GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSA Advantage.gov

Multiple Award Schedule
FSC Group: Professional Services

FSC Class R499 and Contract Number: 47QRAA21D006N

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Period: 06/08/2021 – 06/07/2026

Royal Events Group, LLC
14139 Betsy Ross Ln.
Centreville, VA 20121
p. (703) 889-0202
f. (703) 815-3235
www.royal-eventsplanning.com
Economically Disadvantaged Women-Owned Small Business

Point of Contact (POC): for Contract Administration:

Corina Serbanescu, Sr. Executive Director
14139 Betsy Ross Ln.
Centreville, VA 20121
Customer Information: Phone: (703) 889-0202
Email: office@royal-eventsplanning.com
1a. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>561920</td>
<td>Conference, Meeting, Event and Trade Show Planning Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not applicable.

1c. Descriptions of all corresponding commercial job titles with experience, function responsibility and education are provided beginning on page 6.

2. Maximum order: $1,000,000.00

3. Minimum order: $100.00

4. Geographic Coverage: Domestic Delivery to include the 50 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories

5. Point of Production: Not Applicable

6. Discount from list prices or statement of net price: Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: None

8. Prompt Payment Terms: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9. Foreign Items: None

10a. Time of Delivery: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

10b. Expedited Delivery: Consult with Contractor

10c. Overnight/2 day Delivery: Consult with Contractor

10d. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery.

The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame
shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

11. FOB Point: Destination

12a. Ordering Address:

Royal Events Group, LLC
14139 Betsy Ross Ln.
Centreville, VA 20121
p. (703) 889-0202
f. (703) 815-3235
www.royal-eventsplanning.com

12b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address:

Royal Events Group, LLC
14139 Betsy Ross Ln.
Centreville, VA 20121
p. (703) 889-0202
f. (703) 815-3235
www.royal-eventsplanning.com

14. Warranty Provisions: Contractor’s Standard Warranty

15. Export Packing Charges: Not applicable.

16. Terms and Conditions of rental, maintenance, and repair: Not applicable.

17. Terms and Conditions of installation: Not applicable.

18a. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable.

18b. Terms and Conditions of any other service parts: Not applicable.

19. List of Service and Distribution Points: Not applicable.

20. List of Participating Dealers: Not applicable.

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. Section 508 compliance information is available by contacting Royal Events Group, LLC directly.

23. SAM UEI: LHNKN1VJEPZ8

24. Royal Events Group, LLC is registered in the System for Award Management (SAM) Database.
Royal Events Group, LLC
GSA Advantage! Price List
(Effective June 8, 2021)

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>June 8, 2021 - June 7, 2022</th>
<th>June 8, 2022 - June 7, 2023</th>
<th>June 8, 2023 - June 7, 2024</th>
<th>June 8, 2024 - June 7, 2025</th>
<th>June 8, 2025 - June 7, 2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio/Visual Engineer</td>
<td>$76.86</td>
<td>$72.77</td>
<td>$74.73</td>
<td>$76.75</td>
<td>$78.82</td>
</tr>
<tr>
<td>Audio/Visual Technician</td>
<td>$43.98</td>
<td>$45.17</td>
<td>$46.39</td>
<td>$47.64</td>
<td>$48.93</td>
</tr>
<tr>
<td>Event Assistant</td>
<td>$34.21</td>
<td>$35.13</td>
<td>$36.08</td>
<td>$37.05</td>
<td>$38.05</td>
</tr>
<tr>
<td>Event Coordinator</td>
<td>$58.64</td>
<td>$60.22</td>
<td>$61.85</td>
<td>$63.52</td>
<td>$65.23</td>
</tr>
<tr>
<td>Event Manager</td>
<td>$97.73</td>
<td>$100.37</td>
<td>$103.08</td>
<td>$105.87</td>
<td>$108.72</td>
</tr>
</tbody>
</table>
Royal Events Group, LLC
Labor Category Descriptions
SIN 561920

Audio/Visual Engineer:

Minimum/General Experience:
Four years experience with the design, engineering and installation of electro/mechanical devices and video production presentation equipment. Minimum five years of experience in the event industry preferred.

Functional Responsibility:
This individual provides technical expertise and troubleshooting in a variety of areas including format conversions, integration of equipment, telecommunications networks and systems integration and use. Duties include setting up needed equipment for digital media production and distribution. Tracks and maintains AV technology to ensure equipment is up to date. Ensures security and compliance of AV technology. Knowledge of architectural details that impact AV (stage height, size of screen vs. seating arrangements, viewing angles, viewing distances, height of screen, ceiling soffits, distribution of audio, etc.). Performs troubleshooting equipment issues, often during live production and configuring equipment for maximum performance. Performs routine equipment maintenance, hands-on production work, such as converting formats, moving files, working with software and systems, web and third-party social media platforms. Provides technical assistance and support to production staff. Effectively communicates and collaborates with Managers and Administrative staff in support of business objectives. Manages the functionality and efficiency of Audio/Visual systems supporting major conference events. Maintains the integrity and availability of systems. Performs additional related duties as requested.

Minimum Education:
Bachelor’s degree required. Must have knowledge of the corporate and trade show environment and possess a reasonable amount of skill and experience as a corporate Audio Visual Project Manager or Technical Director.
**Audio/Visual Technician:**

**Minimum/General Experience:**
A minimum of four years experience in the construction and operation of audio/video systems.

**Functional Responsibility:**
Performs and assists in the installation, maintenance, integration, testing and repair of video production presentation equipment and electro/mechanical devices and video/production presentation equipment. Follows design plans, makes on-site adjustment to plans as needed to fit on-site conditions. Supervises technicians as well as participates hands-on in systems construction. Calibrates and aligns equipment. Mounts and assembles equipment. Terminates cables using specialized tools.

**Minimum Education:**
Bachelor’s degree preferred. Four years direct experience may be substituted for a college degree. Must have knowledge of the corporate and trade show environment and possess a reasonable amount of skill and experience as a corporate Audio Visual Project Technician.

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**Event Assistant:**

**Minimum/General Experience:**
Two years direct experience in assistance and administration of conferences, trade shows, and other events.

**Functional Responsibility:**
Responsible for administrative tasks in the department. Process invoices and bills. Assists with meeting/event set ups/including preparing work orders and developing floor plans for proposals. Assists with logistics, prepare and organize materials, vendors and supplies. Prepare agendas, assemble materials, and help prepare presentations. Provides pre-meeting support and registration services. Provides on-site meeting support to include: checking-in attendees, distributing materials, issuing payment receipts, and generating name badges. Provides on-site support to include: station and exhibit set-up and break-down. Assist Special Events Manager with special projects as needed.

**Minimum Education:**
Bachelor’s degree preferred. Four years direct experience may be substituted for a college degree. Proficient in
Microsoft Office (Word, PowerPoint, Outlook, Excel). Excellent clerical, verbal, and telephone skills are required. Flexibility to attend evening and/or weekend meetings and/or events.

**Event Coordinator:**

**Minimum/General Experience:**
Four years direct experience in administration of conferences, trade shows, and other events. Competent to work at a high level for all phases required to implement a conference and/or trade show.

**Functional Responsibility:**
Assists with long range planning for conferences, trade shows, and other events. Analyzes site selection criteria. Researches and recommends site selection information. Coordinates all amenities and accommodations at the event. Coordinates trade shows with respect to overall management, security, and facility layout. Proficient in operating computers and audio-visual equipment. Develops advance information brochures and meeting data including registration materials, programs, schedules and agenda data. Onsite coordinator for contractors, vendors, community partners, staff and event participants. Maintain event records. Create post event evaluations including what worked, areas of improvement and suggestions. Assist with event set-up and clean-up. Performs in office administrative support functions in planning and organizing events. Handles special projects as assigned. Performs other duties as required.

**Minimum Education:**
Bachelor’s Degree in Event Management or similar field required. Six years direct experience in the event industry preferred. Flexibility to attend evening and/or weekend meetings and/or events.
Event Manager:

Minimum/General Experience:
Minimum six years direct experience managing and supporting conferences, meetings and customer events. Proficient in all aspects of the conference planning, budgeting and implementation process. Proven experience as an events planner or organizer. Impressive portfolio of previously managed events (conferences, trade shows, meetings, and other corporate events). Excellent time management and communication skills. Sales skills and ability to manage multiple projects independently. MS Office proficiency. Willing to submit references from previous clients. Ability to work full time, variable hours including early mornings, evenings, weekends and/or holidays, as well as all events.

Functional Responsibility:
Oversees strategy and planning of meetings and special events for an organization. Involved in venue selection, food and beverage, accommodations, transportation, and manage all event’s details such as décor, invitee list, special guests, equipment, promotional material etc. Liaise with clients to identify their needs and to ensure customer satisfaction. Able to make connections on the phone and via email. Strong attention to detail, well organized and strengths in project management and copy editing. Monitors and controls event budgets and negotiates all necessary contracts. Relies on extensive experience and judgment to plan and accomplish goals. Event planning, design and production while managing all project delivery elements within time limits. Conduct market research, gather information and negotiate contracts prior to closing any deals. Provide feedback and periodic reports to stakeholders. Propose ideas to improve provided services and event quality. Ensure compliance with insurance, legal, health and safety obligations. Specify staff requirements and coordinate their activities. Cooperate with marketing and PR to promote and publicize event. Proactively handle any arising issues and troubleshoot any emerging problems on the event day. Conduct pre- and post – event evaluations and report on outcomes. Research market, identify event opportunities and generate interest. Serve as a resource: provide expertise on key customer issues, team staffing and management, operations and company policies and procedures. Ensure consistency in service, presentation, and management styles on a daily basis.

Minimum Education:
Bachelor’s degree required; master’s degree in Event Management preferred. Minimum of six years direct experience management in the event industry required.