

ANNEX 1. Spanish Food and Wines Business Meeting at 5 cities, and seminar:

The selected agency will be expected to organize the meetings at 4 or 5 cities, 5 editions, for the year 2021 and the same for 2022, as follows: (the timing is “tentative”, depends on when the agency starts to work)

1. Make a pre-selection of 5 venues. 4 editions before summer, at least one in Tokyo, and one in autumn in Tokyo.
Please ask at least three hotels/banquet halls for written budget estimation 2 or 3 months before the celebration of each event.
The OFECOMES TOKYO will show you the report of previous years as an orientation. Please note the space of each venue. The agency should advise the 5 selected venues on how to send the invoice to OFECOMES TOKYO (it may be complicated due to the application of tax exemption).
2. At the end of January or early February, the agency will send the information about the business meetings to about 100 leading importers.
3. Before sending the announcement of the business meetings, it is necessary to revise the importer’s list, with special attention to the contact information area.
4. The agency will close the inscription and assign importers to each city. The agency will send the invoices to them, and collect participation fees. Afterwards the agency will transfer all collected money to the account of the OFECOMES TOKYO. Sometimes the agency has to transfer money to OFECOMES TOKYO on several stages.
5. The agency is in charge of preparing all the activities related to the scheduled business meetings events and seminars that might take place in order to achieve its full success. This includes but is not limited to: pamphlets, managing online registration, drawing up lists of possible visitors and mailing them, but also other necessary activities.
6. The current agency is using our web “jp.foodswinesfromspain.com”, to announce and to gather visitors for the event. The inscription is made by using “Peatix”. (so far, about 70% of the visitors register using the web.)
7. In case of organizing a seminar, the agency must set the theme and an adequate speaker in coordination with OFECOMES TOKYO. The work to be done by the agency related to the seminars preparation includes: to hire an interpreter if necessary, to assist the speaker to prepare the power point presentation, to translate the presentation if necessary and to elaborate seminar “tickets” for visitors.
8. The agency will find several receptionists for each Business meeting and prepare stationaries for the events. It is also required to send promotional materials to the venues as giveaway gifts to the visitors.
9. It is necessary for the agency to maintain contact with the Japanese importers so that they can participate in these fairs without any problems. (By informing them about how and where to send merchandise to the venues, for example).
10. The Agency is required to be present at all 5 venues until the end of the activities.
11. It is necessary to cover the 5 editions with insurance of damage/accidents for exhibitors, visitors and the venue premises.
12. After the 5 editions, the agency is required to make copies of all the attendance cards (meishi) in CD rom or sending using internet sending services, and send them to the Japanese importers. Also the agency will update the mailing list with new visitors at the event.

13. One month after finalizing the spring/summer editions, and one month after finalizing the autumn edition, the agency must submit to the OFECOMES TOKYO a simple report of the Importers Fair. In mid-December, the agency must submit a full report of the events which will include all the documentation elaborated by the agency until that moment.

There will be more details that cannot be written here. The selected agency should read the report of the previous year with attention.

As this activity includes many details that you cannot understand by only reviewing the previous report, we recommend you allow some margin in the budget, in order to adjust to the unexpected expenditures.