

September 8, 2026

Addendum No. 01

File Reference Number: RFP 2026 077

Title: Exhibit Booth Management

RE: Clarifications/Questions

QUESTIONS/CLARIFICATIONS:

Item 1: The evaluation criteria table indicates a Technical Score of 80 points and a Pricing Score of 30 points, which totals 110 points, while the procurement document states that the total available score is 100 points. Would ONTC please confirm the correct evaluation scoring methodology.

Answer: ONTC confirms that the reference to a total available score of **100 points** is an administrative error. The procurement will be evaluated using a total available score of **110 points**, based on the following evaluation weighting:

- Technical Evaluation: **80 points**
- Pricing Evaluation: **30 points**
- Total Available Score: **110 points**

Item 2: Could ONTC provide an inventory of the booth assets, including approximate packed dimensions, weight, required storage footprint, photographs and replacement value?

Answer: ONTC advises that the case containing the backdrop and counter weighs approximately 130 lbs and measures 41 inches high, 21 inches deep, and 31 inches wide. The case containing the comfort flooring weighs approximately 80 lbs and measures 50 inches x 27 inches x 12 inches. The LG StanbyME TV has a 27-inch screen, measures 15.7 inches deep x 24.5 inches wide x 49.8 inches high, and weighs 33 lbs with the stand. The total replacement value is approximately \$20,000. The required storage footprint is approximately 8 ft. x 8 ft.

Item 3: Could ONTC advise whether the successful proponent will be responsible for transferring the current assets to its storage facility?

Answer: Yes, ONTC confirms that the successful proponent will be responsible for the one-time transfer of ONTC's existing exhibit booth assets and related materials from their current location to the proponent's storage facility. Proponents should include all costs associated with this transfer in their proposed pricing. Additional details regarding the assets and pickup location will be provided upon contract award.

Item 4: Would ONTC advise if there is a preferred location or region within Ontario for the storage facility, based on ONTC's anticipated event locations and transportation requirements?

Answer: ONTC does not have a preferred storage location or region within Ontario. Proponents are responsible for proposing and maintaining a storage solution that supports the timely delivery, transportation, setup, and operation of the booth at ONTC events throughout Ontario in accordance with the requirements of the Contract.

Item 5: Could ONTC provide a list of recent or anticipated event locations and the typical booth sizes used? This will help us understand how many events are generally held in Northern Ontario, Southern Ontario and elsewhere in Canada.

Answer: Yes, ONTC advises that anticipated upcoming events are listed below. Booth sizes vary by event and will be determined based on event-specific requirements.

ROMA Conference	Jan. 18–20, 2026	Toronto, ON
Outdoor Adventure Show	Feb. 18–22, 2026	Mississauga, ON
PDAC Convention	Mar. 1–4, 2026	Toronto, ON
Cottage Life Show	Mar. 26–29, 2026	Mississauga, ON
FONOM Conference	May 11–13, 2026	Timmins, ON
Canadian Mining Expo (CME)	Jun. 10–11, 2026	Timmins, ON
AMO Conference	Aug. 16–19, 2026	Ottawa, ON

Item 6: For multi-day or distant events, is the delivery vehicle expected to remain at the event location, or can it leave after unloading and return for dismantling and pickup?

Answer: No, ONTC advises that the delivery vehicle is not expected to remain on site at the event location. It is permitted to leave the event location after unloading and return for dismantling and pick up.

Item 7: Does the scope include only transportation, booth installation and dismantling, or also services such as graphics, printing, audio-visual equipment, furniture, electrical connections and ongoing on-site support?

Answer: ONTC confirms that the scope includes transportation, booth installation and dismantling, furniture (stools), and electrical connections. Graphics, printing, and audio-visual equipment are not included in the scope. Additional On-site support services may be requested by ONTC in accordance with the requirements of the RFP.

Item 8: Will ONTC be responsible for event-venue charges such as material handling, forklift services, electrical connections, parking and mandatory venue labour, or should proponents include these costs in their pricing?

Answer: Yes, ONTC confirms that it will be responsible for event-venue charges, including material handling, forklift services, parking, mandatory venue labour, and similar venue-imposed charges

Item 9: For pricing purposes, would ONTC confirm how many events and what general geographic distribution should proponents assume are included in the annual fees? If the actual volume exceeds that assumption, would the optional additional service rates apply?

Answer: ONTC advises that proponents should assume approximately six (6) to eight (8) events annually, generally located within the corridor between Toronto, Ontario and Timmins, Ontario. Should event requirements exceed this estimated annual volume, the optional additional service rates submitted by the proponent may be applied, as applicable.

Item 10: Would ONTC advise what the typical advance notice provided for an event would be, and whether weekends, overnights or emergency deliveries are commonly required?

Answer: ONTC typically provides approximately eight (8) to twelve (12) months' advance notice of event dates. Some events may take place on weekends. Historically, ONTC has not required overnight or emergency deliveries; however, requirements will be identified as necessary for each event.

This Addendum hereby forms part of the RFP.

Regards,

Nicole Laplante
Procurement Contracts Specialist
nicole.laplante@ontarionorthland.ca