



REQUEST FOR BID

Project: 2025 Official Hannibal Visitor Guide Design & Layout for a three year contract.

For: Hannibal Convention & Visitors Bureau

Bid Deadline: 9:50 AM on August. 19th, 2024; public opening of bids will be around 10:00 a.m. on that date.

Project Summary: The 2025 Visitors Guide bid is for the complete design & layout of a destination marketing piece. The final artwork needs to be completed before or on November 1, 2024.

Details:

- 1) It will include no more than 56 pages with a 4" x 8 3/4" trim size. Full color, multi-photo front and back covers with full bleed. It will include two downtown maps. One of which is a back cover and fold-out panel to be short to avoid trim.
- 2) Stapled binding.
- 3) Many high resolution color photographs.
- 4) The work to be completed will include copy writing, image placement and alterations, as needed.
- 5) The Hannibal CVB will provide editorial and photo support for the visitor guide.
- 6) Preparation of components for print.
- 7) Distribution of electronic art and files to print vendor.
- 8) All proofs sent to the Hannibal CVB must depict an exact replica of what the finished product will look like.
- 9) Final creative lies with the Hannibal CVB.
- 10) The Hannibal CVB is tax-exempt; please do not include taxes in the quote.

Hannibal Convention & Visitors Bureau
925 Grand Ave.
Hannibal, Missouri 63401
573.221.2477
VisitHannibal.com

- Bid Should Include:** 1) General guide layout and alterations, which may include copy writing, typesetting, image editing and up to 3 client revisions.
- Draft 1 due no later than Oct 7th.
 - Draft 2 due no later than Oct 21st
 - Draft 3 due no later than Nov 4th

No communication about the VG from anyone outside of the HCVB. If you receive such communication, do not respond and forward it to the HCVB.

Additional changes made at the request of the Hannibal CVB to be billed at an hourly rate - please provide rate in bid.

Design for Visitor Guide (page 2)

- 2) Preparation of components for print, distribution of electronic art and proofs to print vendor, quality control and final digital copy.
- 3) Hannibal CVB has final rights and future use of the design of the Visitors Guide.

Pricing: Prices must hold through January 9, 2025.

- Notes:**
- 1) Bid must be sealed, marked BID FOR LAYOUT & DESIGN and submitted by **9:50 AM on August 19th 2024**, to the Office of City Clerk, City Hall, 320 Broadway, Hannibal, MO, 63401.
 - 2) Please include samples of work.
 - 3) A print bid will be awarded separately. The designer will need to work with the printer on handling the files, proofing, reproduction, etc.
 - 4) Bidder awarded the layout & design project will be required to have a current Hannibal Merchant License.

The Hannibal CVB reserves the right to accept and reject any one, or more, or all bids. All questions in regard to this Request for Bid, please contact:

Hannibal Convention & Visitors Bureau
925 Grand Ave.
Hannibal MO 63401
573-221-2477
Email: tocheltree@visithannibal.com

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The Hannibal Convention & Visitors Bureau will accept sealed bids for the design and layout of the 2025 Visitor's Guide. This is a three-year contract. Written bids will be accepted until August 19th, 2024, at 9:50 AM local time. Bids will be publicly opened at 10:00 AM in the Council Chambers at City Hall, 320 Broadway, Hannibal, MO.

Sealed bid specifications may be obtained from the Hannibal CVB office, 925 Grand Ave, Hannibal, MO 63401 or by emailing tocheltree@visithannibal.com. The Hannibal CVB reserves the right to accept or reject any and all bids and to waive any minor irregularities. The City of Hannibal is an Equal Opportunity Employer (M/F/H).

Envelopes must be clearly marked on the outside "HCVB Visitor's Guide Design & Layout Bid", and addressed to the City Clerk, 320 Broadway Hannibal, MO 63401.

Trisha O'Cheltree
Director

Hannibal Convention & Visitors Bureau
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Hannibal, Missouri 63401
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Order Confirmation CC 171140

Display

Customer: HANNIBAL CONVENTION & VISITORS **Acc.Id:** 674428
Rep: 65 - Cynthia Skibinskie **Ad No:** CC 171140
Order No: **Auth By:** Trisha
Size: 3.9 X 1.0 **Location:** Legal-Hannible Courier Post
Tag Line:
Colour:

Schedule	08/03/2024	To	08/03/2024		
Issue	Edition	Rundate	Price	Tax	Total
1	HCP	08/03/2024	44.27	0.00	44.27

No of Issues: 1
Total Pre Tax: 44.27
Total Tax: 0.00
Total Inc Tax: 44.27

Printed on: 07/23/2024 09:30:43
Printed by: CYNTHIAS

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171140 - August 3, 2024