

Request for a Proposal

Seeking an independent Contractor

Horse Show Secretary/Office Management Contractor.

The Client (Eastern States Exposition) is of the opinion that the Contractor has the necessary qualifications, experiences and abilities to provide services to the Client.

The Contractor will be bidding on:

- All Secretarial and office management of the ESE Horse Show on a year round basis. With attendance required on the grounds from Sept. 8-October 4. Meetings may be scheduled at the will of the Client and travel expenses for these meetings will be submitted to the Client by the Contractor
- The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Service to the Client.
- All bids should include any duties required by law.

The Compensation will be payable on a monthly basis, while the established Agreement is in place.

Reimbursement of Expenses:

In connection with providing Services, the Contractor will only be reimbursed for expenses that have been approved in advance.

The Contractor will furnish vouchers to the Client for all such expenses.

Insurance:

The Contractor will be required to maintain general liability insurance including coverage for bodily injury and property damage at a level that would meet the current ESE standards.

Assignment:

The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligation without the prior written consent of the Client.

The Contractor is not an employee of Eastern States Exposition. This is not the position of Horse Show Manager. Please contact: Donna G. Woolam, Director of Agriculture and Education. 413-205-5011.