

August 1, 2017

## **Request for Proposal**

Organization: California Fig Advisory Board (CFAB)  
Solicitation: Contractor for Shoei Anniversary Event Support and Staffing  
Activity: In-market activities in Tokyo, Japan

The California Fig Advisory Board (CFAB) seeks proposals from qualified contractor(s) to plan for and staff the Shoei 70<sup>th</sup> anniversary event in Tokyo, Japan. Selected contractor(s) will work with CFAB to plan and implement all aspects of the program. Activities should include:

- Creating vision for booth design
- Creating new booth design materials
- Working with vendors to produce materials
- Traveling internationally
- Conduct trade meetings
- Program recap

## **Qualifications:**

Contractor must have:

- Experience in international food and ag marketing.
- Contacts with design production vendors.
- Event/trade show planning skills.
- Knowledge of Japanese market.
- Excellent written and oral communication skills.

## **Funding:**

- \$3,500-\$5,000 plus shared travel expenses to Tokyo, Japan.

Proposals should be submitted electronically to the California Fig Advisory Board: [kstockli@californiafigs.com](mailto:kstockli@californiafigs.com). Open date for this solicitation is: August 1, 2017 and submissions must be received by September 1, 2017. The successful contractor(s) will be notified of selection within one week after submission the closing date.

This solicitation is open to all individuals without regard to race, color, national origin, gender, religion, age, disability, sexual orientation, marital or family status, political beliefs, parental status, or protected genetic information.