

K-Licensing Showcase 2019

Venue Coordination & Setup Application Announcement

1. Outline

○ **Event Title** : K-Licensing Showcase 2019

○ **Details**

Korea Creative Content Agency USA (hereafter “KOCCA”) is a subsidiary of South Korean Ministry of Culture, Sports and Tourism located in Los Angeles, California. As a public agency involved in creative entertainment content, we actively promote Korean companies related to broadcasting, animation, gaming and music. KOCCA will be hosting the K-Licensing Showcase 2019 on June 5, 2019. The K-Licensing Showcase 2019 presents outstanding Korean characters and animations to producers, buyers, and studio executives in the US market.

○ **Required Services** : Required services include but not limited to the following

- In charge of event venue set up (including but not limited to stage design and set up)
- Responsible for lighting, A/V set up
- Responsible for operating all aspects of light and A/V equipments during the event
- Responsible to provide own equipments and materials including sound system, podium, drapes for the stage etc.
- Conduct rehearsal prior to event
- Responsible to set up and operating business meeting rooms

○ **Contract Period** : Contract date ~ June 6, 2019

○ **Expected proposed amount** : USD 12,000

2. Application Information

○ **Deadline** : May 7, 2019 (Tuesday), 5PM

○ **Submission** : kocca_usa@kocca.kr or

In person (5509 Wilshire Blvd. Los Angeles, CA 90036)

○ **Required document** : Quotation including the breakdown of all services provided.

** Any application received after the deadline will be not considered*

** The bidders are responsible for any costs associated with this proposal.*

3. Selection Method

○ The application will be reviewed by internal assessment committee. The company with the lowest estimate amount among qualified companies will be selected.