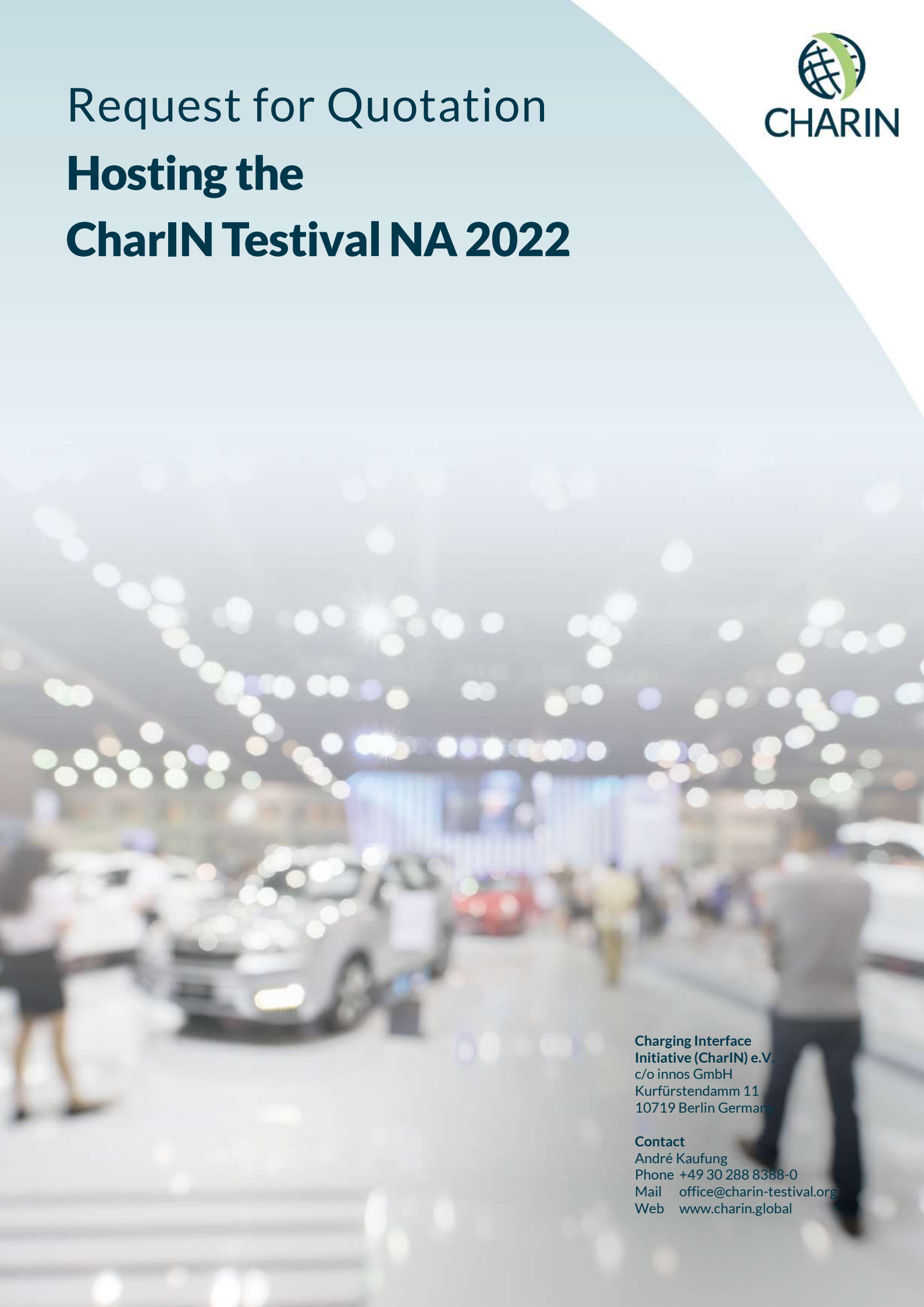


Request for Quotation Hosting the CharIN Festival NA 2022



**Charging Interface
Initiative (CharIN) e.V.**
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Table of Contents

1. About CharIN.....	3
1.1. Event information.....	4
2. Description of Services.....	5
3. Legal and Commercial Conditions.....	8
4. Contact Person – Representatives of CharIN association.....	9



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 in the Netherlands, 2019](#)

[Testival Europe, 2021](#)

[Testival in North America, 2021](#)

Draft week flow 2022

Calendar week 38 (alternative dates can be checked):

Monday: Setup Day

Tuesday: Conference (full day) & Testival (full day)

Wednesday: Testival (full day)

Thursday: 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 (2,400 m²) <ul style="list-style-type: none"> • 800 m² Testival <ul style="list-style-type: none"> ○ 18 test sites for 18 vehicles and 18 charging stations (5 m x 5 m per test site) ○ Driveway for round robin • 150 m² Testival <ul style="list-style-type: none"> ○ 5 test sites for 5 vehicles and 5 test systems (5 m x 5 m per test site) • 100 m² Testival <ul style="list-style-type: none"> ○ 9 test sites for 9 controllers (2 m x 2 m per test site) • 300 m² Conference <ul style="list-style-type: none"> ○ Space for a stage for up to 6 speakers ○ 250 people (seating theatre style) • 600 m² Foyer <ul style="list-style-type: none"> ○ Registration ○ Catering Area • 3 x 120 m² Side events <ul style="list-style-type: none"> ○ CharIN Focus Group Meeting (approx. 50 people) ○ CharIN Member Meeting (approx. 50 people) ○ CharIN Steering Committee Meeting (approx. 30 people) • 100 m² Storage <ul style="list-style-type: none"> ○ Parking lot • Coordination of all service providers in the preparation and on the day of the event: e. g. catering, audio/visual support, furniture, electrification, tent supplier, external staff, etc. • Marketing and communications, including support in the promotion of the event (in consultation with the organizer) • The logistics coordination with test participants regarding the delivery and pick up of test equipment • Insurance (host is obliged to take out insurance for an appropriate amount. The conclusion of such an insurance policy must be proven to the contractor upon request. • Safety (preparation of own security policy as guideline for all testers) • Supporting staff in the preparation and on the day of the event regarding logistics, equipment installation and event support

	<ul style="list-style-type: none"> • ICT provisions (power connections, wifi and internet connections) • Staff prior to the event for the areas: event management, marketing & communications, logistics (coordination of deliveries of test equipment), and technical support (planning of technical installation for testers). • Staff on the days of the event: event management (1 person), logistics (2 persons), technical support/equipment installation (2 persons), and event support (15 people).
<p>2</p>	<p>COSTS</p> <ul style="list-style-type: none"> • The host will provide personnel support to CharIN Academy GmbH in the preparation and on the day of the event. This personnel support consists of: <ul style="list-style-type: none"> • Organizational team • Marketing & Communications • Technical staff (on site) • Event support staff (on site) <p>Please provide FTE or Euro amount sponsored by the host.</p> • The host will provide the venue as described above (see RESPONSIBILITIES OF THE HOST) • All additional out of pocket costs for the host will be forwarded to CharIN Academy GmbH and CharIN Academy GmbH will directly pay the creditors. These costs include, but are not limited to: <ul style="list-style-type: none"> • 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 Festival events • Audio visual support • Audio and video support for the CharIN Festival events • Photography and Videography • Banners, decoration, signage <p>The host will work within the budget and scope as described. During the 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>

3	COMMUNICATION & PROMOTION <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. Each company will bear its own promotional costs.</p>
4	FINANCES <p>The budget owner of the CharIN Festival 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 early April (04/11/2022).

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.



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:

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