

Expression of Interest – Exhibition Boards Rental – Freshers' Week

MCAST is seeking companies to express their interest in supplying exhibition boards for this year's Freshers' Week. These exhibition boards will be used by our stakeholders to display their work. We require a variety of exhibition boards type and sizes to accommodate our needs, namely the following:

1. 2m x 1m clip-on exhibition boards
2. 2.5m x 1m exhibition boards
3. 2m x 1m exhibition boards
4. Other sizes

Exhibition boards must be in excellent condition.

Our event is scheduled to take place from the 7th of October, 2024 till 11 th October 2024. (7, 8, 9 October 2024 – MCAST Paola Campus, 10 October 2024 – MCAST Mosta Campus and 11 October 2024 – MCAST Gozo Campus).

We kindly request the following information as part of our expression of interest:

1. Total number of exhibition boards available: Please confirm the total number of available exhibition boards in different sizes and type (2m x 1m clip-on, 2.5m x 1m, 2m x 1m, other sizes) for the requested dates (7-11 October 2024).
2. Pricing: Provide a detailed quotation for each exhibition board size/type, including any additional costs related to setup, delivery, and pickup.
3. Installation: Exhibition Boards would need to be set up as follows:
 - MCAST Paola Campus – by Thursday 3 October 2024
 - MCAST Mosta Campus – by Tuesday 8 October 2024
 - MCAST Gozo Campus – by Wednesday 9 October 2024
4. Maintenance and Support: Outline any maintenance and support services included in the rental, such as repairs or replacements in case of damage.
5. References: Please provide references or examples of events where your company has supplied exhibition boards in the past.

Please send the requested information to events@mcast.edu.mt by not later than Friday 29 March 2024. If you have any questions or require further clarification, please do not hesitate to contact us.

We appreciate your prompt attention to this expression of interest and look forward to the possibility of working with your company to make our Freshers' Week a success.