RFQ #2026-102726 – Audio/Video Services – 2026 Bexar County Business Conference

The Freeman Coliseum is seeking quotes for Audio/Video Services for the Bexar County Business Conference Exhibit Halls A, B and C at The Freeman Coliseum Exposition Hall, 3201 E. Houston Street, San Antonio, Texas 78219 on December 9, 2026. Award for these items/services will be made to the respondent who provides the lowest and best quote noted in the Schedule of Items/Services below.

Request for Quote Dates:
Open date: 10/27/2026
Close date: 11/10/2026 at 10:00 AM (CT)

Request for Quote Questions & Answers:
Open date: 10/27/2026
Close date: 11/05/2026 at 12:00 PM (CT)

Pre-Quote Meeting Information:
Attendance is **MANDATORY,** if a potential respondent's representative does not sign in as attending the meeting, any quote received from that respondent's will be declared non-responsive.

Pre-Quote Meeting Date/Time: Wednesday **November 4, 2026, at 3:00 PM (CDT)**

Location: Freeman Coliseum **(Enter through the Main Lobby at 3201 E. Houston, San Antonio, Texas 78219)**

Quote Due Date: Tuesday, November 10, 2026 | Time: 10:00 AM (CT).

Quote shall be e-mailed to: jc@freemancoliseum.com (Quote will include total project cost and any additional fees for services)**.**

Scope of Work
Provide comprehensive audiovisual, lighting, and structural support for the 26th annual Bexar County Business Conference. The selected vendor will deploy all necessary hardware, staging infrastructure, and specialized technical labor for load-in, live event execution, and strike. For reference, please visit our Flickr page for pictures of our previous conference: https://flic.kr/s/aHBqjCHb9Z; as well as the attached floorplan (https://www.bexar.org/3987/Conference).

Required On-Site Infrastructure & Deliverables

- **Main Stage Video & Broadcast:**
  - A large-scale video wall or mesh display system capable of high-visibility playback across the coliseum floor.

    - Full HD video switching, scaling, and signal conversion to manage multiple inputs and route signals to main displays and confidence monitors.
    - A fully integrated live streaming and recording package utilizing remote-operated PTZ cameras controlled via a central station.

- **Main Stage Audio:**
    - A flown line-array audio system with subwoofers engineered for clear speech intelligibility and playback reinforcement.
    - High-fidelity wireless handheld microphones (for Hall C and A & B)
    - Wired podium microphones, and a dedicated speaker timing/cue system.

- **Lighting & Atmospheric Design:**
    - Theatrical profile fixtures and LED wash lights configured to evenly illuminate the main stage and presenters.
    - Supplementary multi-mode strobe or wash fixtures for dynamic stage effects.

- **Exhibitor & Breakout Station Infrastructure:**
    - Approximately 28 synchronized AV equipment packages for individual breakout zones or exhibitor stations.
    - Each station must include a mounted display monitor (approximately 43 inches) with HDMI connectivity, a powered PA speaker on a tripod, and a wired dynamic microphone.

- **Rigging, Power & Soft Goods:**
    - All necessary box trussing, motorized chain hoists (1/2-ton and 1-ton capacities), motor control cabling, and rigging hardware (shackles, steel slings) to safely fly overhead elements.
    - Commercial-grade power distro units and feeder extensions.
    - Professional staging backdrops utilizing 25 to 35 sections of heavy-weight black and gray velour drape, supported by necessary base plates, uprights, and crossbars.

Terms & Contract Conditions

- **Technical Crew & Execution:** The awarded vendor must provide all required technical labor, including a dedicated Production Manager, Audio Technicians, Video Engineers, Systems Technicians, and Stagehands to manage a continuous, multi-day deployment (delivery, live show, and post-event strike).

Estimated Flat-Rate Schedule of Items/Services

Item No.	Description of Service / Deliverable	Qty/ Hrs.	Unit	Unit Rate	Total Cost
1.0	**Main Stage Video & Broadcast System**				
1.1	Display Wall, Switchers, PTZ Cameras, and Live Stream/Recording Hardware	1	Flat		
2.0	**Main Stage Audio System**				
2.1	Flown Line Array, Subwoofers, Wireless/Podium Mics, and Speaker Timer System	1	Flat		
3.0	**Lighting, Rigging & Staging**				
3.1	Stage Wash/Profile Lighting, Hoists, Truss, Power Distros, and Velour Pipe & Drape	1	Flat		
4.0	**Exhibitor & Breakout Infrastructure**				
4.1	Individual AV Stations (Display, PA Speaker on Tripod, Wired Mic, Cabling)	28	Pkg		
5.0	**Labor & Logistics**				
5.1	Comprehensive Technical Labor (Load-in, Show Operation, Strike) and Delivery/Transport Fees	1	Flat		
TOTAL	**AMOUNT REQUESTED (USD)**				**$**

Invoice Routing: Invoices must be routed directly to the Bexar County Small Business & Entrepreneurship Department, Attn: Director – Renee Watson

Potential respondents may not contact the Freeman Coliseum and/or Bexar County staff regarding this solicitation. All questions must be in writing and submitted via email or in person to: JC Hrubetz, General Manager/Controller of the Freeman Coliseum (210) 226-1177 or e-mail jc@freemancoliseum.com (preferred method is e-mail).

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BEXAR COUNTY BUSINESS CONFERENCE 2026

COMMODITIES ★ SERVICES ★ CONSTRUCTION

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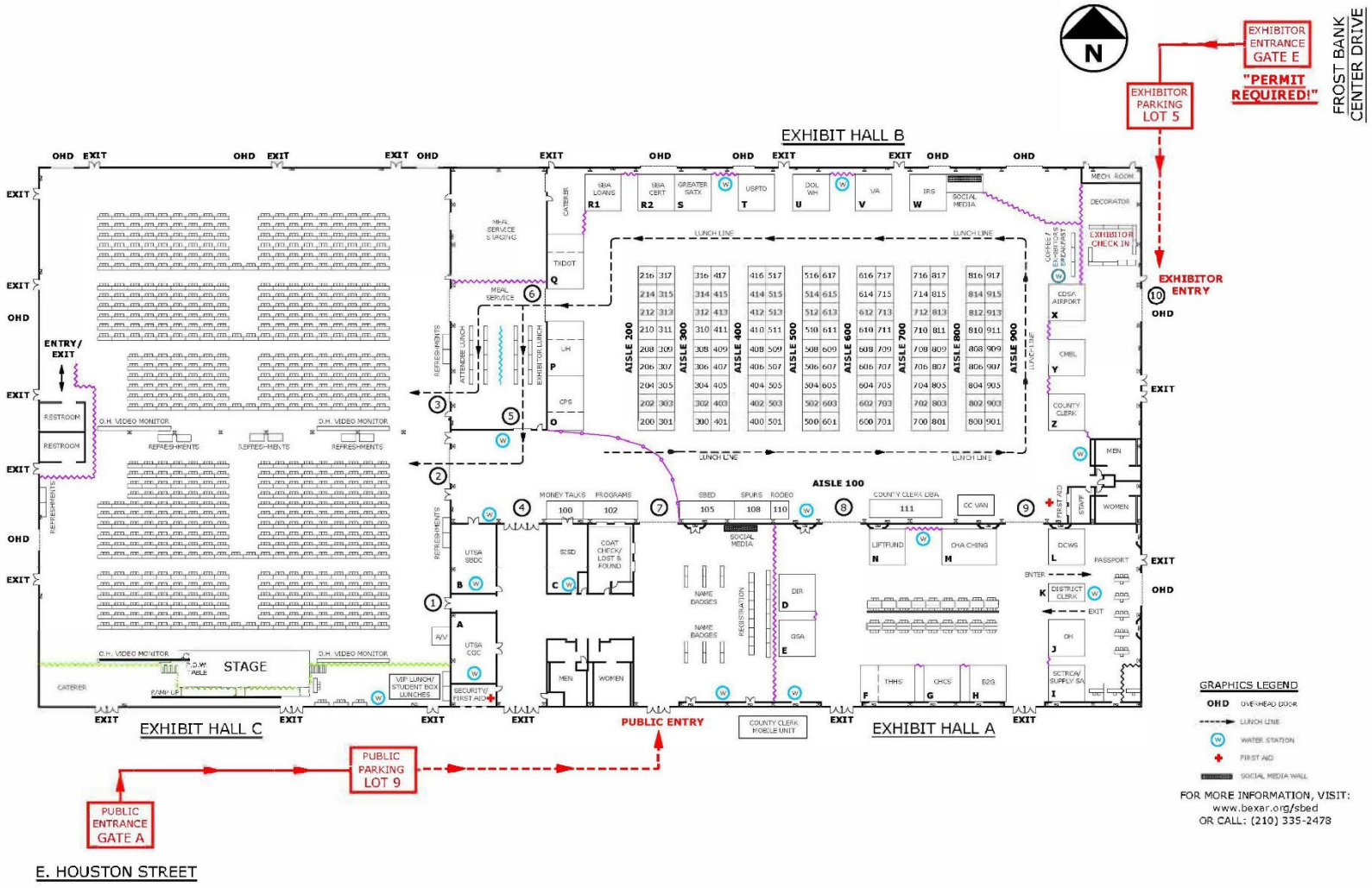
SBOC

WWW.BEXAR.ORG/SBED

ANYONE CAN ATTEND! FREE ADMISSION & PARKING!

@bexarcountysmallbusiness

★ Wednesday, December 9, 2026 ★ 7:00 A.M. - 3:00 P.M. ★ Freeman Expo Hall ★ 3201 E. Houston St. ★ San Antonio, TX 78219 ★



FOR MORE INFORMATION, VISIT:
www.bexar.org/sbed
OR CALL: (210) 335-2478