

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

Table Top Gaming Room at DerpyCon Request for Proposal (RFP)

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Table Top Gaming Room Services at DerpyCon

Issued by: Society for the Preservation of Pop Culture, Inc.

Event Date: October 31 – November 2, 2025

Proposal Due Date: July 26, 2025

1. Introduction

1. DerpyCon is a celebration of the anime, sci-fi, gaming and comic community that brings in over 2,500 members each year.
2. Society of the Preservation of Pop Culture, Inc. is a 501(c)3 educational non-profit organization to educate and celebrate the intersection of anime, sci-fi, gaming, and comics through an event that promotes inclusivity and understanding of these popular culture forms, fostering a community of passionate and informed enthusiasts.

2. Project Overview

Society for the Preservation of Pop Culture, Inc. is seeking a contractor to manage and operate the Tabletop Gaming Room at its annual fandom convention, DerpyCon. The selected contractor will curate an engaging, well-organized tabletop gaming experience for attendees.

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3. Scope of Services

1. Provide a diverse selection of tabletop games, including board games, card games, and RPGs.
 2. Develop a proposed schedule of games and tournaments for the duration of the convention.
 3. Supply knowledgeable staff or volunteers to facilitate gameplay and enforce rules.
 4. Assist with setup and teardown of the gaming area.
 5. If applicable, coordinate vending or exhibition activity within the gaming room space.
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4. Venue and Equipment

1. Details on the space provided at DerpyCon can be found in Attachment 1. Room layout changes can be made to accommodate for your setup. Arrangements must be made 30 days prior to event start date.
 2. Prefunction space is available to expand outside of the room for up to six 6'x30" tables. Please specify in proposal if you want to utilize prefunction space. See attachment 2 for photos. A detailed measurement of the room will be made available during the planning meeting. Planning for this due 30 days prior to event start date.
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5. Proposal Requirements

Respondents must include:

1. **Portfolio/Appearance** Documentation of previous tabletop gaming rooms or events, including visuals.

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2. **Gaming Plan & Schedule** A detailed list of proposed games and a draft tournament schedule, including types of games, time blocks, and prize structures (if applicable).
3. **Staffing Plan** Overview of personnel involved, including qualifications or prior experience facilitating gaming spaces.
4. **Cost Quotation** Itemized breakdown of fees, including staffing, equipment, and setup.
5. *Note:* If the contractor intends to exhibit or vend merchandise in the tabletop room, a **\$450 exhibit fee must be deducted from the final proposal cost.**
6. **Contact & References** Primary contact details and at least two professional references from previous events.
7. **Marketing/Promotion strategy** in collaboration with DerpyCon.
8. **Budget** and revenue sharing expectations (if applicable).

6. Evaluation Criteria

Proposals will be evaluated based on the following:

1. **25%** — Quality and creativity of gaming room appearance from prior shows
2. **35%** — Strength and diversity of game offerings and tournament structure
3. **20%** — Clarity and completeness of staffing and logistics plan
4. **20%** — Overall value and adherence to quotation requirements

7. Timeline

Milestone	Date
RFP Issued	July 2, 2025
Proposals Due	July 26, 2025
Selection Notification	August 1, 2025
Planning Meetings Begin	September 9, 2025
Event Date (DerpyCon)	October 31, 2025 – November 2, 2025

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8. Submission Details

1. Submit proposals by completing the form and uploading proposal in PDF format to derpycon.com/about-us/doingbusiness/tabletoprfp.
 2. Questions may be submitted via Form at the above URL by July 7, 2025. Asking 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 15, 2025.
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9. Terms and Conditions

1. The organization reserves the right to reject any and all proposals.
 2. Participation in this RFP does not guarantee selection.
 3. All submissions become property of Society of the Preservation of Pop Culture, Inc. for evaluation purposes.
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Attachment 1: Room Layout

Hyatt Regency - New Brunswick, NJ

Garden State Ballroom

Information ?		Rev20241002
		Drawn to scale Room Size - Approx. 2015sqft 1000 x 1200 original document resolution ----- Air Wall
		x1 grid square = 2' <input checked="" type="checkbox"/> NOT LISTED: - Network Jacks

