

Otago Chamber of Commerce

# **DUNEDIN BUSINESS FORUM**

Tender Document



# About the Otago Chamber of Commerce

**Our vision is to lead, develop and promote the interests of business for the benefit of the Otago Community.**

As an organisation dedicated to promoting and actively encouraging business growth and opportunity throughout the Otago region we offer business and business people a range of services and advocate strongly for our region's economic future.

We are a not-for-profit membership organisation, meaning everything we do is for our members and for the benefit of the Otago business community. We have approximately 1,000 members from all sectors and industries, in all shapes and sizes of organisations and from many towns throughout the Otago region.

Information and support for business is delivered in a number of ways including:

- Access to business information and resources
- Connecting members through networking events and functions
- Developing capability and skills through our training workshops and programmes

We deliver access to a range of advice, support and connections that will help local business succeed.

We also advocate and offer a voice for our member's business concerns and submit on behalf of members on local and national government policy.

We believe in and advocate for the future advancement of Otago as a region for successful business ventures at a local, national and international level.

**Leading Business  
growth and opportunities  
in Otago**



# 2018 Otago Chamber of Commerce Dunedin Business Forum Sponsorship Tender

**The Otago Chamber of Commerce Invites you to tender for Naming Sponsor of the Otago Chamber of Commerce Dunedin Business Forums.**

## **Summary**

The Otago Chamber of Commerce (Chamber) Dunedin Business Forums (Forums) are designed as a networking and information sharing opportunity to meet the specific needs of CEO's, Senior Managers, Board Members and Business Owners.

These events create an opportunity to discuss regional, national and international issues effecting business, and provides a platform for key stakeholders and decision-makers to voice their concerns. This enables the Chamber to advocate on behalf of the business community to empower economic prosperity and growth.

The Forums are held over lunch and are hosted by the Chief Executive and President of the Chamber and attendance is by invitation only.

We are seeking sponsorship at a minimum to cover the costs of arranging and hosting the Forums including the provision of catering a lunch for each event. The current costs including staff and overheads is between \$5,000 - \$6,000.

The Chamber is committed to providing specific business events to create a platform for business to raise their brand profile and do business.

## **Dates**

The Forums are held on a monthly basis from February to December 2018.

## **Target Audience**

The event is targeted at business leaders including Chamber members and businesses throughout Dunedin. The event is widely promoted and is intended to support growth and opportunity to the region.



# 2018 Otago Chamber of Commerce Dunedin Business Forum Value Proposition

**As a Sponsor of the 2018 Otago Chamber of Commerce Dunedin Business Forums you will receive the following comprehensive package of benefits:**

**Key Benefits:**

- Naming rights to the Forums awarded to your organisation
- The email address of all attendees and access to the review information
- A speaking/promotional opportunity at the Forums (limited to five minutes), at each event
- Social media leveraging opportunities through highly engaged digital audience – Twitter, Facebook and LinkedIn audience
- Promotion of the event through the Chamber Chat (circulation 1,650), our online newsletter
- Dedicated sponsors page on the Chamber website, links included to your organisation's website
- Branding exposure through banner display and advertising flyer opportunities at the Forums awarded to your organisation



# 2018 Otago Chamber of Commerce Dunedin Business Forum Invitation to Tender for Sponsorship

## Tender Process

The Chamber is looking to appoint sponsors for a minimum of three or up to 11 Forum's for 2018. Tenderers are requested to mark clearly which option they are pitching for on their submission.

The Chamber reserves the right to add/remove elements and financials at a later date should the event requirements change. This would only be at the Chamber's request and in consultation with the successful tenderer.

## Tender Deadline

All submissions must be received by 5pm Friday 26<sup>th</sup> January 2018. Responses received after this deadline will not be accepted. Responses should be emailed to Dougal McGowan, CEO, [CEO@otagochamber.co.nz](mailto:CEO@otagochamber.co.nz);

Tenders should clearly mark on their submission which events of the contract they are tendering for.

Organisations will be contacted by Monday 5<sup>th</sup> February 2018 to be advised if they have been successful.

Please note that in order to maintain fairness in the tendering procedure we are unable to answer any questions relating to other potential tenders.

## Terms of Contract

This sponsorship agreement is between the successful tender/tenders and Chamber, whereby tender/tenders agrees to sponsor the Forums.

This contract commences the date this agreement is signed and only applies to the dates specified.

## Sponsors Contribution

The cash contribution plus GST agreed to in the tender is required to be paid to the Chamber by the 20<sup>th</sup> of the month following signing of this agreement. The Chamber will issue you with an invoice as appropriate.





## **Sponsors Benefits**

Benefits to Forum Sponsors are as outlined in the Sponsorship Proposal document. Sponsors will be notified of their allocated successful tenders, once all tenders have been confirmed.

## **Name Association**

Successful tenders agree to act in the best interests of the Chamber in respect to utilising their association as a Forum Sponsor.

The Chamber agrees to seek sponsor approval for all documentation, within its control, incorporating the sponsor's name or logo.

Acknowledgment of the Chamber ownership of the Forum must be included in all articles containing more than 50 words used by the successful tender/tenderers.



# 2018 Otago Chamber of Commerce Dunedin Business Forum Invitation to Tender for Sponsorship Agreement

## Investment

Please state the Forum's you wish to bid for and the amount of sponsorship investment you are willing to make for this comprehensive package of benefits.

Forum's you wish to bid for:

- ☐ February 2018
- ☐ March 2018
- ☐ April 2018
- ☐ May 2018
- ☐ June 2018
- ☐ July 2018
- ☐ August 2018
- ☐ September 2018
- ☐ October 2018
- ☐ November 2018
- ☐ December 2018

Investment you are willing to contribute

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Approved by (Signature)

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Organisation

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Dated

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