



REQUESTS FOR PROPOSALS

Full Service Event Production Services for Winter's Eve at Lincoln Square – New York's Largest Holiday Festival

DATE ISSUED: MONDAY, APRIL 16, 2018

RESPONSES REQUIRED: NO LATER THAN 5:00PM ON THURSDAY, MAY 10, 2018

EVENT DATE: MONDAY, NOVEMBER 26, 2018

DIRECT WRITTEN REQUESTS FOR FURTHER INFORMATION TO:

Lincoln Square District Management Association, Inc.
DBA Lincoln Square Business Improvement District
1841 Broadway, Suite 1112
New York, NY 10023

Monica Blum, President
mblum@lincolnsquarebid.org

and

Ralph Memoli, Executive Vice President
rmemoli@lincolnsquarebid.org

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Full Service Event Production Services for Winter's Eve 2018

INTRODUCTION

The Lincoln Square District Management Association, Inc. *dba* Lincoln Square Business Improvement District (LSBID), a private 501 (c) 3 not-for-profit tax exempt corporation, is seeking proposals for a one-stop shop Event Production company for the Lincoln Square BID's signature event, Winter's Eve at Lincoln Square – New York's largest holiday festival.

Winter's Eve at Lincoln Square ("Winter's Eve" or the "Event") is a unique neighborhood holiday celebration held one day a year (to be held on Monday, November 26, 2018 this year) featuring free entertainment, live music, food samplings, and dozens of activities in the stores, public spaces, and along the sidewalks of Lincoln Square, the gateway to the Upper West Side.

Proposers are invited to submit proposals for the work in accordance with the Scope of Work and terms and conditions of this Request for Proposal (RFP) which includes conceptualizing, managing and executing the Event. Proposers are requested to be creative, innovative and as comprehensive as possible.

The objective of the RFP is to select a company to provide the Event Production Services, as described in this RFP, for Winter's Eve. The Event Production Services will be provided during the six month period leading up to the Event, including the day of the Event, Monday, November 26, 2018.

HISTORY

Now celebrating its nineteenth year, Winter's Eve has become New York City's largest holiday festival and a tradition in the New York metropolitan area. The event is kicked off with the Upper West Side's only tree lighting ceremony at Dante Park and activities are organized along and around Broadway at some 20+ venues from Time Warner Center at Columbus Circle to 68th Street. And, with the exception of nominal cost for food tastings, Winter's Eve is a free outdoor event for the public.

On the night of Winter's Eve, dozens of stores, restaurants, shops, cultural organizations and public spaces in the district buzz with free entertainment and activities for all. Each year, thousands of people stroll through the streets to enjoy a bite to eat, watch legendary performers and up-and-coming bands, laugh with street buskers, dance with friends, and shop for the holidays.

Winter's Eve was created in 2000 to invite thousands of holiday revelers into the neighborhood's stores and restaurants. For one evening, this high profile cosmopolitan area turns into an idyllic winter wonderland, providing visitors with a taste of this thriving Upper West Side neighborhood. Each year, Winter's Eve exceeds in serving its intended purpose – to promote all of the wonderful area retail establishments, restaurants, non profits, and cultural organizations, to enhance the image of the Upper West Side, and above all to create a sense of community in Lincoln Square.

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PROPOSAL SUBMISSION PROCESS

Proposers will electronically submit proposals to Monica Blum at mblum@lincolnsquarebid.org and Ralph Memoli at rmemoli@lincolnsquarebid.org. Proposals must be received by the close of the business day, **5:00 P.M. on Thursday, May 10, 2018**. Proposers should follow the guidelines in Section IV PROPOSAL REQUIREMENTS of this RFP.

The Lincoln Square BID reserves the right to request additional information or materials it may deem appropriate and necessary to evaluate each Proposer's capacity, qualifications, past experience, current activities, and vision. Submission of a Proposal shall constitute the Proposer's consent that the Lincoln Square BID may make such inquiries as it deems appropriate to evaluate the Proposer's submission and qualifications.

Each Proposer is encouraged to attend a pre-bid Conference followed by an area site visit on **Thursday, April 26, 2018 at 3:00pm** at the office of the Lincoln Square BID, 1841 Broadway, Suite 1112, New York, NY, 10023.

During the conference the Lincoln Square BID will be available to answer questions that Proposers may have. Before or after the conference, inquiries will be accepted in writing only and responses will be shared with all Proposers.

SELECTION PROCESS

The Lincoln Square BID will review all Proposals for completeness and compliance with the terms and conditions contained in this RFP. The Lincoln Square BID may request such additional material it deems necessary in order to make an informed decision in the best interest of the organization and Event. The Lincoln Square BID shall award a contract to the qualified Proposer whose Proposal it determines to be most advantageous to the Lincoln Square BID. The Lincoln Square BID reserves the right to award the contract to other than the Proposer offering the lowest overall cost and the right to award the contract based on the initial submission, without further discussion. The Lincoln Square BID further reserves the right to reject all Proposals, to postpone and /or cancel this RFP.

The Lincoln Square BID shall not pay any costs incurred by any Proposer in responding to this RFP. The review or selection of a Proposal will create no legal submission or equitable rights in favor of a Proposer, including, without limitation, rights of enforcement or reimbursement.

Failure by the Lincoln Square BID to select a Proposer, or to enter into a contract with a Proposer once selected as a result of this RFP, will not create any liability on the part of the Lincoln Square BID or any of its members, officers, employees, agents, consultants, or other Proposers. Submission of a Proposal by a Proposer shall constitute a waiver by the Proposer of any claim or cause of action against any of the aforementioned for any costs incurred or for any matters arising in connection with the Lincoln Square BID's review of the Proposal.

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IMPORTANT DATES

RFP Issued: Monday, April 16, 2018

Responses to Inquiries & Pre-bid Conference: Thursday, April 26, 2018, 3pm

Proposals Due: Thursday, May 10, 2018

Event Date: Monday, November 26, 2018

MINIMUM QUALIFICATIONS

Proposers must presently be in the business of providing event production services in the New York metropolitan area with a minimum of three (3) consecutive years of documentable and verifiable experience. Event production services must be a primary focus of Proposer's business operation and Proposers must have the ability to create and manage budgets and oversee staff. In addition, Proposers with a "one-stop shop" production company with in-house production staff, budgeting, accounting, permitting and mapping capabilities are a plus.

I. SCOPE OF WORK

Proposers are requested to be creative in submitting Proposals that reflect the unique character of the Lincoln Square area and the Event.

The following more specifically outlines the assets or components of the Event and the Event Production Services required during the Term of the contract. This includes, but is not limited to, the following: General Requirements, Talent Acquisition, Major Performance Venues, Winter's Eve Food Tastings, On the Street Entertainment, and Neighborhood Partner Produced activities.

A. General Requirements

1. The selected contractor will act as the producer of the Event and will manage all of the production aspects of the entire Event and the individual components of the Event.
2. Working closely with the staff of the Lincoln Square BID, the selected contractor will be responsible for the budget preparations and tracking expenditures, site planning, signage plans, talent acquisition, all contract negotiations, including riders and backline, City services requests and securing of permits, securing insurance, set-up logistics, production, including lighting, staging and sound, dismantling, staffing and payment of all Event related staff, and scheduling of the Event.
3. The selected contractor will order and manage all Event-related purchases, rentals and services in collaboration with the Lincoln Square BID staff; ensure that all materials, products and purchases are approved by Lincoln Square BID staff; ensure that all Event-related purchases are delivered to the appropriate location in a cost effective and timely fashion; record and maintain documentation for all food, beverage and product purchases.

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4. Source, identify, contact, book and coordinate all talent, musicians, entertainers, school and community groups in conjunction with the Lincoln Square BID staff.
5. Plan and create the event schedule and run of show; organize, update and maintain a site plan/map; work with Lincoln Square BID staff and media groups to ensure that information (i.e., calendars, site maps, performance times, ensure talent shows up, etc.) is kept current on website and is communicated with all Lincoln Square BID staff, area stakeholders and City & State officials.
6. The selected contractor is expected to provide all staff necessary for the successful planning and execution of the Event for the six month period prior to and on the day of Event, attend all meetings, including meetings with City agencies and neighborhood partners, held by the Lincoln Square BID, and is expected to professionally staff and orchestrate all Event details in a safe, secure and sustainable fashion.
7. Plan and execute site clean-up and event take-down.
8. The selected contractor is expected to comply with all local, state and federal laws.
9. The selected contractor will ensure that the Event honors the spirit and mission of the Lincoln Square BID and Winter's Eve.

B. Talent Acquisition

The Proposers are requested to include talent acquisition services as part of the Event Production Fee (as hereinafter defined) for the Event. In conjunction with the Lincoln Square BID staff, the selected contractor will book talent, negotiate talent contracts and riders, review, secure and fulfill talent green room requirements, coordinate talent appearances and timing, etc. for the Major Performance Venues and On the Street Entertainment listed in this RFP. We are seeking Proposers with broad knowledge and contacts in the emerging and established music, artistic and cultural world in the New York City metropolitan area and beyond.

C. Major Performance Venues

The selected contractor will work closely with the staff of the Lincoln Square BID during the Term of this contract and will be responsible for the planning, production, budgeting, staffing, run of show, and execution of all major performance venues on the night of the Event. These major performance venues include, but are not limited to:

- | | |
|--|---------------------------------|
| 1. Winter's Eve Main Stage at Dante Park | 5. American Folk Art Museum |
| 2. Kids Central at Raymour & Flanigan | 6. Richard Tucker Park |
| 3. TD Bank Dance Tent - 62nd Street | 7. Frey Plaza & Calabrese Plaza |
| 4. Time Warner Center, 2nd Floor | 8. Bed Bath & Beyond |

Note: Major Performance Venues & locations are subject to change.

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The contractor will be responsible for the following in connection with the Major Performance Venues:

- a. Coordinate the production, talent and run of show of the Winter's Eve Tree Lighting at the Winter's Eve Main Stage at Dante Park with the Lincoln Square BID staff and long term media partner, WABC-TV. This includes coordination of talent, scripts, and the countdown and timing with WABC-TV and other media asks.
- b. Coordinate stage and tent erection and dismantling for each major venue (where appropriate) with adequate in-house staff and stage and tent provider's on-site representative(s). This includes the Winter's Eve TD Bank Dance Tent currently at 62nd Street and Columbus Avenue. See Appendix B for stage and tent sizes.
- c. Prepare all site maps for meetings with and review by appropriate City & State agencies and property owners and managers.
- d. Obtain the appropriate required City & State permits for all staging and tenting at major performance venues.
- e. Provide sufficient staff and/or stagehands to unload, assemble, set, maintain, repair, operate, disassemble and re-load all show equipment. The contractor will be reimbursed only for the direct labor cost of stagehands; the charge for stagehand provision and supervision shall be included in the fee or in an estimate provided by a third party staging company, to be approved by the staff of the Lincoln Square BID.
- f. Provide and coordinate the presentation of shows at the major venues, including but not limited to, advancing the show, show load in/load out scheduling, sound and light set-up and special effects requirements and stagehand supervision before, during and after shows.
- g. Provide technical assistance, including information about current industry requirements and standards relating to staging, sound, lights, video and other entertainment production related services.
- h. Provide and coordinate ordering, installation and removal of generators, lighting, tenting, and staging where appropriate. The contractor will be reimbursed only for the direct costs associated with generators, lighting and staging; the charge for labor and supervision associated with these costs shall be included in the fee or in an estimate provided by a third party generator, lighting and power company, to be approved by the staff of the Lincoln Square BID. See Appendix B for stage and tent sizes used in the past.
- i. Maintain a senior production executive on-site throughout the Event and such other personnel necessary to provide the required services.

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- j. Ensure talent needs and requirements are met before, during and after the show at each Major Performance Venue.

D. Winter's Eve Food Tastings

The selected contractor will also work closely with the staff of the Lincoln Square BID during the Term of this contract and will be responsible for the planning, production, budgeting and execution of the Winter's Eve Food Tastings, which generally take place at three outdoor locations on the night of the Event: Richard Tucker Park on Broadway between 65th & 66th Streets, Lincoln Square's Restaurant Row on Broadway between 62nd & 64th Streets and in front of Time Warner Center at Columbus Circle. The Services to be provided by the contractor include, but are not limited to the following:

- a. Coordination of at least 32 restaurants participating in the Food Tastings with the Lincoln Square BID staff. This includes attending a pre-event meeting with the restaurants and contacting restaurants to confirm power needs, menus, etc.
- b. Ordering and overseeing the erecting and dismantling of at least 32 (number dependent on restaurant participants) 10'X10' food tastings tents, two (2) eight foot tables and decorative lighting for each tent, restaurant supplies (if needed) and signage.
- c. Ordering and executing generator needs for each of the food tasting locations. See Appendix B for a list of generators used in past years.
- d. Staffing each food tasting location on the night of the Event with sufficient staff to deal with lines and crowd control.
- e. Mapping of each tent at each outdoor Food Tastings location.
- f. Assisting Lincoln Square BID staff with City & State permitting, if necessary.

E. On the Street Entertainment

The selected contractor will also work closely with the staff of the Lincoln Square BID during the Term of this contract and will be responsible for the planning, production, budgeting and execution of On the Street Entertainment, which currently takes place at the following outdoor locations on the night of the event:

- | | |
|--|--|
| 1. North District (Dance, Brass Bands, etc.) | 6. 1873 Broadway (TD Bank) |
| 2. Center District (Alice Farley, Frost Puppets, etc.) | 7. 1976 Broadway (Banana Republic) |
| 3. South District (LED Wings, etc.) | 8. 1880 Broadway (30 Lincoln Plaza) |
| 4. 125 Columbus Ave (Ice Sculpting) | 9. 1900 Broadway (1 Lincoln Plaza) |
| 5. Time Warner Center (Ice Sculpting) | 10. 1965 Broadway (Raymour & Flanigan) |

Note: Number and type of on the street entertainment & locations are subject to change.

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The contractor will be responsible for the following, but not limited to, in connection with On the Street Entertainment:

- a. In conjunction with the staff of the Lincoln Square BID, the contractor will identify talent and negotiate contracts for each of the on the street locations.
- b. Coordinate talent contracts, payment and performance times, and serve as liaison for all on the street talent.
- c. Manage talent on Event day.

F. Self-Produced Partner Events

The selected contractor will also work closely with the staff of the Lincoln Square BID during the Term of this contract and will assist, as needed and if necessary, with the pre-production and production, including line management, of various events that take place at the following neighborhood venues on the night of the Event:

1. Apple Store
2. David Rubenstein Atrium
3. Film Society of Lincoln Center
4. Jazz at Lincoln Center
5. TD Bank 68th
6. TD Bank 62nd
7. WNET Studios
8. Bel Canto Atrium
9. Professional Children's School
10. NYIT
11. Church of St Paul the Apostle
12. Church of the Good Shepard

G. Miscellaneous

- a. In the event that the selected contractor has a sponsorship arm and identifies one or more sponsors to contribute sponsorship funds to the Event, the selected contractor will receive a percentage of the sponsorship funds, to be mutually agreed upon in writing.
- b. In addition to the Scope of Work above, the selected contractor will be asked to attend weekly meetings, assist with In-Store Activities, & create an upscale festival ambience with up-lighting and/or other techniques at key locations.
- c. When third party contractors or sub-contractors are needed, the selected contractor will adhere to the procurement procedures of the Lincoln Square BID. This may require receiving competitive proposals from subcontractors in amounts over \$20,000.
- d. Event promotion will be performed by Lincoln Square BID staff and its publicist. The selected contractor is expected to work closely with the Lincoln Square BID staff and its publicist to ensure that event promotion materials are kept current and that contracts are signed early. Lincoln Square BID staff will develop marketing/promotional materials and will consult with the selected contractor to deliver promotional materials to media groups and follow up to ensure suitable coverage of the event. The selected contractor will also coordinate media details with talent.

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- e. In conjunction with the staff of the Lincoln Square BID, the selected contractor will work to secure a space on the Day of the Event to act as the Event Command Center and will be responsible for management, security and safety of the space.
- f. The selected contractor will help the staff of the Lincoln Square BID coordinate volunteers for the various assignments on the day of the Event.

II. EVENT AREA

The map attached to this RFP outlines the area of the Event (see Appendix A).

III. EVENT BUDGET & EVENT PRODUCTION FEE

The Event budget depends entirely upon sponsor contributions and is expected to range from \$250,000 - \$275,000, including the selected contractor's Event Production Fee and all Talent for the Event (note last year's talent cost was approximately \$65,000.) The Event budget excludes Lincoln Square BID staff time, marketing (graphic design, flyers, posters, etc.), public relations, and in-kind contributions.

The Event Production Fee shall include, but not be limited to, the overall production of the Event and all services and provisions as outlined in this RFP, which includes conceptualizing, managing and executing the Event. Talent acquisition, contract negotiation, hiring of staff, coordinating equipment rentals, scheduling, budgeting, coordination of tree lighting ceremony, etc. are all considered to be part of the Event Production Fee.

IV. PROPOSAL REQUIREMENTS

The Lincoln Square BID is looking for a contractor that is extremely organized, a creative thinker and can tap into the rich resources of the Lincoln Square community and New York City. This RFP is based on past experiences with the Event; however, the Lincoln Square BID is open to changing and/or improving upon the Event, so Proposers are strongly encouraged to submit new ideas for venues, talent, food tastings, etc.

1. Proposals should include a proposed and clearly defined Event budget, which includes the Event Production Fee and compensation structure for all staff members and third party vendors who will work on the Event. The Event Budget should include, but not be limited to, the following line items:
 - a) Event Production Fee
 - b) Day of Staffing Fees (including production managers, assistants, security, etc.)
 - c) Major Performance Venue Talent Fees
 - d) On the Street Entertainment Talent Fees
 - e) Audio, Staging, Lighting, Backline, Etc.
 - f) Tent Rentals
 - g) Generator Rental

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- h) Permitting
- i) Misc. (Administrative fees, radios, etc.)

Note: With the exception of the Event Production Fee, we realize that some of these budget items submitted in your proposal may be estimates. Last year's talent cost was approximately \$65,000. See Appendix B for more detail on stages, tents and generators.

2. The selected contractor shall pay all salaries, taxes, fringe benefits, etc., of hired talent and third party vendors, including generator, staging, tent, and lighting companies. There shall be no mark up on those services provided.
3. The selected contractor shall provide a designated point person for the Lincoln Square BID to liaison with regarding all details of the Event and scope of work prior to and on the Event.
4. The selected contractor shall describe any in-house services, such as equipment, tents or graphic design capabilities, that would bring added-value to the Event.
5. In addition to the above, all proposals should adhere to the following:
 - a) Be no more than 10 pages in length.
 - b) Include an Introduction / Executive Summary, which describes your capacity and infrastructure (i.e. staff, equipment, etc.) and company's mission.
 - c) Respond to all areas noted in sections above.
 - d) Cite examples of current and previous work and recent highlights.
 - e) Specify what skills you possess, including but not limited to, your approach, planning and strategies.
 - f) Include your current client list, showing recent events produced in the last two years.
 - g) Provide a short synopsis of the events you have managed in your career /life of the business. Specify the role your company had in developing and managing these events.
 - h) Three references with contact names, phone numbers and email addresses with locations of similar work performed within New York City, preferably Manhattan.
 - i) Proposed Scope of Work – how will you meet the stated objectives of the RFP?
 - j) Organization staffing structure, including number of permanent staff pre-event and day-of event.

V. TERM

The Term of Services will be provided for the six (6) month period leading up to the Event, including the day of the Event, Monday, November 26, 2018.

VI. SUBCONTRACTING

It is understood that there are certain Event related services that will need to be subcontracted; however, the selected contractor shall not subcontract all or any portion of the Event Production Services of the Event without the express prior written approval of the Lincoln Square BID. The selected contractor shall not be relieved of any obligations hereunder by reason of any such

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approved subcontracting, and any subcontractor will be governed by the same level of insurance requirements. The selected contractor and subcontractors must comply with the procurement procedures and insurance requirements of the Lincoln Square BID and will not mark up any services.

VII. INDEMNIFICATION

The selected contractor agrees to indemnify and hold the City of New York, the New York City Department of Small Business Services, the Lincoln Square BID and the agents, officers, employees and volunteers of these entities harmless from any and all claims, damage, loss, judgments, or liabilities, including costs and expenses, legal or otherwise, to which they may be subject as a result of any act or omission of the contractor, its agents, employees, contractors, subcontractors, or permittees in connection with the Event. The selected contractor shall be solely responsible for the safety and protection of all its employees and shall assume all liability for injuries, including death that may occur to said employees due to the negligence, fault, or default of the selected contractor. The selected contractor shall also require such indemnification from its contractors, subcontractors and permittees.

VIII. WARRANTIES

- A. The selected contractor warrants that services of any nature furnished hereunder shall be rendered competently by qualified personnel in accordance with the best accepted practice.
- B. The selected contractor further warrants that such services shall comply with all requirements of federal, state and local laws and regulations, including, without limitation, the Occupational Safety and Health Act of 1970.
- C. The selected contractor also will ensure that all potential damage to City, rented or personal property is minimized.

IX. PERMITS

- A. The selected contractor, in conjunction with the Lincoln Square BID staff, shall be responsible for coordinating and obtaining any and all permits required by the City & State for any of the Event Production Services related to the Event. This includes, but is not limited to, street closure and curb lane requests and staff (i.e. coneheads) to ensure compliance with any such closures.
- B. The Lincoln Square BID shall be provided with a copy of any aforementioned permits.

X. INSURANCE

- A. Throughout the term of the contract, the selected contractor shall maintain and shall cause all its subcontractors and permittees to maintain in effect Broad Form Comprehensive General Liability Insurance in amounts not less than \$2,000,000 for each occurrence involving injury and/or property damage with an aggregate limit of \$5,000,000. The selected contractor shall

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maintain and shall cause all its subcontractors and permittees to maintain in effect Business Automobile Liability Insurance covering all owned, non-owned and hired vehicles in amounts not less than \$1,000,000 for each occurrence involving injury and/or property damage. The Lincoln Square BID, the City of New York, the New York City Departments of Small Business Services, Parks and Transportations, as well as any other entities requested by the Lincoln Square BID shall be named as additional insureds on all such policies, and the selected contractor shall be named as an additional insured on such policies obtained by its subcontractors and permittees.

- B. During the performance of the work, the selected contractor shall maintain and shall require any subcontractors to maintain Workmen's Compensation covering all aspects of its performance under the Contract.
- C. All insurance policies entered into by the selected contractor in relation to the Event shall provide that any change in or cancellation of any such policies shall not be valid until the Lincoln Square BID has had 30 days written notice of such change or cancellation.
- D. The selected contractor shall procure and deliver to the Lincoln Square BID, the City and the New York City Department of Small Business Services certificates of insurance executed by the insurance companies providing such insurance.
- E. If the Commissioner of the New York City Department of Small Business Services reasonably determines that additional insurance is properly required; the selected contractor shall obtain such additional insurance as is requested.

XI. INDEPENDENT CONTRACTOR

Notwithstanding anything contained herein to the contrary, it is specifically understood and agreed that in the performance of the terms, covenants and conditions of this RFP, neither the selected contractor nor any of its employees, agents, independent contractors, subcontractors, or permittees shall be deemed to be acting as agents, servants, or employees of the Lincoln Square BID, the City, or any Member or Officer of the Lincoln Square BID by virtue of the RFP or by virtue of any approval, permit, license, grant, right, or other authorization given by the Lincoln Square BID, the City, or any of its officers, agents, or employees pursuant to this RFP, but shall be deemed to be independent contractors performing services for the Lincoln Square BID, the City, or the selected contractor, as the case may be, without power or authority to bind the City or the Lincoln Square BID and shall be deemed solely responsible for all acts taken or omitted by them in the performance of or otherwise pursuant to the Contract.

XII. COMPLIANCE WITH LAWS

The selected contractor shall comply with all applicable federal, state and local laws, executive orders, regulations and rules.

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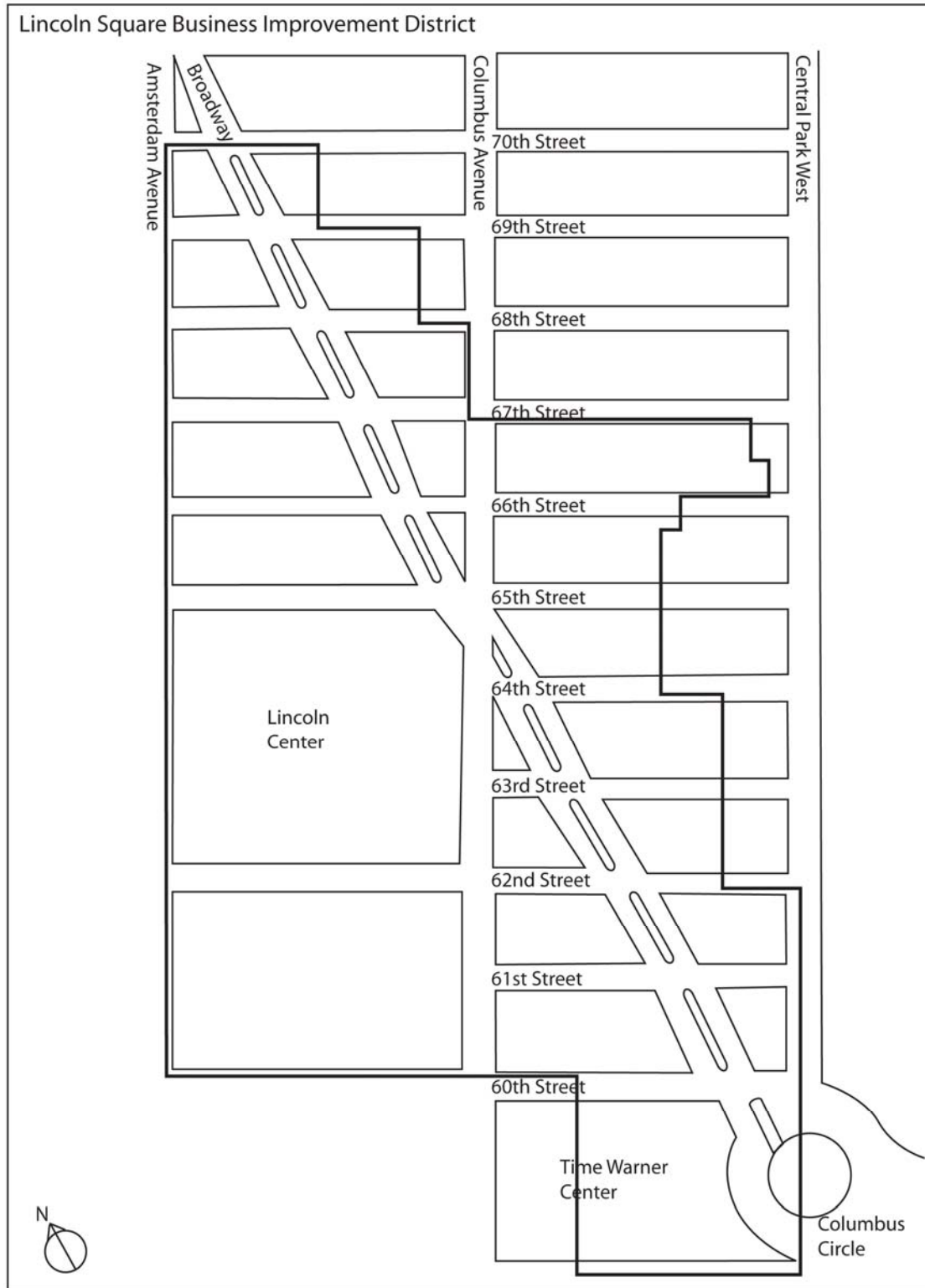
XIII. CHANGES TO THE SCOPE OF SERVICES

The Lincoln Square BID reserves the right to make reasonable changes in the general scope of the work. Any such changes shall be directed in writing.

Proposers should submit proposals to Monica Blum at mblum@lincolnsquarebid.org and Ralph Memoli at rmemoli@lincolnsquarebid.org by the close of the business day, 5:00 P.M. on Thursday, May 10, 2018.

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Appendix A – Event Area



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Appendix B –Stage, Tent Sizes & Generators

1. Main Stage at Dante Park

Stage Size: 20' x 14' x 2' Deck
Rain Plan Tent: 20'x15' clear
Green Room: 9' x 20'
Info Tent: 10' x 20' High Peak

2. TD Bank Dance Tent - 62nd Street & Columbus Avenue

Clearspan Tent: 20' X 82'
Stage Size: 16'x 16' x 2'
DJ Platform: 8' x 4' x 2'

3. Kids Central at Raymour & Flanigan

Stage Size: 12' x 16' x 18"

4. Richard Tucker Park

Stage Size: 10' X 16' X 2'
Rain Plan Tent: 10' x 20' High Peak

5. Frey Plaza & Calabrese Plaza

Rain Plan Tent: 10' x 20' High Peak

6. Winter's Eve Food Tastings

Tents: Thirty two (32) 10' x 10' High Peak (number dependent on restaurant participants)
Tables: Two (2) 8 foot tables for each tent
Decorative lighting for each tent

7. Generators

One (1) 60KW Diesel Generator outside of Time Warner Center (Food Tents & Ice Sculpting)
Two (2) 60KW Diesel Generators between 62nd & 64th Streets (Food Tents & Music)
Two (2) 60KW Diesel Generators at Dante Park (Main Stage)
One (1) 60KW Diesel Generator at Richard Tucker Park (Food Tents & Music)
One (1) 25KW Gas Generator at Calabrese and Keegan Plaza (Music)
One (1) 60KW Gas Generator outside of 125 Columbus Avenue (Ice Sculpting)

Note: This list of equipment is subject to change based on Event needs.