

Event Planning for CAPPAs Annual Conference

Draft

This Agreement is made this _____ Day of _____, ____ by the Central Association of Physical Plant Administrators (CAPPAs), hereinafter referred to as "CAPPAs" and **The Event Planner**. Parties mutually agree to enter into this Contract and Agreement as follows:

The Event Planner shall provide the following scope of services for the CAPPAs Annual Educational Symposium & Business Exposition for the year of ____:

1. **Conference Management Services**

- a. Development and management of timeline/action schedule.
- b. Facilitate awards process – order awards and arrange delivery and shipping.
- c. Serve as a member of the Business Partner Liaison Committee.
- d. Assist CAPPAs to maintain budget and track income and expenses.
- e. Assist CAPPAs in the production of printed materials, including but not exclusive to text, photos, and other brochure collateral material.
- f. Provide on-going written and verbal communications to conference chairperson and applicable key personnel designated by the chairperson.
- g. Assist CAPPAs to finalize income/expense reports for the conference.

2. **Other Conference Management Services**

- a. Management of ancillary vendors providing services on behalf of CAPPAs.
- b. Management assistance with hotel logistics, audio visual and food & beverage requirements.
- c. Assist CAPPAs in the production of conference agendas, exhibitor/business partner lists, sponsorship lists, and all other necessary database management.
- d. Meet with hotel staff and all other ancillary vendors as needed to ensure requirements are being met.

3. **Tradeshow Management and Exhibitor**

- a. Management of exhibition and hotel support facilities.
- b. Design show floor to maximize accommodations for exhibitors, sponsors, and food services.
- c. Negotiations for and management of decorator services.
- d. Assist CAPPAs in the production of exhibitor information packets.
- e. Assist CAPPAs to collect exhibitor contracts and payments.
- f. Assist CAPPAs to assign booth spaces based on requested space configuration.
- g. Liaisons with exhibitors to ensure all requirements are met.
- h. Coordinate tradeshow requirements with decorator.
- i. Provide assistance to exhibitors for set-up through tear-down.
- j. Conduct tradeshow survey on the last day of the event. Publish results and review with CAPPAs.

4. **Future Site Management Services**

- a. Conduct site visits for conference host as needed.
 - b. Negotiate decorator and other ancillary vendor contracts.
 - c. Determine specific needs of this conference location.
5. **On-site Management Services**
- a. Conduct pre-conference meeting with hotel, decorator and ancillary vendors.
 - b. Oversee set up of exhibit hall, general session, training classes, registration desk.
 - c. Assist speakers and trainers with rehearsal and special needs.
 - d. Provide assistance to exhibitors.
 - e. Advance all functions and meeting space prior to training classes and conference events.
 - f. Oversee all activities of hotel.
6. **Post Event Management Services**
- a. Reconcile all final bills with hotel and ancillary vendors.
 - b. Assist host in collecting delinquent payments from sponsors and exhibitors.
 - c. Conduct post event conference meetings with hotel, decorator, and other ancillary vendors.
 - d. Assist CAPPa to complete income/expense accounting, and reconcile to the current conference accounting and registration system when and where applicable.
7. **Conference Management Fees**

CAPPa and **Event Planner** agree to the following compensation schedule:

A base conference management fee of \$ _____ **(to be determined via a bid process)** to be paid as follows:

- a. Initial payment of \$ _____ due within 30 days of the signing of the contract.
- b. A payment of \$ _____ due on April 1st of the year of the conference.
- c. A payment of \$ _____ due at the time of the scheduled conference.
- d. The balance of \$ _____ due at the close out of the event account or at the end of the budget year in which the conference falls, whichever comes first.

Contract Options

Additional fees will be paid at the close out of the event account or at the end of the budget year in which the conference falls, whichever comes first for the Optional Services elected by the host, which include:

- a. Select hotel and negotiate hotel room contract, includes dealing with overflow needs.

- i. **The Event Planner** payment for service is \$ _____

- 1) Option selected for execution by **The Event Planner**
(Initials of 3rd VP & **The Event Planner**)

- 2) To be performed by Host

- b. Sell and assist with sale of sponsorships and booths.

- i. **The Event Planner** payment for service is \$ _____

1) Option selected for execution by **The Event Planner**
(Initials of 3rd VP & **The Event Planner**)

2) To be performed by Host

c. Perform pre-conference registration duties.

i. **The Event Planner** payment for service is \$ _____

1) Option selected for execution by **The Event Planner**
(Initials of 3rd VP & **The Event Planner**)

2) To be performed by Host

d. Perform on-site conference registration duties. This will include staffing, setting up the registration table, and performing all of the administrative duties for the conference attendees.

i. **The Event Planner** payment for service is \$ _____

1) Option selected for execution by **The Event Planner**
(Initials of 3rd VP & **The Event Planner**)

2) To be performed by Host

e. Conference remembrance (shirt/jacket, etc.) acquisition including shipping and delivery.

i. **The Event Planner** payment for service is \$ _____

1) Option selected for execution by **The Event Planner**
(Initials of 3rd VP & **the Event Planner**)

2) To be performed by Host

8. **Additional Expenses/Reimbursables**

- a. All out of pocket expenses incurred by **The Event Planner** including long distant charges relating to phone calls or faxes, postage, supplies, name badges and approved travel expenses relating to this event will be reimbursed by CAPP. These items will be billed by **The Event Planner** on an itemized disbursement statement and will be due within 30 days of the date of incurring the expense.

- b. Reimbursement for hotel, meals, miscellaneous out of pocket expenses directly related to the conference. This must include appropriate documentation, including mileage and transportation expenses. These expenses must be within the current guidelines for CAPPAs reimbursement to its officials (viewable at www.cappaorg.edu).
 - c. CAPPAs understands that any additional services not listed in this contract may require additional payment at an hourly rate or project fee deemed acceptable by CAPPAs and **The Event Planner**. Additional services include, but are not limited to, graphic and logo design, copy writing for brochures and other collateral material, speech writing, program agenda, awards recognition speeches, cost of awards procurement, event marketing and promotions, and ancillary communication services.
9. **Liability – The Event Planner** accepts full responsibility for the action of its employees. Although vendors and suppliers are chosen with careful scrutiny, **The Event Planner** shall not be liable to CAPPAs or its employees or members for any acts or omissions, negligent or otherwise, of any vendors or suppliers that can cause injury, death, loss of property, delays (whether or not caused by sickness, pilferage, labor disputes, machinery breakdown, governmental restraints, weather, acts of God or any other cause) or alterations in timetable of services.
 10. **Penalties** – CAPPAs accepts full responsibility for any penalties inflicted by any suppliers or vendors for cancellation, attrition or any reason beyond the control of **The Event Planner**.
 11. **Modifications** – This management services contract constitutes the entire agreement between **The Event Planner** and CAPPAs. Any changes or modifications will be handled to the best of **The Event Planner’s** ability, however, may result in a price increase for CAPPAs.

Central Association of Physical Plant Administrators

The Event Planner

President

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

3rd Vice President

By: _____

Title: _____

Date: _____

Treasurer

By: _____

Title: _____

Date: _____

1. **Contract Extension**

- a. The contract will be extended by one year, and each year thereafter, with the approval of both CAPP and **The Event Planner**.