

**Society of the Preservation of Pop Culture, Inc.
317 George Street Suite 320
New Brunswick, NJ 08901**

Video Game Room Services at DerpyCon Request for Proposal (RFP)

REQUEST FOR PROPOSAL (RFP)

Video Game Room Services Arcade and Console Gaming – DerpyCon

Organized by The Society of the Preservation of Pop Culture, Inc.

Issue Date: June 16, 2025

Proposal Due Date: July 11, 2025

1. Introduction

Society of the Preservation of Pop Culture, Inc., a nonprofit organization, is seeking proposals from qualified Contractors or organizations to operate a Video Game Room at DerpyCon, our annual multi-genre fandom convention. The Video Game Room should feature a mix of retro and modern consoles, create an engaging and welcoming environment for attendees, and provide staffing, equipment, and logistics for the full duration of the event.

2. Event Overview

- Event Name: DerpyCon
- Organizer: Society of the Preservation of Pop Culture, Inc.
- Location: 2 Albany Street, New Brunswick, NJ 08901
- Dates of Event: October 31, 2025 – November 2, 2025
- Expected Attendance: 2,750
- Target Audience: Fans of anime, gaming, comics, sci-fi, and pop culture

3. Scope of Work

- a. The selected Contractor will be responsible for providing the following:
 - i. Equipment
 1. A diverse selection of retro consoles (e.g., NES, SNES, Sega Genesis, N64, PS1) and/or Modern consoles (e.g., Nintendo Switch, PlayStation 5, Xbox

Society of the Preservation of Pop Culture, Inc.
317 George Street Suite 320
New Brunswick, NJ 08901

Video Game Room Services at DerpyCon Request for Proposal (RFP)

- Series X)
 - TVs/monitors, cables, adapters, controllers, and furniture as needed.
- b. Adequate, knowledgeable staff to operate and supervise the game room
 - i. Staff must be available during all convention hours
 - ii. Set-up and teardown personnel
- c. Operations
 - i. Scheduling of tournaments or casual play
 - Ensuring the security of all equipment
 - Providing a clean, inclusive, and safe environment
 - Working with DerpyCon staff to comply with venue rules and safety protocols
- d. Room Layout & Restrictions
 - i. Contractor is not permitted to move, rearrange, or remove any furniture or tables outlined in Attachment 1: Room Layout.
 - 1. The layout is pre-approved and must be maintained for safety and accessibility reasons.
 - 2. Any setup must adapt to the provided layout and utilize the designated space as-is.
- e. Additional Enhancements (Optional but Encouraged)
 - i. Multiplayer or party games
 - ii. Arcade cabinets or rhythm game stations
 - iii. Decor and themed setup
 - iv. Collaboration with convention programming for tournaments or panels

4. Proposal Requirements

- a. Please include the following in your proposal:
 - i. Company/Organization background

Society of the Preservation of Pop Culture, Inc.
317 George Street Suite 320
New Brunswick, NJ 08901

Video Game Room Services at DerpyCon Request for Proposal (RFP)

- ii. List of equipment available and proposed for this event
- iii. Staffing plan and qualifications
- iv. Tournament Schedule and Planning
- v. Example setups from previous conventions or events including photos.
- vi. Desired location in Video Gaming Room as in Attachment 1 – Room Layout.
 - 1. Proposal must include either Console Contractor Space 1 (highlighted in blue with Table VG101-VG106), or Console Contractor Space 2 (highlighted in Pink with Table VG201-VG216), or Arcade Cab Space 1 (highlighted in Green), or Arcade Cab Space 2 (highlighted in Orange) or BOTH Arcade Cab Space 1 and Arcade Space 2.
- vii. Pricing must be in proposal, if applicable. A pricing must include logistics such as truck rental, travel, and fuel.
 - 1. Event will not issue reimbursements for truck rental fees and fuel reimbursements. Price must be included in proposal.
- viii. Insurance and liability coverage
- ix. Any additional value-added services

5. Evaluation Criteria

Proposals will be evaluated based on the following:

- Experience with conventions or large events
- Quality and diversity of gaming options
- Professionalism and staffing plan
- Cost-effectiveness
- Creativity and attendee engagement

6. Submission Details

Society of the Preservation of Pop Culture, Inc.
317 George Street Suite 320
New Brunswick, NJ 08901

Video Game Room Services at DerpyCon Request for Proposal (RFP)

- a. Submit proposals by completing the form and uploading proposal in PDF format to derpycon.com/about-us/doingbusiness/videogamerfp.
- b. Questions may be submitted via Form at the above URL by June 30, 2025. Asking for questions outside of the URL links, such as creating a helpdesk ticket or reaching out to a staff member directly, are not acceptable and will not be answered. Questions will be answered and will be posted on the URL above by July 3, 2025.

7. Terms and Conditions

- a. The selected contractor will enter into a formal agreement with the Society of the Preservation of Pop Culture, Inc.
 - The organizer reserves the right to reject any or all proposals.
 - Contractor must comply with all health, safety, and venue-specific regulations.
 - Contractor acknowledges the fixed layout of the Video Game Room and agrees to adhere to the setup detailed in Attachment
- b. Contractor is responsible for all logistical costs including tolls, truck rental, and fuel and must be included on quote price.
 - Event will be responsible for arranging parking accommodations for the contractor's transport vehicle(s).

8. Timeline

Milestone	Date
RFP Issued	June 16, 2025
Proposals Due	July 11, 2025
Selection Notification	July 18, 2025
Planning Meetings Begin	September 2, 2025
Event Date (DerpyCon)	October 31-November 2, 2025

Society of the Preservation of Pop Culture, Inc.
317 George Street Suite 320
New Brunswick, NJ 08901

Video Game Room Services at DerpyCon Request for Proposal (RFP)

9. RFP Guidelines and Contract Terms

This Contract, with DerpyCon, is entered into by and between Contractor ("Contractor") and Society of the Preservation of Pop Culture, Inc. ("Event") on October 30, 2025 through November 2, 2025. The term of this Agreement shall begin on October 30, 2025 and shall continue through its termination date of November 3, 2025 at Hyatt Regency New Brunswick ("Venue").

The specific terms of this Contract are as follows:

1. CONTRACTOR to provide gaming room services for EVENT at VENUE.
2. CONTRACTOR will provide staff to ensure that equipment is functioning during the event's hours of operation as well as provide any support needed.
3. CONTRACTOR shall be consulted, and approval must be obtained, for the use of equipment to their standard operation.
4. EVENT will grant at least eight (8) complimentary Industry Guest, Event Staff, or equivalent passes to CONTRACTOR with convention access and video games room access.
5. CONTRACTOR staff members are NOT considered EVENT staff members. CONTRACTOR staff members reserve the right to address any issues that they find detrimental to the welfare of their machines prior to contacting the convention staff, but must contact said persons immediately after addressing any said issues. Any behavioral issues between CONTRACTOR staff and EVENT attendees will result in notifying an EVENT (safety) staff to be notified for EVENT decision on the attendee.
6. CONTRACTOR will be allowed to make digital recordings without limitation in the gaming room during convention hours. CONTRACTOR MUST comply with venue rules in regards to recording video and audio.

Society of the Preservation of Pop Culture, Inc.
317 George Street Suite 320
New Brunswick, NJ 08901

Video Game Room Services at DerpyCon Request for Proposal (RFP)

7. Normal wear and tear is not considered misuse and all issues arising from such will be taken care of by CONTRACTOR. CONTRACTOR will provide insurance to cover the cost of repair or replacement of their equipment if damaged in transit to and from the convention. EVENT is not responsible for repairs or equipment replacement.

8. CONTRACTOR staff must not obstruct any attendees' privilege of using the equipment unless an issue regarding maintenance occurs. CONTRACTOR has the right to halt game play as deemed fair to all attendees. CONTRACTOR staff members reserve the right to play on the machines when not working. They will be granted no special privileges and will be required to wait in line along with other attendees.

9. CONTRACTOR staff members will receive staff privileges in the Video Game Area but only in regards to machines. CONTRACTOR staff members will be granted access to their equipment at any time during operating hours. CONTRACTOR to provide list of staff to EVENT no later than 30 days prior to event.

10. EVENT will provide CONTRACTOR with two (2) complimentary hotel room(s) per four CONTRACTOR staff members to accommodate their staff. Hotel room(s) will include two (2) beds each, and will be located in the official hotel of VENUE. If EVENT has no official hotel, EVENT will reimburse CONTRACTOR for the accommodations of contractor's choice. The hotel rooms will be set for check-in on October 30, 2025 and will have a check-out date of November, 3, 2025.

11. In the event of CONTRACTOR is in need of additional equipment, EVENT will provide within reason equipment within EVENT's inventory which includes but not limited to: video game software, video game hardware, video game accessories (such as controllers), televisions, and cables.

12. CONTRACTOR is to share space with other EVENT assigned

Society of the Preservation of Pop Culture, Inc.
317 George Street Suite 320
New Brunswick, NJ 08901

Video Game Room Services at DerpyCon Request for Proposal (RFP)

CONTRACTORS. It is up to the CONTRACTORS of how the space is to be utilized.

13. EVENT to allow CONTRACTORS of the Video Game Room to start load-in of their inventory to the Video Game Room, no later than 11:59 pm Thursday, October 30, 2025.

14. Public hours for the Video Game Room at a minimum are as follows:

- Friday: 2:00 pm - 11:59 pm
- Saturday: 10:00 am - 11:59 pm
- Sunday: 10:00 am - 1:59 pm

All legal actions brought under this AGREEMENT shall be the courts for the County of Middlesex, the State of New Jersey.

IN WITNESS WHEREOF, the parties hereto have caused their duly executed representatives to execute this contract on the day and year first written above.

Society of the Preservation of Pop Culture, Inc.
317 George Street Suite 320
New Brunswick, NJ 08901

Video Game Room Services at DerpyCon Request for Proposal (RFP)

ATTACHMENT 1

ROOM LAYOUT

Hyatt Regency - New Brunswick, NJ

Brunswick Ballroom

Information

Rev 20250525

Pit - 3' x 3'

Door

Electrical (default 120v)

Sound

Room Size - Approx. 6800sqft

1500 x 1200 original document resolution

Air Wall - not deployed

Air Wall - deployed

1x1 grid square = 2'

NOT LISTED:
- Network Jacks

The floor plan of the Brunswick Ballroom is divided into several functional zones. The main area is a large grid labeled 'Artist Alley' with rows A1 through A10 and columns C1 through C6. A central section is designated as 'Arcade Cab Space 1' (32' x 8'). To the right of this space is 'Contractor Space 1' and a row of equipment labeled VG101 through VG109. Below the main grid is 'Contractor Space 2', which contains two rows of equipment labeled VG201 through VG206 and VG211 through VG216. To the right of Contractor Space 2 is 'Arcade Cab Space 2' (24' x 6') and 'Arcade Cab Space 2' (12' x 6'). At the bottom right, there is a 'VG Ops' area with equipment labeled VGOP1, VGOP2, and VGOP3. The plan also shows various doors, electrical outlets, and sound equipment locations. Dimensions of 100' and 68' are indicated on the left and bottom edges respectively.