



Invitation to Tender for Sale and Management of Concert Merchandising

Issued 13th November 2018



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(1) Venue overview

The RDS is Ireland's largest International Conference, Exhibition and Events venue. Located in the heart of Dublin, it is a 'downtown' venue, only a short walk from the Stephen's Green and Grafton Street area. The venue is easily reached through excellent transport links including DART, taxi and numerous Dublin Bus routes. The venue is accessible from numerous national roads.

The RDS has been a venue for major international music and performance acts since 1979 and highlight acts have included:

- Bruce Springsteen
- Bon Jovi
- Michael Jackson
- Prince
- U2
- Queen
- Guns n' Roses
- Metallica
- Paul McCartney
- The Cure
- Rod Stewart
- Tina Turner
- The Eagles

In 2018, 4 outdoor concerts, 2 indoor concerts and 1 indoor festival will have taken place. In 2019, the summer outdoor concerts will increase to 6 with acts such as P!NK, Bon Jovi and Fleetwood Mac already confirmed to date.

(2) Concert venues

The RDS complex hosts numerous concert venue options. Capacities will vary in line with concert profiles and stage setups. Indicative capacities are listed below:

Outdoor

Main Arena 35,000

Indoor

Simmons Court Arena 7,000

Main Hall 3,500

Main Hall Complex 7,500 (Main, Industries and Shelbourne Halls for indoor festival)

(3) Terms of proposal

The chosen supplier will enter into an agreement with the RDS for a period of 3 years commencing on 1st January 2019.

The RDS is looking to contract the merchandising rights for indoor and outdoor concerts. The service provider will be expected to:

- receive, handle and manage stock of concert merchandising items and programme booklets provided by concert promoters, managers and/or artists
- handle return of stock to promoters, managers and/or artists
- maximise sales of merchandise through a Merchandising Program
- return a percentage of sales achieved as a commission to the RDS

The service provider will be expected to handle all aspects of merchandise sales including but not limited to:

- cash handling, secure cash transfer, collection and banking
- all necessary staff and supervisors
- a dedicated manager for each event – contactable at all times
- provision of all point of sale equipment and display equipment
- provision of own PDQ equipment
- provision of marquees and merchandise stall housing where required

The service provider will be fully responsible for:

- security of card and other data gathered from the customer
- compliance with PCI and GDPR
- staff training and supervision
- staff background checks and right to work documentation
- provision of venue access for own team and management
- any refreshments / nourishment required for merchandising team

Exceptions

From time to time, non-music events may occur where merchandising opportunities may arise. The event organiser will be granted first option to sell own-event merchandise and programmes. Should the event organiser elect not to self-manage these sales, the RDS appointed service provider will be given first option on provision of this service without obligation.

For the purpose of clarification, the annual Dublin Horse Show, Leinster Rugby events and Peace Proms Concerts will not be included in the service agreement. Should the

nominated service provider wish to propose a service to the above events, it may do so through the RDS and such events would be integrated into the existing service agreement.

(4) Key contact

For any clarification in relation to the tender process or information required, please contact:

Paolo Romeri
Hospitality Services Manager

Direct line +353 (0) 1 2407 207
Mobile +353 (87) 6287871
Email catering@rds.ie

(5) Closing date

Closing date for receipt of proposals

Wednesday 5th December 2018 by 17:00

Proposals must be provided in both hard copy and soft copy format to:

Paolo Romeri
Hospitality Services Manager
Royal Dublin Society
Ballsbridge
Dublin 4
D04 AK83

And via email to:

catering@rds.ie