

**EVENT MANAGEMENT AGREEMENT**

This Event Management Agreement (“*Agreement*”) is made on *date* by and between:

- A. *<Name of the Client>*, having its office at *address* (hereinafter referred as the “**Client**”)
- B. *<Name of the Organizer>*, having its office at *address* (hereinafter referred to as the “**Organizer**”)

**Whereas**

- a) *Client* (hereinafter referred to as the “*Client*”) in



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- 1.2 *Client* hereby appoints *Organizer* as the Event Manager for the Event and shall be responsible for the following:
  - *Event*
  - *Event*
  - *Labour*
  - *<other services>*
- 1.3 Organizer shall be responsible for the management of all the details necessary for the performance of the Event.
- 1.4 Organizer shall be responsible for obtaining any permits or licenses required for the Event, parking, and the hiring or leasing of any equipment's required therein and the negotiation of all contracts to be provided by any contractor, vendor or service provider involved in the Event.
- 1.5 Organizer shall submit the designs adopted for the Event to the Client for written approval prior to fifteen days of the Event.
- 1.6 The Organizer shall be responsible for all costs and expenses of the Event and any other activity required for the conduction of the Event.

**2. FEES**

2.1 Agreement price for completing the Scope of Work by the Organizer in accordance with the requirements of the Client shall be of <in numerical>/- (words).

**3. PAYMENT**

3.1 The Client shall pay 50% on signing this Agreement and 50% shall be paid one week before completion of the Scope of Work.  
3.2 Organizer shall invoice the Client for the completion of the Scope of Work.  
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any to the before any Work any materials or out any cost.

5.2 **Delay:** Organizer agrees, injuries or losses incurred by Client. Service is delayed or not conducted by the Organizer agrees to pay the Client immediately the Ag been committed to other service providers involved in the cost incurred to appoint another event organizer.

**6. WARRANTY**

6.2 Organizer represents and warrants to perform the services with reasonable skill and care.

6.3 Organizer shall undertake full liability for the quality of items or services purchased for the Client.

**7. TERM AND TERMINATION**

7.1 This Agreement shall be effective upon the satisfactory completion of the Event and completion of payment.

7.2 If the Client is not satisfied with the Event submitted by the Organizer, the Client has the full right to cancel the Event without any charges on the Client.

7.3 If the Client terminates the Event for any reasons within 15 days of the scheduled Event, the Organizer shall be liable for the expenses incurred by the Organizer subject to the terms of this Agreement.

7.4 If the Organizer terminates the Event for any reasons, the Organizer shall be liable with respect to the Event for any damage caused to the Client.

**8. INDEMNIFICATION**

8.1 The Client shall indemnify and hold the Organizer harmless from all claims, damages, losses, and expenses, including reasonable attorneys' fees, that the Organizer may incur as a result of the Client's negligence, willful or wanton misconduct, or breach of this Agreement.



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**10. CONFIDENTIALITY**

10.1 It is understood that the Client's information, including but not limited to, trade secrets, confidential information, and other confidential information, relating to the Client's business, which is disclosed to the Organizer, is confidential and shall be treated as such. The Client's information shall not be disclosed to any third party without the Client's prior written consent, nor used for any purposes other than those specifically authorized by the Client.

**11. USAGE OF LOGO AND TRADEMARKS**

11.1 Organizer shall be permitted to use the logo of the Client on the materials produced to promote the Event in accordance with this Agreement. The Organizer shall be permitted to use the Client's trademarks and logos with the written consent of the Client to the specific proposed use of the trademarks and logos, and subject to the Client's policies regarding use of the trademarks and logos.

11.2 Organizer shall not be permitted to respond to any media inquiries regarding the Event and shall direct all media inquiries regarding the Event directly to the Client.

11.3 Organizer shall not advertise about its own company or subsidiaries during the Event or publish the Client's details in any of Organizer's marketing materials.

**12. PROPERTY**

12.1 All property, including but not limited to documents and copies thereof created by the Client or Organizer under this Agreement shall come into the possession of the Organizer pursuant to the performance of the services of the Organizer. Such property must be returned to the Client immediately upon termination of this Agreement.

**13. NATURE OF THE AGREEMENT**

13.1 Organizer and Client neither have the authority to bind the other, except to the extent specifically stated in the Agreement.

**14. INSTITUTION**

14.1 The Organizer shall ensure the effect and validity, and shall fill



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16.1 This Agreement shall be signed by the authorized signatory of the Client and Organizer. The signatory of the Client shall be a duly authorized signatory and shall be responsible for the performance of the services under this Agreement.

**17. ENTIRE AGREEMENT**

17.1 This Agreement shall constitute the entire agreement between the Parties in relation to its subject matter.

IN WITNESS WHEREOF, the Parties have signed this Agreement effective as of the date first set forth above.

For and on behalf of

*<Name of the Client>*

\_\_\_\_\_  
Sign/Star



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