



DATE: July 21, 2017
SUBJECT: Room Change Notice (Pre-Submittal Meeting)
RE: Audio-Visual & Rigging Services RFP
TO: All Prospective Respondents

Houston First Corporation (“HFC”) issues this Room Change Notice/Letter of Clarification to inform all prospective respondents to the Audio-Visual & Rigging Services RFP that the Pre-Proposal Conference, originally scheduled to take place at the George R. Brown Convention Center in Room 372 AD, has been moved to the following location:

**George R. Brown Convention Center
O’Connell Boardroom (Level 3)
1001 Avenida de las Americas
Houston, Texas 77010**

The Pre-Proposal Conference will take place on **July 25, 2017** at **11:00 a.m.** as scheduled.

As a reminder, although attendance at the conference is not mandatory, all prospective Proposers are urged to be present

This Room Change Notice/Letter of Clarification becomes a part of the RFP upon issuance and supersedes any previous specifications and/or provisions in conflict therewith. By submitting their proposal, Respondents are deemed to have received all such notices and to have incorporated them into their proposal.