

## RESPONSE TO RFP QUESTIONS

1. I noticed you have attendee and sponsor management however no onsite registration coordination except for sponsors. Will someone else be doing that function for attendees & presenters?  
Yes, GC3 board members will handle attendee registration
2. Will we be responsible for preparing and ordering registration materials (name badges, lanyards, holders)?  
No
3. Will we be the direct liaison with the hotel in terms of coordinating food/beverage/meeting room sets/audio-visual services?  
No
4. Do you need the certificate of insurance to cover the event? Or to cover our services?  
Yes, see attachment A of RFP
5. Do you have a budget in mind for these services?  
Budget will be evaluated based on the responses received.