



**CALIFORNIA
HISPANIC**
CHAMBERS OF COMMERCE

REQUEST FOR PROPOSALS – DJ SERVICES
CHCC 40th Annual Statewide Convention
August 21 -24, 2019
Stockton, CA

The California Hispanic Chambers of Commerce (CHCC) is requesting proposals outlining DJ services for its 40th Annual Statewide Convention in Stockton, California. The goal is to drive attendance to the convention, to build awareness of the CHCC brand, and to deliver sponsorship benefits through news releases and event media outreach.

About the CHCC:

The CHCC serves as the leading Hispanic statewide business and professional organization promoting the interests of more than 800,000 Hispanic businesses and local Hispanic Chambers of Commerce in California. The goal of the CHCC's Annual Convention is to elevate discussion and participation among Hispanic business owners, corporate business leaders, community leaders, and government officials to address issues of relevance to the Hispanic business community.

Event Information:

The CHCC State Convention is the premier minority/ethnic business convention in California, offering participants the opportunity to learn the latest trends in business development, network with outstanding business professionals and gain insights into growing and maintaining a successful business. Throughout the convention, participants can celebrate the educational, political, and economic successes of the Hispanic community. For more information and calendar of convention events please visit www.cahcc.com.

DJ services are required for the following two events:

Events:	2019 CHCC Annual Convention Kick-Off	2019 CHCC Annual Convention
Dates:	June 21 st , 2019	August 21 st – 22 nd , 2019
Times:	Friday 5:30 pm to 10:00 pm (Reception)	Wednesday 6:00 pm to 10:00 pm Thursday 6:00 pm to 10:00 pm
Location:	University Plaza Waterfront Hotel 110 W Fremont Street Stockton, CA 95202 Stockton Arena 248 W Fremont St Stockton, CA 95203	

Scope of Work

- Must arrive one and half (1.5) hours before the event start time.
- Provide all necessary audio and performance equipment.
- Music style and selection to be pre-approved.
- Provide a Certificate of Insurance naming all required entities as additionally insured.

All proposals, correspondence, and requests are to be submitted to:

California Hispanic Chambers of Commerce
ATTN: Laura Cabanero
1510 J Street, #110
Sacramento, CA 95814
and emailed to Laura@cahcc.com.

Faxed proposals will not be accepted. Please follow-up with Laura at (916)444-2221 or Laura@cahcc.com to confirm receipt of your proposal.

Proposal Deadline: Monday, April 1, 2019

Decision Date: Friday, April 5, 2019

Submission of Proposals

Proposals submitted by minority-owned or small business entities are preferred. Proof of membership with a regional Hispanic Chamber of Commerce will be required to finalize contract acceptance.

Proposals must include the following:

- Estimate of service to cover the hours allocated per event (one or multiple in case of DJ Services) including kickoff event.
- Previous experience providing outlined services for corporate events.
- Samples of work or a link to website portfolio.
- Standard company background and sales kit.
- Video examples of live performances.
- Three references of previous clients.

Key Decision Factors

- Previous experience promoting corporate events.
- Ability of vendor to provide high level of service.
- Incomplete and/or late responses will not be considered.

Terms and Conditions

- The CHCC reserves the right to accept or reject any or all proposals and to further negotiate with one or more vendors. The awarded will solely be based on the best interests of the CHCC.
- Vendor will thoroughly state any exceptions, non-compliance, conflict of interest, or variation to previous specifications.
- Vendor is responsible for any permits required for their part of the event.
- The CHCC is not responsible for any costs incurred in the preparation of the proposal.
- “Customer Acceptance” shall consist of a subsequent signed document establishing agreement of customer acceptance.
- Vendor will be notified of the accepted proposal by Friday, April 5, 2019.