhance the backdrop design.

We will provide a full branded top table which will host 6 panellists. Along with this would be 2 fully branded lectern which can be lit from within.



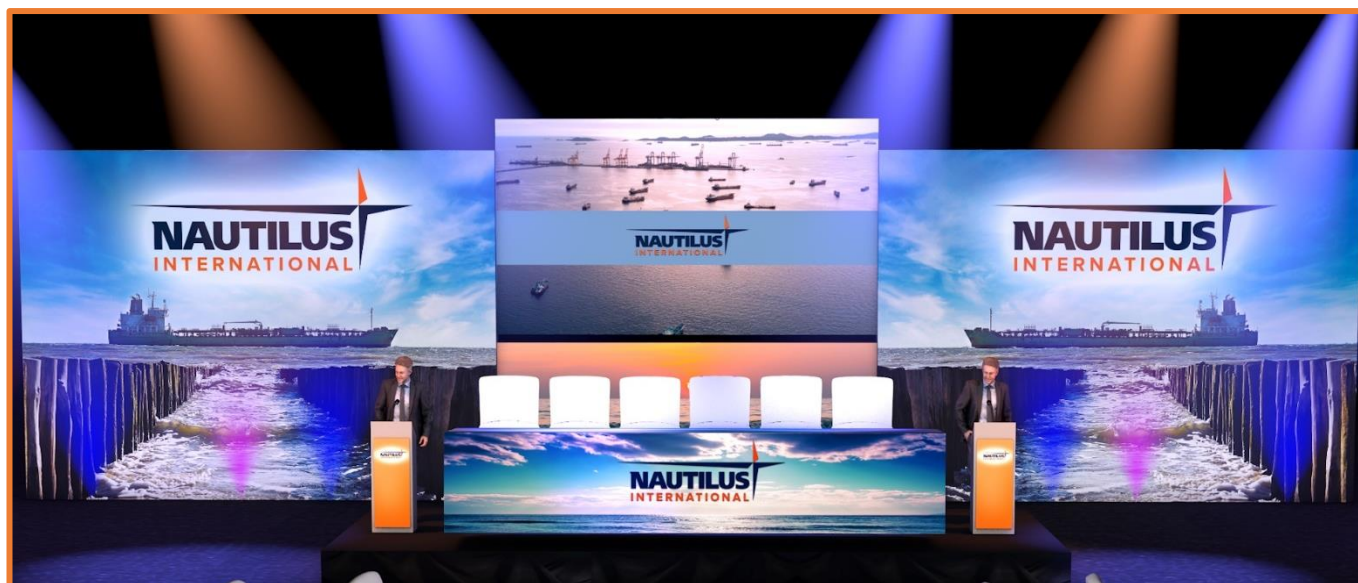
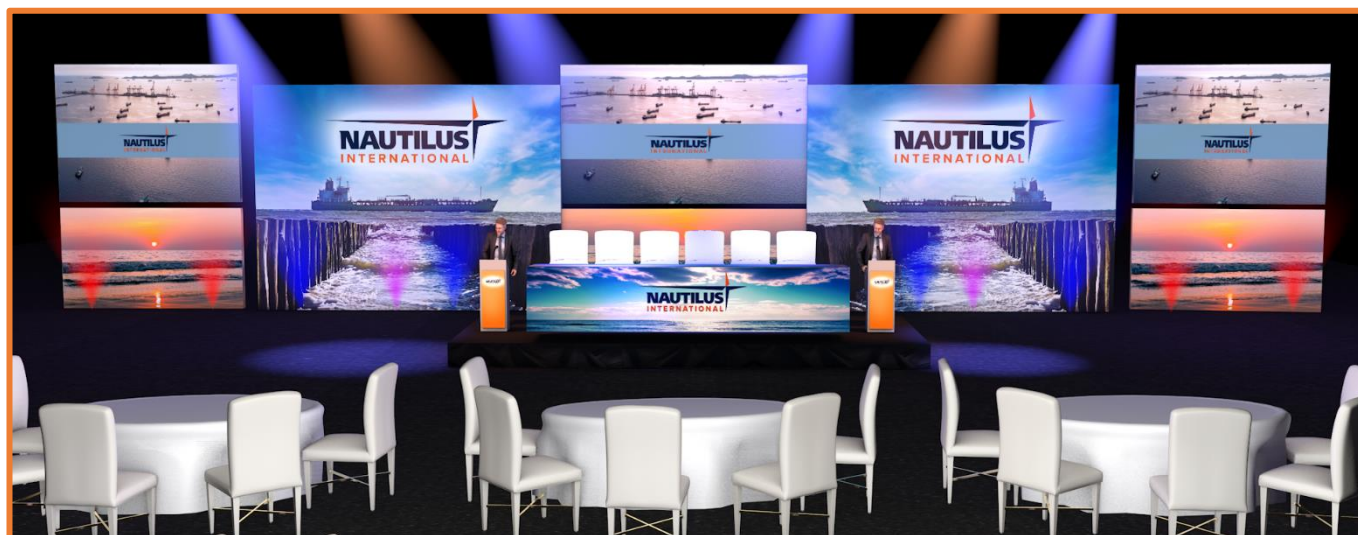
Creative Design – Set and Stage – Option 3

We are proposing 2 x 5m x 2.35m backdrop which incorporate your branding on each side of the Centre In house screen. A 4m x 2m backdrop behind the top table and a further 2 x 3m x 2m backdrop under both side of the inhouse screens. The backdrop consists of the sea with ships and ocean skyline background.

We will be using the 3 in house projector screen within the Grace Suite to showcase the media. Two 75” LED Screen will be placed along the middle of the room for added viewing for your audience.

A stage will be positioned in front of the of the set backdrop along with uplighter to enhance the backdrop design.

We will provide a full branded top table which will host 6 panellists. Along with this would be 2 fully branded lectern which can be lit from within.



Screen Configuration

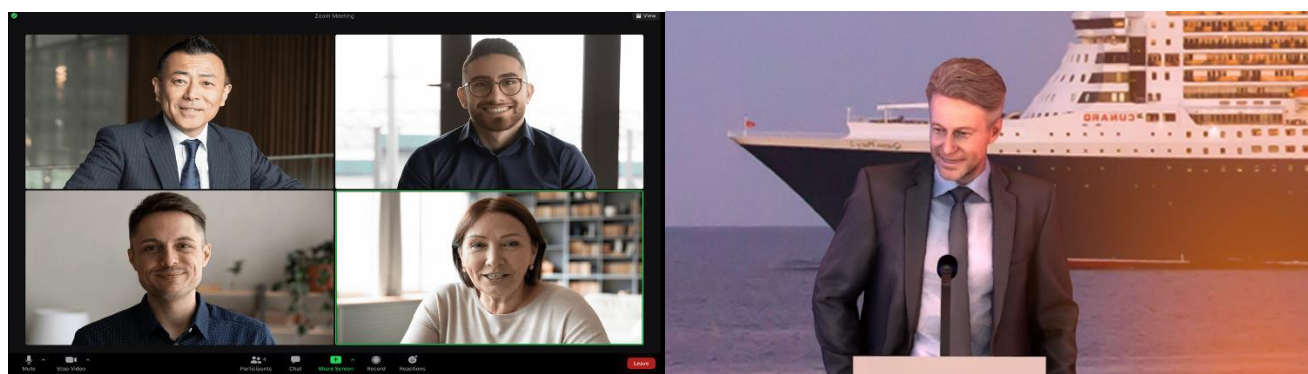
Zoom call and Presentation Graphics

We can give you zoom platform on one screen which allows your audience in the room to see the attendees on zoom. The second screen will showcase the presentation graphics as the host is presenting.



Zoom call and Live camera.

We can give you zoom platform on one screen which allows your audience in the room to see the attendees on zoom. The second screen will show live camera from the room which allows the Zoom Attendees to interact with people on the stage, the audience and host.

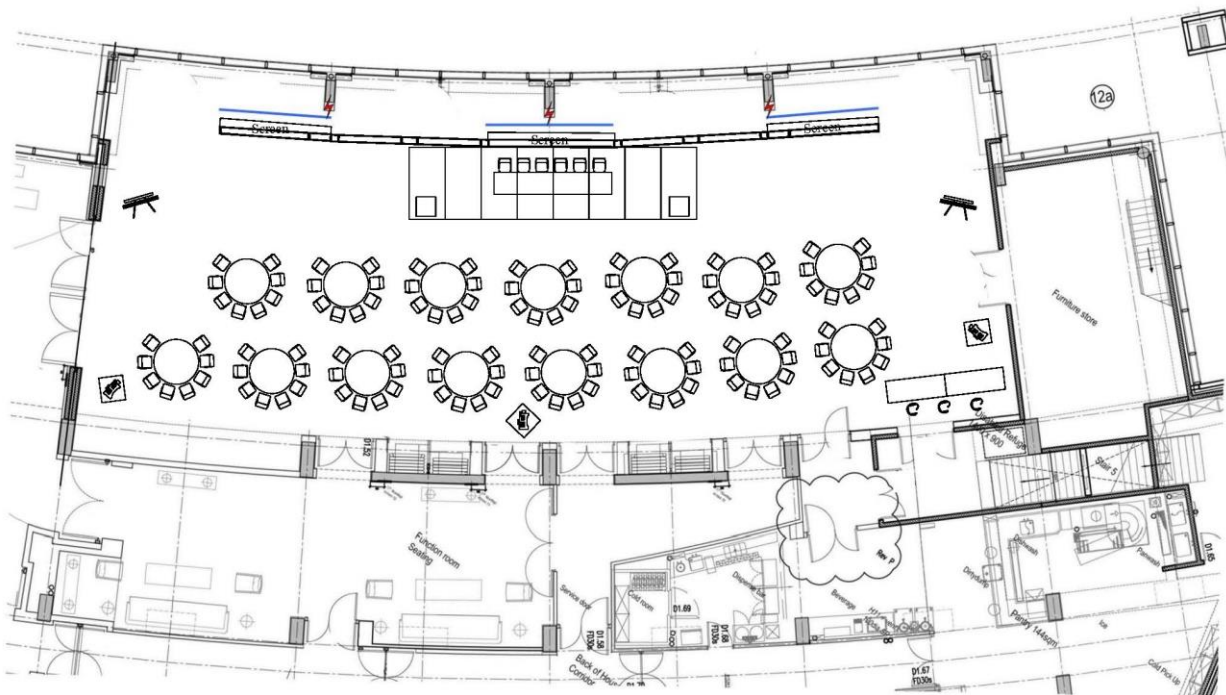


Production & Creative Designs: Room Plan / CAD

Here is a CAD Drawing showing how it all be set up.

You can see from this room plan, roughly how many tables and chairs you can fit into the room, thus how many delegates you can host.

Also from this room plan, you can see the position of the in-house screen, additional 75" LCD Monitors, camera position and media control area.



Production Breakdown

Pre-Production, Event Management & On-Site Production

We will liaise directly with you and your team to ensure the efficient and smooth running of your event. This will include liaising with Hotel and their Technical Team, along with the production of all necessary plans, drawings and administration.

On-site co-ordination and management of all technical and production aspects of the event will be run by our Senior Technician. We pride ourselves on supporting you with all the production aspects of your event, developing a seamless working relationship.

Set & Stage

We will provide you with a set backdrop which will be utilise to highlight your conference. The stage area will accommodate all your presentation requirements.

The visuals provided are **examples of what we can do, we can assure you that we do use difference washes and up-lighting to represent the colours that you would like to see based on your current branding.

*****Artiste Impression Only and is subject to Change****

Sound System

To provide a HK Black Polar Line Array System, supported with 8 Electrovoice EV1's. Complete with 4-way radio Sennheiser Microphone kit, Amplifier and remote aerials. Digital Allen & Heath sound desk with MP3 playback and record. Di Boxes for auxiliary feeds such as Laptops & Playback sources with digital Stage box. (Hard wired Microphone kit as a backup system)

Lighting Equipment

To provide 16-way digital LED Wide optic Uplighters with 8 way moving head multi ring wash lights for the Stage and auxiliary support areas. Independently controlled Intelligent White stage and Lectern lighting, which can also become special effects lighting when needed supported with led multi beam heads. Digital controls desk, Dmx communicators Power stands and trussing along with moving head Logo highlighters. (32 Heads in total)



Projection & Media Equipment

To provide Blackmagic/Kramer 4-way scaler switcher complete with multiple input matrix able to take SDI, HDMI, DisplayPort. This unit comes complete with all digital cabling and UHD converters. Audio interface for outputting multiple sources and embedding audio within the stream files.

UHD Graphics Projection Video system (V2)

To provide a full UHD graphics projection system complete with UST Lens kit and adjustable stand. The V2 system complete with 2 large screen UHD support Screens complete with Adjustable stands and brackets.

Accommodation & off-site sustenance

Within this proposal, we will provide all crew accommodation. When working on a project like this one, we feel that having the crew on-site and on-hand is vital in ensuring that your event is covered from all areas. This will also include 'off-site' sustenance only.

(This DOES NOT include on-site sustenance; this has to be organized and paid for directly by the client)

Transportation

This includes the transportation of all aspects of the event, including all the equipment, crew and support vehicles.

Engineering & Production Crew

An experienced, well-presented crew will encompass all the individual aspects of the event from the rigging and operating of the equipment to the production and engineering. All our crew arrive on site with fully branded uniform for rigging and then change into full black shirt and trousers for your events.

Ancillary

To include all mains distribution, mains cabling, phase dispersers, link adaptors, isolation breakers, VL stabilisers and all event sundries. We will require 3-phase power from the venue, which, if there is a charge this will have to be added to your bill.

Insurance

Full public liability insurance cover for the whole event is provided including the damage or loss of any Technical Equipment. However, should damage occur through a guest being intoxicated, the insurance will be null and void.

Production Breakdown

| | |
|---------------------------------------|-------------------|
| Production Management & Site Visit. | £250.00 |
| Personnel | £3,150.00 |
| Lectern with pre-printed Facia. | £100.00 |
| Main Presentation Backdrop | £2,700.00 |
| Auxiliary Presentation Table | £300.00 |
| 6000mm x 2000mm x 300mm Stage | £750.00 |
| Large Screen HD Led Monitors & Stands | £700.00 |
| Graphics equipment & Vision Mixing | £1,300.00 |
| Lighting Equipment | £1,490.00 |
| Sound Equipment | £950.00 |
| UHD PTZ Cameras & Control. | £750.00 |
| Power Distribution & Signal feeds | £100.00 |
| Graphics production & programming. | £700.00 |
| Graphics & Streaming equipment | £1,000.00 |
| Accommodation | £1,200.00 |
| Off Site Sustenance | £250.00 |
| Transportation | £500.00 |
| Local crew | £800.00 |
| Insurance | £0.00 |
| Final Production Total | £16,990.00 |

Note 1: The above quotations exclude VAT, which will be charged at the rate prevailing at the time of invoice.

Note 2: All on-site sustenance will be charged directly to the client.

Note 3: Engineering and production crew costs based on a 10-hour day.

Note 3: This proposal does not include any venue costs required for Comtec to fulfil our requirements to yourselves, this list is not exhaustive, but applies to hire of a scissor lift, use of power, rigging points etc.

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TERMS OF BUSINESS

Unless agreed in writing by a Director of Comtec Presentations Limited with the Client our standard terms of business require one 50% pre-production instalment on commencement of the project where payment is expected by return. This will be of the agreed TOTAL budget, together with a Purchase Order Number (or equivalent documentation) before the work proceeds.

An invoice for the final 50% of the total is issued once the project is completed, and payment is expected within 30 days.

Any deviation from this budget will be advised to the client in writing stating the amount and the reasons for the increase. Only once the client has given agreement will these additional costs be incurred.

All creative work remains the copyright of Comtec Presentations and the client.

All errors, damages, shortages, and non-delivery must be advised in writing within seven days of receipt, or no allowance can be made. We reserve the right to charge interest of 8% of the outstanding amount, per month, on any invoices that are unpaid after 30 days of invoice date.

Time before engagement date postponement or cancellation charge (as a % of the Total Project Fee)

| | |
|------|-----------------|
| 25% | 12 Weeks |
| 50% | 8 Weeks |
| 75% | 6 Weeks |
| 100% | 4 Weeks or less |

Finally, you must appreciate that all designs, visual indications, and technical information which we are providing is COPYRIGHT, CONFIDENTIAL and of a technical and valuable nature, therefore, to avoid any professional charges it must not be provided to any competitors, or the like, without prior written permission of Comtec Presentations Limited. As previously mentioned, the details provided are all part of our specialised services to valued clients such as yourselves.