



Tender document for the selection of the Organizer of the third edition of the “Festival Italiano” in Suzhou.

1. The concept of the “Festival Italiano” (the Event) belongs to the Suzhou Working Group of the Italian Chamber of Commerce in China (“SWG”). The third edition of the event will take place on 12th and 13th October 2013.
2. In relation to this Event, the SWG is represented by a Committee in the persons of Federico BONOTTO, Giacomo BOVE, Veronica CAMPIDELLI, Piero FIORITO and Cecile BONZAGNI.
3. The SWG is recruiting an events organizer company (the “**Organizer**”) to arrange and manage under its own responsibility and autonomy the event in coordination with the Committee.
4. Within the principle of the tender, the SWG and the Organizer will cooperate to obtain sponsorship and sales of tickets and coupons and will share the potential profit of the Event.
5. The interested Organizers, within 15 days from the date of this tender document, shall submit to the Committee a event project plan (inclusive of its budget). The Committee within seven days will then select the Organizer of the Event and will inform the others about its decision.
7. With regard to the sponsorship collection and sales of tickets, the SWG is liable to provide only:
 - a) all contacts of the companies that supported with sponsorships the past two editions and to actively promote the sponsorship support within its members;
 - b) to promote the sales of a minimum quantity of tickets within its member
8. The Event location is in Suzhou and it shall have the features of a public venue (so to obtain government permission and respect the requirement of hygienic and safety and so on). Based on past experience, the suggestion is to consider an amusement park/area; in any case the Organizer is allowed to choose and submit suitable alternatives.
9. The Organizer has to constantly keep informed the Committee of the progress of the activities. The Organizer has also to continuously report the costs and the revenues situation. In particular the high spending items of the budget (audio / video support, set-up costs, location expenses and other items if their total costs exceeds 5% of the total expenditure budget) shall be preliminarily discussed and approved by the Committee. In case of disagreement between Organizer and Committee, the Committee is allowed to ask said services to third parties and the related costs shall be accounted in the Event budget.

10. Within 20 days from the end of the Event, the organizer must arrange the accounts reporting that, along with related supporting documentation, shall be submitted to the Comitee from final approval.
11. In case of cancellation of the Event due to responsibility of the Organizer, the Organizer shall pay a penalty of 50,000 RMB to SWG of the Italian Chamber of Commerce in China.
12. In case of losses from the organization of the event, the Organizar will be responsible in full.
13. The agreement with the Organizer is regulated and interpreted according to Chinese law.

