



sparkout  
TECH SOLUTIONS

# Event Management Proposal



[www.sparkouttech.com](http://www.sparkouttech.com)



## About us


Sparkout Tech Solutions in organizing events that will be memorable and beneficial to both vendors and customers.

We have been has been successfully organizing Seminars , Conferences , Business Meetings , Team Building Events , Business Dinners, Net- working Events, Incentive Travels, Opening Ceremonies ,

Product Launches, Theme Parties, VIP Events, Award Ceremonies, Board Meetings, Executive Retreats and so on. To put it simple - We're team players, passionate and talented experts who deliver exceptional results.

Sparkout Tech Solutions and Expos are well conceived and designed. Each stall are well-planned and implemented. Our professional team of experts can provide stunning stall design ideas, which helps you to communicate with your clients as your stall acts as the medium of communication

## Our Services

- 
- Corporate Events
  - Exhibitions
  - Auto Expo
  - Networking Events
  - Product Launch
  - Theme Parties
  - Consumer Expo
  - Online Booking for Events from Websites and mobile applications (Android and IOS)
  - Digital Marketing for the events
  - Event Branding



## 1. EVENT COMPANY'S DUTIES:

The company shall handle the management and planning duties for the event in the manner described on Schedule A attached hereto.

## 2. Payment:

The dates on which payments are due are listed on the payment schedule attached hereto as Schedule B.

## 3. Cancellations:

In the event circumstances change and the Client must cancel the Event, the event company will make its best efforts to modify its planning to reflect the client's needs. However, the client agrees and acknowledges that a change in short notice may cause severe complications for the event company and thus the Client shall forfeit its deposit according to the preparation for the event. Client must cancel the event within 7 days of the stated date.

## 4. Promotion:

The client hereby authorizes the event company to utilize the client's Logo and associated trademarks as well as any media, photos, or footage from the Event, In promoting the event company's services.

## 5. No Modification unless in writing:

No Modification of this Contract shall be valid unless in writing and agreed upon by both sides.



## SCHEDULE A

### Pre-Event planning:

Event Company will plan event according to client's specifications.

### Physical set up of Event site:

We do set up the Event and decorate it according to the client satisfaction.

### Welcoming Event attendees:

We do prepare the Welcome Event prior to the Event the night before as per the client's expectations

### Preparing and distributing Event materials:

We do distribute Client's event materials as per the client's requirement.

### Food/beverage preparation:

The event company will prepare food and beverages as per the client's requirement.

### Speaker accommodations:

We do oversee Client's speaker accommodations as per the client's requirement.



## SCHEDULE B

### Payment Schedule:

Date	Payment
Immediately	Deposit 50%
After the event	Balance 50%

### Contact Details:

Sparkout Tech Solutions

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