



**CALIFORNIA
HISPANIC**
CHAMBERS OF COMMERCE

REQUEST FOR PROPOSALS: OFF-SITE PHOTOGRAPHY SERVICES
CHCC 40th Annual Statewide Convention
August 21 -24, 2019
Stockton, CA

The California Hispanic Chambers of Commerce (CHCC) is requesting proposals outlining off-site photography 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.

Services will cover the following events:

Events:	Session 1	Session 2
Dates:	Friday, May 4, 2019 & Saturday, May 5, 2019	Tuesday, August 20, 2019
Times:	9:00 AM – 5:00 PM	9:00 AM – 5:00 PM
Locations:	Stockton, CA	Stockton, CA

Scope:

- Provide CHCC with videography CDs/master files with the transfer of copyrights – final product to be delivered to the CHCC within seven (7) days after the event. All services will be provided based on a final schedule to follow at a later date and considered an inclusion to the final contractual agreement.
- Provide CHCC with video subject shoot location recommendations within Stockton, CA (i.e. venues or locations which will capture the city and be used to promote the 2019 Convention).
- For session 1, videographer must provide CHCC with raw and edited footage of video subjects by Friday, May 10, 2019 at 6:00 PM.
- For session 2, videographer must provide CHCC with raw and edited footage of video subjects by Thursday, August 22, 2019 at 6:00 AM.
- Provide a Certificate of Insurance naming all required entities as additionally insured.
- Maintain as proprietary and confidential all information and content concerning the CHCC and its affiliated groups.

- Ensure that footage at all events include sponsor signage and professional settings.
- Capture sponsor representatives, awardees, keynote speakers, dignitaries, and VIPs as outlined by CHCC staff.
- Must be equipped to communicate logistics to CHCC staff and photography team.

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:

- Previous experience providing outlined services for corporate events.
- Samples of work or a link to website portfolio.
- Standard company background and sales kit.
- Three reference of previous clients.

Travel & Hotel Accommodations:

- Once awarded, the CHCC will discuss hotel and travel accommodations.

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.

Scope:

- Provide CHCC with photography CDs/master files with the transfer of copyrights – final product to be delivered to the CHCC within seven days after the event. All services will be provided based on a final schedule to follow at a later date and considered an inclusion to the final contractual agreement.
- Provide onsite digital images as needed for media requests.
- Provide a Certificate of Insurance naming all required entities as additionally insured.
- Maintain as proprietary and confidential all information and content concerning the CHCC and its affiliated groups.
- Ensure that photographs at all events include sponsor signage and professional settings.

- Capture sponsor representatives, dignitaries and VIPs throughout the event.

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Proposals must include the following:

- Estimate of services to cover the golf tournament, three days of convention and kickoff event.
- Previous experience providing specific services for corporate events.
- Samples of work or a link to website portfolio.
- Standard company background and sales kit.
- Three references from previous clients.

Key Decision Factors

- Previous experience promoting corporate events.
- Ability of vendor to provide high level of service.
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