

Tender Invitation

for promoting and managing an International Snooker Tournament in Hong Kong – August 2022

Introduction

Hong Kong Billiard Sports Control Council Co., Ltd. ("**HKBSCC**") is planning to organize an international snooker tournament in Hong Kong in early August 2022 (the "**Event**").

The tentative dates for the Event are 3 to 7 August 2022, but the actual dates may be subject to change depending on the development of the pandemic and/or related restrictions imposed by the Government. The intended venue is the Queen Elizabeth Stadium.

HKBSCC hereby invites tender for the work of planning, organizing, promoting and managing the Event under the instructions of HKBSCC.

Eligibility

The tenderer must have a track-record in planning, organizing, promoting and managing similar major sport events.

Scope of Work

1. Engagement of Players and Professional Body

HKBSCC intends to invite around 8 high-ranking professional players. The list of the invitees are to be decided and approved by HKBSCC.

The tenderer is required to:

- liaise with World Snooker Tour relating to the invitation and engagement of the players.
- negotiate the terms of engagement with World Snooker Tour, the players, their managers and/or management companies (the final terms are subject to the approval of HKBSCC).
- assist in applying for applicable working visas for the players to participate in the Event.

2. Event Management

The tenderer is required to arrange for and co-ordinate:

At the venue

- venue set up including but not limited to setting up equipment, lighting, spectator stands and venue decoration, etc.
- broadcasting set up including but not limited to setting up cameras, commentators' box, etc.
- security of the venue, the players and other personnel.
- opening and closing ceremonies.
- masters of ceremonies.
- programme for the Event.
- players' lounge and practice area, etc.
- media center including but not limited to interview area and media facilities.
- bilingual press release and results for media distribution.
- players' autograph sessions.
- catering services.
- lucky draw and other promotional events.
- carry out and enforce all disease preventive measures.
- assistance in emergency situations during the Event.

Outside the venue

- air ticketing and hotel accommodation for the players and other personnel.
- reception of the players and other personnel at the airport and related transportation.
- ground transportation for the players and other personnel during the Event.
- applications for all necessary and applicable licenses for the Event.
- assistance to players in complying with disease preventive measures.
- other activities as described in section 3 below.

3. PR & Promotions

The tenderer is required to plan, manage and co-ordinate public relation and promotional activities which include but are not limited to:

- press conference
- press release
- advertisements
- interviews and featured articles
- website and pages on social media
- production of booklets, souvenirs and other promotional items
- welcome reception
- closing dinner or banquet
- other public relations and promotional activities as instructed by HKBSA

4. TV Broadcast

The tenderer is required to liaise and co-ordinate with broadcaster on TV production and broadcasting.

5. Sponsorship, Sales and Liaison

The tenderer is required to:

- liaise with sponsors of the Event and negotiate the terms of sponsorship if appropriate (the final terms are subject to the approval of HKBSCC).
- arrange for and co-ordinate ticket sales
- invite and liaise with officials and other officiating guests who will be invited to the Event.

6. Miscellaneous

- The successful tenderer will meet with officials of HKBSCC regularly to take instructions and report on progress, and is required to submit a final written report to the HKBSCC after completion of the Event.

Confidentiality and No Assignment

The tenderer must keep the terms of the agreement with HKBSCC and other commercial terms and information concerning the Event which are not available to the public in strict confidence. The tenderer may not assign or sub-contract any of its rights or obligations under the agreement without the prior written consent of HKBSCC.

Tender Requirements

The tenderer shall submit its tender setting out its background, relevant experience and fee proposal to HKBSCC by e-mail.

- Tender closing date: **8 April 2022 (Fri), 17:00 hours**
- E-mail address:

info@hkbilliardsports.org.hk

Hong Kong Billiard Sports Control Council Co., Ltd.
28 March 2022