

Call for Applications for Hosting NEXPO 2017

NEXPO is an international local government fair where local authorities from South East Europe and beyond meet to present their innovations and achievements, discuss common challenges and network with businesses, donors, and other organizations. NEXPO is organized by NALAS and its members. NEXPO is organized every two years and has already had two editions: 2011 in Sarajevo (Bosnia and Herzegovina), 2013 in Rijeka&Opatija (Croatia) and the third one is under preparations, to take place in Plovdiv (Bulgaria) in May 2015.

This is a call for expression of interest and application from NALAS members to host NEXPO 2017 in a joint venture with the potential host city.

I. Application Documents

The Local Government Association (LGA) is the main carrier of the proposal and the ultimate responsible partner of NALAS in the organization of NEXPO 2017. The application documents will be submitted by the LGA.

The following **compulsory documents** shall be submitted by the applicant LGAs:

- Letter of Intention for organizing NEXPO 2017 and XII NALAS General Assembly 2017, signed by the President of the Association;
- Letter of Intention for organizing NEXPO 2017 and XII NALAS General Assembly, signed by the Mayor of the proposed host city;
- Letter of Statement signed by the Mayor, stating the planned contribution of the city to the NEXPO programme and logistics, including: organizing cultural program, hosting official reception, promoting NEXPO, helping with NEXPO venue logistics, ensuring police, security and emergency coverage, providing free local transport to the venue, etc.
- Technical Proposal Form (Annex 1 of this Call);
- Indicative Cost Estimation for NEXPO 2017 (Annex 2 of this Call).

The applicant LGAs are kindly invited to submit other documents that would contribute to receiving bonus scores (please see section III c of this call).

The applications should be sent in electronic version to: info@nalas.eu and by post to NALAS' address:

NALAS Secretariat
Partizanski odredi 42/7

1000, Skopje
Republic of Macedonia

The Call for Application will be open until **20 August 2014, 17:00 hrs.**

II. Selection Process

The process of selection of the host of NEXPO 2017 will be performed in the following phases:

- The Call for Application will be open until 20 August 2014, 17:00 hrs;
- NALAS Secretariat will review the proposals based on the eligibility criteria and will prepare the ranking of the applications based on the criteria elaborated in Section III of this Call. The final ranking, together with all accompanying documents will be proposed to the members of the NALAS Committee of Liaison Officers (CLO) by 5 September 2014;
- The final review and selection of the best application will be done at the Committee of Liaison Officers meeting. The candidates will present their applications in front of the CLO, followed by voting. Representatives from the host cities are expected to support and join the LGA at this presentation. The Liaison Officers from the applicant LGAs will not have the right to vote. The final decision on the host of NEXPO 2017 will be made latest by the end of September 2014.

III. Criteria

a) Eligibility Criteria

- The LGAs that have acted as hosts of previous NEXPO's are not eligible to apply;
- The applicant LGA has paid the 2013 membership fee to NALAS;
- The proposed host city has a specialized venue for fairs within the city vicinity;
- The proposed host city has agreed to provide contribution to NEXPO 2015 programme and logistics including: organizing cultural program, hosting official reception, promoting NEXPO, helping with NEXPO venue logistics, ensuring police, security and emergency coverage, providing free local transport to the venue, etc. by submitting appropriate Statement signed by the Mayor;

- The proposed host city has overall accommodation capacities for around 2000 guests.

b) Selection Criteria (Maximum score 110, maximum 10 points for each criteria)

- Previous experience in fair organization;
- Number and seniority of LGA project team offered as an in-kind contribution;
- Proposal and quality of a cultural programme;
- Proposal for a main theme and content programme;
- Indicative Cost estimations including: venue cost, booth cost (per booth, for 100 booths), interpretation in seven languages for two days, accommodation value for money (X star hotels costs Y EUR);
- Quality of the proposed venue: size, physical condition, food availability, sanitary facilities, conference rooms, interpretation facilities, location, access for disabled, wi-fi, advertising opportunities, distance from the airport and the city centre;
- Proposal (type, price, frequency...) for provision of transport of participants enabling regular circulation between NEXPO venue, city centre, main hotels, airport, train and bus station;
- Proposal for provision of decorations and signs outside the venue, the public transport, public buildings, etc.
- Quality of Promotion and PR Concept (promotion, press, partnerships with media – before, during and after the event)
- Proposal for sponsoring the NEXPO 2017 Opening Reception and a Gala Dinner for minimum of 500 people;
- Proposal for a VIP programme and the involvement of the Mayor in the VIP programme.

c) Bonus scores (max additional score: 30 points, maximum 5 points per criterion)

The LGA would gain additional, bonus scores upon filling the following:

- Provide Letters of Interest for sponsorship of NEXPO 2017 by private companies that operate in the area of municipal equipment, services etc.
- Letter of Commitment from Universities or NGOs for volunteer services;
- Visa availability for entrance of foreign citizens primarily from all NALAS member countries;

- Plan of possible activities of the Mayor of the host city in promotion of NEXPO 2017 (ex. letter of invitation to capital cities of the region, sister cities, etc);
- Commitment for gaining support (political, technical, financial...) from the national level of governance.

IV. Illustrative Division of Main Responsibilities

Activity	Host LGA	Host City	CLO	NALAS Secr.
Develop promotional brochure NEXPO				x
Selection of Host LGA and City			x	x
Steering Committee	x	x		x
Mobilization of Sponsorship ¹	x	x	x	x
Development of the Business plan, concept and programme of NEXPO 2017	x	x		x
Contracting of NEXPO Facility	x			x
Contracting of Exhibition Equipment (Booths)	x			x
Define Visual Identity and publish promotion materials	x	x		x
Outsourcing Fair Technical Equipment and Services (translation, sound, light, catering, decorations)	x	x		x
Organize Local Transportation for Citizens Access to NEXPO		x		
Develop Security Plan		x		
Specify Fire fighting and Medical Assistance		x		
Media Outreach Activities (Press Conferences, Press releases, Interviews)	x	x	x	x
Mobilisation of participants	x	x	x	x
Registration of exhibitors and participants	x			x
Organize NALAS General Assembly	x			x