

**Downtown Partnership of Baltimore  
Annual Meeting Event Planner & Manager RFP  
Follow-Up Questions & Responses**

**1. How many speakers are anticipated during the Annual Meeting program? Will the selected event planner be responsible for managing speaker logistics, presentation content, or A/V?**

We currently anticipate 2–4 speakers as part of the program, though no official presenters have been confirmed at this time. The selected event planner will not be responsible for developing or managing speaker content. Instead, the planner will focus on on-site coordination and program time management, including stage management for speakers. This will involve collaborating with the A/V team (without directly operating A/V), attending rehearsals (up to 3), establishing program transitions, and ensuring seamless execution of the run-of-show on the day of the event.

**2. Will there be opportunities for the event planner to participate in sponsorships or exhibit booth sales for this event?**

At this time, sponsorship and exhibit booth sales are not part of the event planner's scope of work. However, Downtown Partnership is open to discussing potential opportunities for collaboration if they align with the goals and structure of the event.

**3. Will all event activities take place at the M&T Bank Exchange, or are off-site locations and activations planned?**

The VIP Reception and main Annual Meeting program will both take place at the M&T Bank Exchange at the France-Merrick Performing Arts Center. While most activations (1–2) will occur inside the venue, we anticipate incorporating at least one outdoor activation to engage attendees as they arrive to showcase Downtown Baltimore's energy. DPOB can recommend and connect the event planner with local community arts organizations as part of this outdoor activation.