

## **ANNEX 4**

### **Visual Product Requirements**

#### **1.1 Backdrops:**

##### **a) Deliverables/Tasks/Technical Specifications:**

<b>Backdrop requirements</b>	<b>Quantity</b>	<b>Size</b>
<b>Keynote Address</b>	<b>1</b>	12'H x 22'W
<b>Breakout Room #1</b>	<b>1</b>	7'H X 18'W
<b>Breakout Room #2</b>	<b>1</b>	7'H X 18'W
<b>Breakout Room #3</b>	<b>1</b>	7'H X 18'W
<b>Breakout Room #4</b>	<b>1</b>	7'H X 18'W
<b>Press Theatre</b>	<b>2</b>	12'H X 22'W
<b>Bilateral rooms</b>	<b>3</b>	7'H X 12'W

##### **b) Constraints:**

- a) The Client is to provide the Contractor with a digital copy of the artwork upon award of the contract
- b) Backdrop dimensions may change. The Client will advise the Contractor accordingly.
- c) The Supplier will design, print and produce all backdrops according to the requirements
- d) Digital proofs of all signs should be prepared for May 7, 2014.
- e) All backdrop to be printed and delivered to the Royal York Hotel on May 26, 2014

## **1.2 Signage:**

### **a) Deliverables/Tasks/Technical Specifications:**

<b>Signage requirements</b>	<b>Quantity</b>	<b>Size</b>
<b>Podium signs</b>	<b>6</b>	<i>Size and specifications TBD</i>
<b>Retractable banner stand</b>	<b>40</b>	Base Size: 36"W x 8.5"H x 3.5"D  Display Total Height: 88"
<b>Banner</b>	<b>40</b>	Graphic Size: 33.5"W x 80"H plus a 6" bleed on the bottom to lead into the roller.  Carry Bag: 39" x 13" x 5"  Graphic Banner Material: 18 oz, Opaque, Super Smooth Vinyl
<b>Outdoor Banner</b>	<b>2</b>	<i>Size and specifications TBD</i>

### **b) Constraints:**

- a) The Client is to provide the Supplier with a digital copy of the artwork upon award of the contract
- b) The Contractor will design, print and produce all retractable banners according to requirements
- c) Digital proofs of all signs should be prepared for May 7, 2014.
- d) All retractable banners and banner stands to be delivered to the Royal York Hotel on May 26, 2014