**INSTRUCTIONS**

Please review the below instructions and submit all documentation in either PDF or doc formats with all information fields completed and signed by the authorized company representative.

**Part A – Response Form – organization details**

You only need to complete this form once regardless of the number of Expressions of Interest you are submitting. Please submit this with your Part B submissions.

**Part B – Response Form – commercial proposal**

Please complete the Part B – Response Form for the categories that are relevant to you. If you are submitting a Commercial Proposal for multiple categories (for instance to deliver beverages and also hospitality equipment for the Pavilion) please tick the relevant boxes and summarize your Proposal for all categories in the one Response Form.

**FOR FURTHER INFORMATION**

|  |  |
| --- | --- |
| **Harriet Yorston**  [harriet.yorston@usapavilion.org](mailto:harriet.yorston@usapavilion.org) | +971 (0) 547 161 133  [www.usapavilion.org](http://www.usapavilion.org) | **Adam Spackman**  [adam.spackman@usapavilion.org](mailto:adam.spackman@usapavilion.org) | +971 (0) 507 930 028  [www.usapavilion.org](http://www.usapavilion.org) |

**PART A - ORGANIZATION DETAILS**

|  |  |
| --- | --- |
| **Company / Organization Name** |  |
| **Contact Name** |  |
| **Contact Phone Number** |  |
| **Contact Email** |  |
| **Address** |  |
| **Website** |  |

|  |
| --- |
| **Please provide a summary of your organization, including the following:**   * **Capabilities, resources and product offering.** * **Presence in the U.S., UAE and MENASA region.** * **Experience in major events and/or operations.** |
|  |

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| --- |
| **Through an association with the U.S. Pavilion at Expo 2020, Dubai, what are the main objectives you are hoping to achieve?** |
|  |

**PART B - Commercial Proposal**Please indicate which categories you are submitting an Expression of Interest for by ticking the box next to that option below. If you are interested in more than one of the categories below, please tick all relevant boxes and summarize your commercial proposal for all categories in the one Response Form.

|  |  |
| --- | --- |
| **Please nominate your category** | |
|  |

|  |
| --- |
| **Please provide details of your proposed commercial offer related to the above listed categories** |
|  |

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| **Please provide any other information you consider relevant to your submission.** |
|  |

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| --- |
| **Please list any attachments you have provided with your submission.** |
|  |

|  |  |
| --- | --- |
| **SUBMITTED BY** | |
| **NAME** |  |
| **POSITION** |  |
| **ORGANIZATION** |  |
| **SIGNATURE** |  |
| **DATE** |  |

Please email your completed Part A and Part B Response Forms to

adam.spackman@usapavilion.org by **6pm Tuesday, December 15, 2020 GST**