

Crowsnest Pass Chamber of Commerce Event Manager Contract Position

1. Overview

The **Crowsnest Pass Chamber of Commerce Lifestyle & Outdoor Adventure Show** (Lifestyle Show) is entering its 31st year and the Chamber of Commerce is looking to build on past success.

Not only is this the premier event for southwestern Alberta businesses to make contacts, show off what they do, and sell their products, but the Lifestyle Show is also the largest fundraiser for the Chamber of Commerce, supporting our member services and programming.

2. Event Management Contract

In order to help create a successful Lifestyle Show, the Chamber of Commerce is seeking to contract the additional assistance of an Event Manager.

- 2.1. The Event Manager will be responsible for fulfilling the outlined objectives, scope of work, and deliverables.
- 2.2. The Event Manager position is a term contract; the successful applicant will be on contract only, and not an employee of the Chamber of Commerce.
- 2.3. The Event Manager will report to the Lifestyle Show subcommittee, which is appointed by the Chamber of Commerce Board of Directors.
- 2.4. Some tasks will be completed by volunteers but will be coordinated through the Event Manager.
- 2.5. The applicant may be an individual, company, or group.

3. Objectives

The Event Manager will work with a subcommittee appointed by the Chamber of Commerce Board of Directors to oversee the development of the Lifestyle Show. The subcommittee will provide guidance to the Event Manager, and communicate progress back to the Chamber of Commerce Board of Directors. The outcome will be a successful Lifestyle Show that is profitable for our vendors, and that is well run with good progress records that will assist in refining subsequent events.

4. Organizational Information

The Crowsnest Pass Chamber of Commerce is an important link in the ever-changing world of business, marketing, and tourism for the Crowsnest Pass. As a team, the Chamber accomplishes what no business can achieve alone. A proud member of the Alberta Chamber of Commerce, we support member businesses with a variety of services and benefits. As an advocate for businesses in the community, the Crowsnest Pass Chamber of Commerce encourages partnerships among individuals, civic groups, businesses and our municipal government. The Chamber of Commerce is a registered non-profit society.

5. Scope of Work

- 5.1. The Chamber of Commerce will confirm the scope of work with the successful applicant. The scope of work is a general guideline and a more specific work plan will be developed in conjunction with the Lifestyle Show subcommittee. It is expected that the scope of work will take approximately 100 hours to execute.
- 5.2. Scope of work:
 - 5.2.1. Work with Lethbridge Exhibition Park on the show layout and assist in directing setup.
 - 5.2.2. Recruit and coordinate any special services and entertainment used at the show.
 - 5.2.3. Assist in the marketing and promotion of the show online and through social media
 - 5.2.4. Coordinate door prizes with sponsors.
 - 5.2.5. Coordinate print and radio advertising with the Lifestyle Show subcommittee, which will be ordered through the Chamber of Commerce office
 - 5.2.6. Coordinate show security and work with the Crowsnest Pass Fire Chief to ensure that the show is set up in a way that meets provincial fire regulations, and attains occupancy approval
 - 5.2.7. Coordinate and assist in cleanup after the show
 - 5.2.8. Assist with placing promotional materials, such as signs and posters, throughout the community
 - 5.2.9. Coordinate volunteers.
 - 5.2.10. Assist in site setup
 - 5.2.11. Coordinate Vendor Meet & Greet and Breakfast
 - 5.2.12. Coordinate entrance staff.
 - 5.2.13. Coordinate parking.
 - 5.2.14. Participate in regular meetings with the Lifestyle Show subcommittee
 - 5.2.15. Participate in meetings with the Municipality of Crowsnest Pass administration/facility staff.
 - 5.2.16. Maintain detailed progress notes online
 - 5.2.17. Attend a post-event debriefing with the Chamber of Commerce Board of directors, and provide a Summary Report to the Board.

6. Performance Standards

The Chamber of Commerce will be responsible for filling booths and contacting vendors. The Event Manager will be responsible for the successful execution of the Lifestyle show.

- 6.1. The progress of the Event Manager will be monitored by the Lifestyle Show subcommittee at weekly meetings and by online tracking of the work plan.
- 6.2. The Chamber of Commerce board will create a detailed budget for the Lifestyle show and it is expected that the Event Manager will work within these financial parameters.
- 6.3. Any financial expenditures, gifts, rebates, or donations not specified in the Lifestyle Show budget will be approved by the Chamber of Commerce Board of Directors.
- 6.4. Unauthorized gifts, rebates, donations, or expenses incurred by the Event Manager will be withheld from the final payment of this contract.
- 6.5. All payments from Lifestyle Show participants will be made through the Chamber of Commerce office and the Event Manager will not handle any event income.

7. Deliverables

- 7.1. The Event Manager will be responsible for:
 - 7.1.1. Fulfillment of the scope of work outlined in this request for application.
 - 7.1.2. Successful execution of the Lifestyle show, based on the deliverables in the work plan.
 - 7.1.3. Detailed electronic notes detailing the progress and development of the Lifestyle Show.

8. Term of Contract

The contract will commence upon acceptance of a successful application and end after the conclusion of the 2019 Lifestyle Show on April 27, 2019.

9. Payments and Penalties

- 9.1. Payments will be made on the following schedule:
 - January 31st – 25%
 - February 28th – 25%
 - March 31st – 25%
 - April 30th – 25%
- 9.2. Payment will be made only for work accomplished to date, not in advance of the payment date. The Lifestyle Show subcommittee will review progress with the Event Manager, and if necessary will withhold payment if sufficient progress has not been made, based on the work plan.

10. Contractual Terms and Conditions

- 10.1. The applicant, the applicant's employees, subcontractors, and agents shall:
 - a. Keep strictly confidential, all information concerning the Chamber of Commerce, and any of the business or activities of the Chamber of Commerce acquired as a result of applying, and
 - b. Only use, copy or disclose such information as necessary for the purpose of submitting an application.
- 10.2. Conflict of interest provisions:
 - a. Applicants must fully disclose, in writing, before the closing date, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the applicant were to become a contracted party.
 - b. The Chamber of Commerce shall review submissions by applicants and may reject any applications where, in the opinion of the Chamber of Commerce Board of Directors, a conflict of interest is deemed detrimental to the project or the integrity of the Chamber of Commerce.
- 10.3. The applicant is responsible for all costs of preparing and presenting their application without remuneration from the Chamber of Commerce.
- 10.4. Applicants shall not have any claim for compensation of any kind as a result of participating in this process, and by submitting an application each applicant shall be deemed to have waived their right to make a claim.
- 10.5. Consent to Use of Information
 - a. The applicant consents, and has obtained the written consent from any individuals identified in the application, to the use of their personal information in the application

by the Chamber of Commerce, the Chamber of Commerce's employees, subcontractors and agents, to enable the Chamber of Commerce to evaluate the application.

- 10.6. Applications and accompanying documentation, upon receipt by the Chamber of Commerce, will become the property of and will be retained by the Chamber of Commerce.
- 10.7. The Chamber of Commerce will enter into a contract with the successful applicant, which shall contain the terms and conditions specified herein. If, in the opinion of the Chamber of Commerce, it appears that the contract may not be finalized with the applicant within thirty (30) days, the Chamber of Commerce may contract with other applicants.

11. Requirements for Application

- 11.1. Applicants for the position of Event Manager should provide the following:
 - CV, resume, or bio detailing relevant experience
 - Business/Persona references and any other relevant information that will help the Chamber of Commerce in their contractor selection
- 11.2. Applications may be submitted electronically to the Chamber of Commerce Office Manager, but the sender is responsible for confirming receipt by the closing date in Section 12.
- 11.3. If providing printed applications, the applicant must provide seven (7) copies.
- 11.4. All information provided by the applicant will be kept confidential and applications will be kept on file for future reference.

12. Evaluation and Hire Process

- 12.1. Applications will be accepted until noon on January 8, 2019.
- 12.2. Applications will be reviewed on the basis of:
 - Relevant experience and level of expertise
 - Quality of application and supporting information
- 12.3. The Chamber of Commerce Board of Directors will review all applications at the monthly meeting on Thursday, January 10, 2019.
- 12.4. It is expected that the recipient of the contract will be notified within three (3) days, however the Chamber of Commerce reserves the right to conduct further due diligence if required.
- 12.5. The Chamber of Commerce is not bound to accept any of the applications submitted, and retains the right to extend or restart the process if it is deemed that a sufficient response is not received.

13. Point of Contact for Applications and Inquiries

All applications, questions, and correspondence should be directed to:

Office Manager
Crowsnest Pass Chamber of Commerce
12707 20th Avenue
Box 706 Blairmore
Crowsnest Pass, AB T0K 0E0
p: (403)562-7108
e: office@crowsnestpasschamber.ca