

# 2018 Events Management Tender Document



**Westpac Otago  
Chamber of Commerce  
Business Awards**



## 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 Westpac Otago Chamber of Commerce Business Awards Events Management Tender Document

**The Otago Chamber of Commerce invites you to tender for the services of event management for the 2018 Westpac Otago Chamber of Commerce Business Awards**

## Overview

The 2018 Westpac Otago Chamber of Commerce Business Awards will mark 20 years of business excellence, with the awards having been held biennially since 1998. The awards are designed to highlight the immense range of skills, knowledge and innovation within the Otago region.

The aim of the 2018 Awards is to build on the successes of the previous awards and again recognise the unique business environment and skill base within our region. The awards are an opportunity for businesses to gain exposure and recognition whilst celebrating business excellence in Otago. Entering the awards will provide an opportunity to be benchmarked against top performers in various industry sectors demonstrating best practice and innovation.

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

## Dates

- Sponsors Evening – 21 May 2018
- Awards Launch – 28 June 2018
- Finalists Evening – 30 October 2018
- Awards Ceremony – 30 November 2018

## Target Audience

The event is targeted to Chamber members and businesses throughout the Otago region. The event is widely promoted across the region and is intended to inform the wider community of local business success stories.



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## Background

- The Contractor will carry out the duties required for pre-event and back stage management of the “2018 Westpac Otago Chamber of Commerce Business Awards’ November 30, 2018.
- The Chamber requires the Contractor to carry out and complete work as instructed and agreed by both parties as outlined in Schedule 1 (attached).
- The relationship between the Chamber and the Contractor is a relationship of principal and independent contractor and nothing in this agreement is intended to constitute any relationship of employer/employee.

## Term

- The term of this Agreement will be approximately nine months, with the start date being the date this agreement is signed and the expiry date being December 1, 2018. This expiry date may be reviewed and extended with the agreement of both parties.

## Acceptance

- These Terms and Conditions apply subject to any variation recorded in writing and agreed to by the parties.

## Contractor Obligations

The Contractor:

- Will undertake the project as outlined in Schedule 1, providing the services with all due skill, care and diligence and in accordance with accepted professional and business practices, to the satisfaction of the Chamber.
- The day to day direct reporting line (for example direct work instruction and feedback) is between the Contractor and the OBIZ committee.
- Comply with all laws, procedures and codes of practice that apply in relation to the services.





### **Fees and Support**

- The Chamber will pay the agreed fee of the winning Contractor. The Chamber will pay the Contractor any reasonable out of pocket expenses incurred in the management of the Chamber.

### **Payments**

- The Contractor will submit an invoice to the Chamber on the signing of this contract for 25% of the fees the remaining 75% will be invoiced on completion of the project November 30, 2018.
- The Chamber will pay the invoices no later than the 20th of the month following the date of the invoice.

### **Confidentiality**

- The Contractor and the Chamber will keep confidential information obtained or imparted which the Chamber and the Contractor deem to be confidential.

### **Intellectual Property**

- Each party retain their own rights & ownership to any content, ideas, materials they individually produce for the Chamber.

### **Termination**

- This agreement may be terminated without notice by the Chamber or the Contractor if either party commits a serious breach of any of the terms of this agreement.

### **Tender Deadline**

All submissions must be received by 5pm Friday 9 March 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);

Organisations will be contacted by Monday 26 March 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.



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## Fees

Please state the fee you wish to bid for the service of events management of the 2018 Westpac Otago Chamber of Commerce Business Awards, excluding GST:

Fee you are willing to charge

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Approved by (Signature)

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Organisation

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Dated

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Approved by (Signature)

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On behalf of the Otago Chamber of Commerce

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Dated

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# Schedule One

## Contractor Overview

Programme:	Pre-event & back stage management of the 2016 Westpac Otago Chamber of Commerce Business Awards.
Dates:	November 30, 2018
Printed Material:	Arranged by the Otago Chamber of Commerce
Promotion:	Arranged by the Otago Chamber of Commerce
Venue Bookings:	Arranged by the Otago Chamber of Commerce
Onsite Management:	Contractor
Sub-contractors:	Contractor to engage
Planning Meetings:	Face to face and email

## Pre-Event

- Participate in planning meetings.
- Prepare a project plan, highlighting key deadlines and assigning responsibilities.
- Liaise with Chamber staff to prepare and work within a budget.
- Coordinate catering in conjunction with Chamber staff.
- Prepare a risk assessment management plan including contingencies.
- Prepare a run sheet.
- Continually check that deadlines are being met.
- Oversee the design power point slides for audio visual display.

## Onsite Management

- Supervise the installation of decor, audio-visual equipment etc.
- Check all arrangements throughout the programme, e.g. ensuring that catering is provided on time, audio visual and sound equipment is operational, directional signs are in place.
- Advise catering and venue staff of any programme changes.
- Manage the programme, talent and MC on the night as per run sheet.
- Resolve any problems which may arise.
- Provide sufficient staff to ensure smooth running of event.

## Subcontractor Management

- In conjunction with the Chamber staff procure the professional services of subcontractors required to fulfil the requirements of audio visual, lighting and catering.
- Manage the sub-contractors to ensure that all deadlines and services are provided on time and in a professional manner.



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### Dealing with Subcontractors/Suppliers

- In conjunction with Chamber staff work with subcontractors/suppliers, for required services and price negotiating.

