

EVENT OPERATIONS & LOGISTICS SERVICES AGREEMENT

September 16–17, 2026

Scope of Services

The Contractor agrees to provide event operations and logistics support for the **Placentia Bay Industrial Showcase (PBIS 2026)** and will work collaboratively with the Placentia Chamber of Commerce, the PBIS Planning Committee, staff, volunteers, and service providers to ensure the successful planning, coordination, and delivery of the conference.

The Contractor will be responsible for the following:

- Represent the Placentia Chamber of Commerce and the PBIS Planning Committee in a professional, courteous, and positive manner at all times.
- Coordinate and support the setup of all conference venues, ensuring all work is completed safely, efficiently, and in accordance with the conference schedule. Venue setup will begin during the week prior to the conference.
- Develop and implement the conference floor plan in consultation with the Program Coordinator.
- Oversee the day-to-day operations of the tradeshow, ensuring exhibitors are properly accommodated and all activities proceed according to schedule.
- Install, monitor, and maintain all event signage, including sponsor signage, directional signage, Chamber banners, registration areas, and other conference branding materials.
- Liaise with and coordinate the activities of third-party contractors and service providers, including catering, audiovisual, electrical, pipe and drape, marketing, and other event support services.
- Serve as the primary on-site contact for exhibitors and presenters, responding to inquiries and assisting with booth setup, adjustments, and dismantling, as required.
- Ensure sponsor recognition materials, digital presentations, and conference branding are displayed as directed. Coordinate with **JAC Agency** regarding sponsorship slideshows, photography, and other promotional materials.
- Troubleshoot operational issues and respond promptly to unexpected situations throughout the conference.
- Support conference sessions by ensuring meeting rooms are prepared, presentations are available, speakers' requirements are met, and the conference schedule remains on time.

- Coordinate stage operations, including presentation monitors, timing devices, water service, and any other speaker requirements.
- Oversee the dismantling of conference venues following the event and ensure all equipment, signage, and materials are properly packed, stored, or returned.
- Work collaboratively with the Program Coordinator, Chamber staff, volunteers, contractors, and venue personnel to complete any additional duties required for the successful delivery of PBIS 2026.
- Submit a comprehensive post-event report within one (1) week following the conference. The report shall include:
 - *A summary of services provided;*
 - *An evaluation of event operations;*
 - *Best practices and lessons learned;*
 - *Recommendations for future conferences; and*
 - *Relevant participant and stakeholder feedback.*

Contractor Requirements

The Contractor shall:

- Maintain valid Commercial General Liability Insurance and provide proof of coverage prior to the commencement of services.
- Be a member in good standing with the Placentia Chamber of Commerce, with 2026 membership dues paid in full prior to the event.
- Comply with all applicable health and safety legislation, policies, and regulations while performing services under this Agreement.

Acceptance

By signing below, the Contractor acknowledges that they have read, understood, and agree to provide the services outlined in this Agreement.

Contractor: _____

Date: _____

Signature: _____

Authorized Representative: _____