



Request for Proposal: Event Equipment Rental Service Provider

BOPA invites proposals from service providers with experience in providing tables, tents, chairs and other equipment at large scale festivals and events.

January 2019

The Baltimore Office of Promotion & The Arts (BOPA) is seeking an Event Equipment Rental Service Provider to provide tables, tents, chairs and other equipment at Artscape and Baltimore Book Festival/ Light City in 2019 and 2020. We invite proposals from interested service providers with experience in large scale festivals and events.

BOPA and Festivals Overview

BOPA is a 501(c)(3) nonprofit organization that produces or organizes almost every fun, free city-wide event in Baltimore. BOPA also serves as Baltimore City's official arts council, events agency, and film office. BOPA uplifts Baltimore's creative community through funding and support to artists, arts programs and organizations across the city.

BOPA is an exceptional producer of large-scale events such as Light City, Artscape and the Baltimore Book Festival. BOPA promotes the culinary arts through its management of the Baltimore Farmers' Market & Bazaar. It produces New Year's Eve and July 4th celebrations at the Inner Harbor, School 33 Art Center's Open Studio Tour; Free Fall Baltimore, and the Dr. Martin Luther King, Jr. Parade. As the city's arts council, BOPA provides opportunities for artists to showcase work through the Public Art Program, Baltimore Mural Program, Community Arts Grants and various Calls for Artists; engages the next generation of artists through the arts education programs Art@Work, Bright StArts and BOPA Youth Arts Council; and collaborates with cultural organizations and neighborhood groups through a myriad of other programming.

Artscape

Where Baltimore comes together to discover city arts, Artscape is a summer tradition like no other. Celebrating its 38th year in 2019, Artscape is proud to showcase an Artists' Market of 150 vendors and craftspeople; live concerts on outdoor stages; a curated visual arts experience; a robust performing arts program including dance, street theater, jazz, opera and classical music; family-friendly events and entertainment; teen-focused activities and programming; film, experimental music, improv and a comedy club; and culinary arts with a delicious local eats and refreshing beverage program. Artscape is held outdoors in tents, and inside the neighborhood's premier exhibition spaces and performing arts and cultural venues. The outdoor festival is 100% free and accessible; all indoor venues are accessible; some indoor/private venues may be ticketed.

2019 Dates: Friday, July 19, 2019 and Saturday, July 20, 2019 from 11am-9pm, and Sunday, July 21, 2019 from 11am-7pm; Artscape After Hours (Friday and Saturday from 9-11pm on Charles Street)

2019 Location: Midtown Baltimore and the Station North Arts & Entertainment District neighborhoods; Mt. Royal Avenue, Cathedral and Preston Streets, Maryland Avenue and Charles Street

Attendance: 350,000 visitors

Economic Impact: \$28.5 million (2012)

Baltimore Book Festival/ Light City

Illuminating Baltimore with literature and ideas during the day and world-class light art and performances at night, in November 2019 BOPA announced that it is uniting two of its marquee events: Baltimore Book Festival and Light City. The two events come together as one spectacular festival to create ten days of a one-of-a-kind international event at Baltimore's Inner Harbor. The Baltimore Book Festival, a celebration of the literary arts, features author appearances and book signings, exhibitors and book seller tents, readings on multiple stages, children's activities and cooking demonstrations. Light City, a festival of light, music and innovation features awe-inspiring light art installations, performances, concerts, a fun-filled family zone and more. In just its third year, Light City 2018 attracted more than 442,500 nighttime visitors, generated \$33.5 million in economic impact and created one billion media impressions for Baltimore. By uniting with Light City, the 24th annual Baltimore Book Festival will be the conference portion of the event addressing contemporary, innovative and historical issues through conversations, Q&A sessions, panel discussions and workshops.

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Baltimore Book Festival:

2019 Dates: Friday, November 1, 2019 through Sunday, November 3, 2019 from 12pm-10pm

2019 Location: Baltimore Inner Harbor

Attendance: 100,000 visitors

Economic Impact: \$8.3 million (2015)

Light City:

2019 Dates: Friday, November 1, 2019 through Sunday, November 10, 2019 from 5pm-10pm

2019 Location: Baltimore's Waterfront, West Shore to Harbor Point

Attendance: 450,000 visitors

Economic Impact: \$33.5 million (2018)

Description

Event Equipment Rental Service Providers will be responsible for providing tents, tables, chairs and other equipment as necessary at Artscape, Baltimore Book Festival and Light City in 2019 and 2020.

Scope

The Service Provider will enter into an agreement with BOPA for the 2019 and 2020 Artscape, Baltimore Book Festival and Light City events. Upon acceptance, a contract will be developed. The agreement will include all obligations and services of both BOPA and the service provider. BOPA reserves the right to enter into additional service provider agreements for any necessary roles the service provider isn't able to fulfil. BOPA may permit the partner to enter into subcontracts, upon approval.

The service provider obligations to include, but are not limited to:

- Designate one of its employees to serve as its primary contact.
- Pre-event walk through of the festival footprint as necessary
- Provide tents, tables, chairs and other additional equipment as necessary.
- Provide the necessary personnel for the set-up, maintenance and breakdown of the equipment.

BOPA obligations to include, but are not limited to:

- Designate one of its employees to serve as its primary contact.
- Pay service provider as outlined in final contract.

Submitting Your Proposal

All proposals should be submitted via email to Taylor Kleiner at tkleiner@promotionandarts.org by 5PM EST February 19, 2019.

Proposals should include (at a minimum) the following information, clearly referencing each item. Proposals should be in PDF format.

1. Company profile
 - a. Name of the business (DBA, if applicable), main contact person and contact information
 - b. Statement of ownership: describe the type of business entity (sole proprietorship, LLC, etc.). Please note if you are a WBE/MBE and your commitment to hire local.
2. Qualifications
 - a. Describe your corporate philosophy, mission and vision.
 - b. Describe of your work process.
 - c. Describe your experience with and knowledge of Artscape, Baltimore Book Festival, Light City and/or festivals both in and outside of Baltimore.
 - d. Describe any experience working with not-for-profit organizations.
3. Approach to the work
 - a. Describe the approach to a large scale event/ festival such as Artscape or Light City.

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- b. Proposed fees are required to be included in all proposals. If you are able to, please provide a line item card.
 - c. Proposals must include pricing for the items listed in Exhibit A.
4. References
- a. Provide three relevant references with contact information.
5. Wow us!
- a. Provide any additional relevant information to describe your organization that will add to BOPA's understanding of why you are the right partner for BOPA!

Information Sessions

The Baltimore Office of Promotion & The Arts invites the public to an information session for Artscape, Baltimore Book Festival and Light City 2019. The information session is open to anyone interested in learning more about the process of submitting a proposal or application to the festivals, hear more about application requirements and guidelines, meet potential collaborators and hear about locations in the festival footprint that may offer inspiration for a proposal.

- 2019 Festivals Information Session, January 24, 2019: Motor House, 6P-7P
- 2019 Festivals Information Session, February 11, 2019: BOPA Facebook Live, 10A-11A

Timeline

Indicate Intention to Submit, February 1, 2019

Proposals Due, February 19, 2019

Questions and Answers

In addition to the information sessions, information calls will be held by appointment in January.

Please email tkleiner@promotionandarts.org to set up an appointment.

Contact

Taylor Kleiner

Festivals Logistics and Operations Coordinator

443.263.4329

tkleiner@promotionandarts.org

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Exhibit A

Item Description	Price	Notes
TENTS		
10x10 FRAME TENT, white		
10x10 HIGH PEAK TENT, white		
10x20 HIGH PEAK TENT, white		
10x20 HIGH PEAK TENT, clear		
10x30 HIGH PEAK TENT, clear		
10x40 HIGH PEAK TENT, clear		
15x15 HIGH PEAK TENT, white		
TENT ACCESSORIES		
SIDEWALL, white		
SIDEWALL, clear		
SIDEWALL, windows		
WATER BARREL		
WATER BARREL COVER		
GLOBE LIGHT, per 10 feet		
SPOT LIGHT		
FIRE EXTINGUISHER		
TABLES AND CHAIRS		
TABLE, 6 FOOT, banquet		
TABLE, 8 FOOT, banquet		
TABLE, COCKTAIL		
CHAIR, PLASTIC FOLDING, black		
CHAIR, PLASTIC FOLDING, white		
STAFF		
ATTENDANT, per hour		