


Request for Quotation Hosting the CharIN Festival North America 2023



**Charging Interface
Initiative (CharIN) e.V.**
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1. About CharIN

CharIN is a non-profit organization and open to any company worldwide being involved in the business around e-mobility. CharIN's next goal is to define requirements for the evolution of CCS related standards and for the certification of CCS based products.

Under the CharIN umbrella, cross-industry stakeholders like automakers, charging station manufacturers, component suppliers, energy providers, grid operators, and many others continue moving towards interoperable charging, where vehicles, chargers, and software systems work together and to make the user experience reliable, easy and smooth.

CharIN's holistic approach is not limited to passenger cars. Its international community is comprised of leading global companies representing every link to the e-mobility value chain and multiple experts who have been working together as a team to drive the requirements of charging all kinds of electric vehicles.

Besides several further topics and activities, during the last three years, a special Task Force has been extending the scope to Commercial Vehicles and thus, setting requirements and standards for the development of the Megawatt Charging System (MCS). In the close future, the MCS shall also be used to charge other heavy-duty vehicles like e-ferries, ships, and planes.

1.1. Event information

Electric Vehicle (EV) Charging Communication in the form of the Combined Charging System (CCS) is a core enabling technology for fast charging EVs as well as for future smart grid integration. Its interoperability is key for user acceptance and economies of scale, but at the same time a major technical challenge due to the huge number of different implementations, individual use cases and requirements on a diverse global market.

The CharIN Testival embraces this challenge and brings together companies from the Smart Charging community and their technology experts to conduct conformance & interoperability tests for electric vehicles and charging infrastructures or respective Electronic Control Units (ECUs) and Communication Controllers.

Rather than talking about interoperability, this is a hands-on event digging deep into implementing, supporting and testing interoperability. By participating at this event your company or organization benefits through unprecedented networking with international technology experts in smart charging communication.

The event takes place in different locations. Hosts are companies and institutions in the target area of CharIN e.V.. Partners can apply to host one of the next events.

CharIN Academy GmbH is the contracted organizing party and is acting on behalf of CharIN e.V. to organize the CharIN Testival.

Videos:

[Testival Europe, 2021](#)

[Testival in North America, 2021](#)

[Testival Europe, 2022](#)


Draft week flow 2023

Q2 (May in California) & Q3 (September)

Monday: Setup Day
Tuesday: Conference / Set-up Day Testival
Wednesday: Testival (full day)
Thursday: Testival (full day)
Friday: Testival (half day) & Dismantling

2. Description of Services

The following minimum requirements must be met by a potential host.:

Task ID	Task
1	<p>RESPONSIBILITIES OF THE HOST</p> <ul style="list-style-type: none"> • Venue • Testival <p>Testival EV & EVSE / Test System</p> <ul style="list-style-type: none"> ○ 15-25 test sites for 15-25 vehicles and 15-25 charging stations/test systems (13ft x 16 ft per test site) ○ Driveway for round robin ○ Can be inside or outside (e.g. parking lot), can be split in several parts as long as sites are not too far apart (see example floorplan below) <p>The following provides an orientation what supply conditions should be available:</p> <ul style="list-style-type: none"> ○ 480VAC, 3-phase with min. 30Amps per phase <ul style="list-style-type: none"> • 5-wire configuration (L1,L2,L3,Ground, Neutral) ○ 208/240VAC, 1-phase/split phase with min. 20Amps ○ Majority of test sites should be 480VAC 3-phase ○ Please provide detailed information on existing installation & supply conditions <ul style="list-style-type: none"> • Testival Controller room <ul style="list-style-type: none"> ○ 9 test sites for 9 controllers (9 tables)  <p>The floor plan diagram illustrates the layout of the testival. It features a central registration area (dark blue circle) and a main entrance/exit (orange arrow). Test sites are numbered 1 through 20, arranged in a grid-like pattern. A staircase leads to the 1st floor, where test slots 23-28 are located. The diagram also shows a registration area (dark blue circle) and a main entrance/exit (orange arrow). Test sites are numbered 1 through 20, arranged in a grid-like pattern. A staircase leads to the 1st floor, where test slots 23-28 are located. The diagram also shows a registration area (dark blue circle) and a main entrance/exit (orange arrow). Test sites are numbered 1 through 20, arranged in a grid-like pattern. A staircase leads to the 1st floor, where test slots 23-28 are located.</p>

- Registration
 - Space for 2 – 3 tables
 - indoor or outdoor
- Catering area
 - Space for lunch for 200-250 people
 - Space for buffet & drink stations
 - Can be indoor or outdoor

Conference (if possible)

- Conference room
 - Space for 250 - 300 people seated in theatre style
 - Space for a stage for up to 6 speakers (approx. 10 ft x 20 ft)
 - Can be in a different building as long as its not too far from Testival site
- Registration
 - Space for 2 – 3 tables
 - indoor or outdoor
- Catering area
 - Space for lunch & coffee break for 250-300 people
 - Space for buffet & drink stations
 - Can be indoor or outdoor

Additional space/areas

- Board room (min. 10 people)
- Interview room (optional)
- Event Staff Room (lockable, e.g. an office or meeting room)
- Storage space

- Parking lot for participants

Organizational tasks

- **Recommendation of service providers** e. g. catering, audio/visual support, furniture, electrification, tent supplier, external staff, etc.
- The **logistics coordination** with test participants regarding the delivery and pick up of test equipment
- Safety: preparation of own **security policy** as guideline for all testers

COSTS

Host

The host will provide and cover the below listed resources:

- **Personnel support**
 - Main point of contact (preparation & onsite)
 - Communications/Press contact (preparation & onsite)
 - Technical support/equipment installation (electrician, onsite)
 - Forklift operator (onsite)
 - Logistics coordinator (for deliveries of test equipment)
 - Supporting staff (could be hosts or students, onsite)
- **Venue** as described **above in responsibilities of the host.**
- **Insurance** for an appropriate amount. The conclusion of such an insurance policy must be proven to the contractor upon request.
- **ICT provisions:** power supply & connections for testing, WIFI for conference & festival & wired internet connections
- The host can sponsor/host additional elements such as catering, evening events or factory tours
- **Promotional costs** for own Marketing activities

The **total amount sponsored** by the host is estimated at around **100 – 150k Euro.**

CharIN Academy GmbH

All additional costs will be forwarded and covered directly by the CharIN Academy GmbH.

These costs include, but are not limited to:

- Cleaning
- Additional parking space rental
- Tents, including lighting, heating, tables, chairs
- Additional toilet facilities
- Support by electricians
- Forklift rental
- First aid, traffic control, night guard
- Catering for all participants during the CharIN Conference & Festival events
- Audio and video support for the CharIN Conference & Festival events
- Photography and Videography
- Banners, decoration, signage

	<p>The host will work within the budget and scope as described. During regular calls, CharIN Academy GmbH and the host will discuss the budget and will agree to possible changes in scope or costs. Based on the forecast of attendees – and subsequent income – the budget can also be reduced or increased.</p>
<p>3</p>	<p>COMMUNICATION & PROMOTION</p> <p>CharIN Academy GmbH and the host are both responsible for the promotion of the event. Both parties will coordinate the message and include the trademarks of both CharIN Academy GmbH and the name of the host. Onsite promotional activities should be coordinated for a consistent brand image.</p>
<p>4</p>	<p>FINANCES</p> <p>The budget owner of the CharIN Testival is CharIN Academy GmbH. CharIN Academy GmbH is responsible for the collection of the fees. CharIN Academy GmbH will bear the financial risk should costs exceed the income.</p>

3. Legal and Commercial Conditions

Quotations to be submitted in writing in English language. Please submit your quotation to the contact person indicated below by November 30th, 2022. We recommend using the provided table for your quotation.

The applicability of the general terms and conditions of the bidding company or any other terms and conditions will be expressly excluded.

In case the bidding party is a full merchant, it is mandatory that the contract will be subject to German law excluding the conflict-of-law provisions.

We would highly appreciate to receive pictures from the venue, a floor plan, as well as an indication for potential advertising spaces together with your proposal. Please also indicate the maximum number of pairing possibilities of EV/EVSE spots and the maximum power supply on-site. Additionally, we would like to ask you to indicate sustainability measures taken at your location e.g. if power comes from renewable energy.

4. Contact Person – Representatives of CharIN association

The following person serves as primary point of contact and shall be the only person to receive the quotation:

CharIN - Charging Interface Initiative e.V.

Iohanna Vater

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To simplify the process, we would highly appreciate if you would use the attached quotation table.