



## REQUEST FOR PROPOSAL (RFP) PHOTOGRAPHER FOR SHOW & EVENTS

Calpaca invites you to be considered as the NAME OF SHOW Show Photographer. Calpaca is requesting proposals from photographers interested in providing their services for the NAME OF SHOW Show to be held DATE HERE held at

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Please complete the following information and attach separate addendums as needed.

Name:  
Address:  
City, State and Zip  
Phone:  
Cell Phone:  
Fax:  
Email:

Please submit this form with the attachments to:

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Submissions should be received by \_\_\_\_\_.

### Background

The audience is composed of alpaca breeders who bring their alpacas to the event for judging. Historically there have been between \_\_\_\_\_ alpacas and ribbons may be awarded up to six places in addition to championships. Generally it is those breeders who place in the event who may wish to have photographs taken for their unlimited use in future farm promotion. It is not a requirement however. The contract from the selected photographer must contain language releasing all copyright ownership to the breeder at NO additional fee. Each breeder is responsible for payment for the photographer's services.

### Requirements of Show:

The Show Photographer will have the following responsibilities:

1. Produce images onsite and provide breeder attendees a brief selection of images to be reproduced on either or both a CD and/or print(s) of their alpaca at competitive pricing.
2. Availability during the show hour's from \_\_\_\_\_.
3. Provide a professional, neutral color backdrop.
4. Other props (at the photographer's discretion but not required) which may enhance the image, i.e., artificial potted trees, flowers, etc.
5. Provide adequate staff to assure prompt service and deliverability of photos and/or compatible CD to attendees prior to end of show.
6. Provide all photos per farm on one CD disk in JPG format unless the number exceeds the capacity of the disk.

7. (Insert digital banner logo (provided by Calpaca) in each image in appropriate location, i.e., in space not blocked by alpaca or breeder/handler) – *delete this requirement if banner is physical.*
8. Availability for taking candid shots during event– for ex:
  - Fleece show
  - Silent auction
  - Social Event
  - Public Entrance
  - Fiber Arts Gallery
  - Photography contest
9. Provide one copy of all images of NAME OF SHOW Attendees to Calpaca Board Representative at the close of event on \_\_\_\_\_. One (1) or more CD's with all candid images captured during the event. All images are to be designated copyright free.

**RESOURCES PROVIDED BY Calpaca:**

1. 20' x 20' Space with adequate waiting area for customers with 4 tables & 4 chairs
2. (Digital) NAME OF SHOW banner (logo to insert in photos)
3. Electricity

**REQUEST FOR VENDOR SUGGESTION/CREATIVITY:**

The Calpaca Photographer selecting committee is open to ideas and suggestions presented in proposals.

**CRITERIA FOR EVALUATING PROPOSALS:**

1. Project requirements met
2. Recommended backdrop presentation
3. References with like attendees
4. Types & Delivery of product(s), i.e., variable print sizes, CD, etc.
5. Pricing:
  - a. Include fees by product/package
  - b. Turn-around time
  - c. On-site capabilities
6. Fees required by photographer to NAME OF SHOW for all candid images.
7. Evidence of Current Liability Insurance

As part of the selection process, photographer's responding to this RFP are asked to provide evidence of prior experience in photographing livestock with the owner/handler in a similar setting. References from prior events are encouraged.

**Name of Show**

**Type of Show or Event**

**Reference Name, Telephone # and email**

*Selection of Calpaca NAME OF SHOW Show Photographer will be made by the Calpaca Board and will be relayed to submitters by (date here).*

Thank you for your interest.

Calpaca Board: