

**Request for Information: Maine Fishermen's Forum Event Manager**

**Issue Date: June 29, 2022**

**Due Date: July 27, 2022**

**Questions and Submissions should be e-mailed to [ForumRFI@gmail.com](mailto:ForumRFI@gmail.com)**

**Submissions must be received by end of day July 27**

**Summary:**

The Maine Fishermen's Forum Board of Directors (The Board) seeks an individual or organization to fulfill the role of Event Manager for its annual event, the Maine Fishermen's Forum. The Maine Fishermen's Forum is New England's largest commercial marine trade show and is traditionally held at the Samoset Resort in Rockport, Maine in early March.

Our current Event Manager will be with us through our next event, to be held March 2-4 2023. We seek candidates willing to work closely with the outgoing Event Manager beginning this fall. It is assumed the position may require up to full time (or equivalent) from January through March with fluctuating time requirements from April through December.

This is a Request for Information (RFI) only, the purpose of which is to understand the interest in and capacity of the submitting individual or organization to perform the duties of Event Coordination and Management of the Maine Fishermen's Forum.

**Goal of this RFI:**

The goal of this Request for Interest (RFI) process is to identify entities or individuals interested in negotiating with The Board for event and organizational management. Depending on the number and quality of responses, the Board may request detailed proposals from one or more respondents for further evaluation.

The Forum Event Coordinator position has traditionally been held by an individual or an individual working with one or more subcontractors. The Board will entertain proposals of a similar structure but is also interested in alternatively structured proposals, including proposals from individuals or entities interested in performing most but not all of the traditional duties of the Event Manager, with the expectation that The Board would subcontract with one or more additional entities.

Our goal is to enter into an arrangement that will facilitate the long-term sustainability and growth of the Maine Fishermen's Forum in advancement of the Forum's mission (see last page).

**Details of the Position:**

The Event Manager will act as a liaison between Board Members, event location personnel (currently the Samoset in Rockport, ME), exhibitors and visitors, and is ultimately responsible for coordinating all aspects of the event: communicating with event exhibitors (accepting booth

applications, allocating exhibit space, ensuring exhibitors have all necessary information); maintaining a 12,000+ member visitor database; maintaining the event website; conducting promotional mailings (USPS and e-mail); coordinating regular Board meetings (distributing agendas, minutes and other appropriate materials); overseeing and reconciling all financial transactions; ensuring legal obligations are met (filing taxes, maintaining insurance); helping to coordinate multiple concurrent seminars at the Event; arranging sub-contractors for on-site photography, meal ticket sales and overnight room sales; serving as the on-site point-person and overseeing all aspects of the event, including responsibilities not listed here.

**RFI Intended Audience:**

The Board seeks information from individuals and organizations interested in and capable of advancing the mission of the Maine Fishermen’s Forum (see last page). While a history in event management and/or familiarity with Maine’s commercial fishing and harvesting industries are advantageous, they are not a prerequisite to this position.

**RFI Submission Requirements:**

Submissions must be no more than 4 pages excluding resumes:

- Name and address of business
- Basic outline of how Event Management Plan will be structured/executed
- Key personnel including resumes
- Description of the respondent’s relevant capabilities/experience
- Other information relevant to the submission that substantiates the individual or entity’s interests, capabilities and experience.

**The MISSION** of the Maine Fishermen’s Forum is to provide opportunities on a continuous basis to educate the public and the fishing industry about fisheries issues and to provide neutral platforms for constructive discussion and decision making.

**The GOALS** of the Maine Fishermen’s Forum Four major goals have been identified by the Directors as:

1. An educated public and industry
2. Interaction and sharing among industry, science and managers
3. An industry, the segments of which actively listen to one another and understand one another and each other’s particular issues. (This would include managers and the environmental community.)
4. Enhanced networks and a sense of community.

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