

# REQUEST FOR PROPOSAL

## Tent Structures and Supplies



*Tall Stacks Music, Arts & Heritage Festival  
October 4-8, 2006  
Cincinnati, Ohio*

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Section I - INTRODUCTION AND GUIDELINES

1. DESCRIPTION OF EVENT AND INTRODUCTION

1.1 Below is a description of the Tall Stacks Music, Arts & Heritage festival. More information may be found at [www.tallstacks.com](http://www.tallstacks.com).

Tall Stacks was first held as part of Cincinnati's Bicentennial year in 1988. It was one of five events that took place throughout 1988 to celebrate Cincinnati's 200th birthday. Tall Stacks was by far the most popular and well attended of those five events. Because of the unique qualities of the festival, the Toronto Globe & Mail and the Chicago Tribune named Tall Stacks one of the top ten events in the world that year. The first Tall Stacks welcomed 14 riverboats and over 700,000 people to the city's riverbanks for three days in October. Tall Stacks launched a legacy of pride in Cincinnati's rich river history and rekindled the nation's love affair with the steamboat.

In 2003, the Tall Stacks Music, Arts & Heritage Festival lasted five days and expanded on previous events by adding enhanced onshore entertainment and educational activities. The five-day event saw over 900,000 visitors and had an economic impact on the Greater Cincinnati area of \$48.5 million. This number includes over 60,000 children attending the event on school field trips or with their families, visiting Sawyertown and its ten, interactive learning centers, watching Children's Theatre performances and taking harbor cruises on one of the Tall Stacks riverboats. In addition, thousands enjoyed performances by some of the top names in music including BB King, Ricky Skaggs, Mary Chapin Carpenter, the Blind Boys of Alabama and Los Lobos. In all, over 100 artists gave musical performances at Tall Stacks. In addition, there were nightly fireworks displays, hot-air balloon events, theatrical performances and bicentennial commemorations. The 2003 event also saw the introduction of the Theme Cruise. This new ticket option introduced thousands to the riverboat experience through Wine Tastings, Ice Cream Socials, Riverboat History cruises, Family Fun cruises, Cincinnati Zoo cruises and many more. As stated in one headline that appeared during the event in the Cincinnati Enquirer, "Tall Stacks told the world we know how to party".

The Tall Stacks Music, Arts & Heritage Festival will return to Cincinnati October 4-8, 2006 with even more music, food, fun and riverboats to entertain and educate thousands and to once again shine positive national attention on the Tri-State.

1.1 This document is a formal Request for Proposal (RFP) and specifies the pertinent objectives, requirements and operations for a particular service for the 2006 Tall Stacks Music, Arts, and Heritage Festival (TALL STACKS). These specifications are being provided to serve as a basis for detailed proposals companies may wish to submit to TALL STACKS for consideration.

1.2 TALL STACKS reserves the right to reject any or all proposals received if such action is considered to be in the best interest of TALL STACKS. This request does not obligate TALL STACKS to pay any cost incurred by vendors related to submission of proposals in response to this RFP.

## 2. CONTACT PERSONNEL

2.1 All inquiries concerning this proposal should be submitted via e-mail to the TALL STACKS personnel listed below:

For inquiries-  
Todd Duesing  
Director of Land Operations  
tduesing@memi.biz

For inquiries-  
Jon Toole  
Ops Asst./ Sponsor Implementation Manager  
jon.toole@tallstacks.com

Tall Stacks Music, Arts & Heritage Festival  
537 East Pete Rose Way, Suite 101  
Cincinnati, Ohio 45202  
Fax: 513-231-4412

2.2 For TALL STACKS to ensure equal treatment of all participating vendors, the names listed above are TALL STACKS's only designated representatives for this RFP. Please direct any questions or other correspondence to these representatives.

3. PROPOSAL SUBMISSION

3.1 All proposals submitted must be delivered no later than **10:00 a.m., Wednesday, March 22, 2006** to be considered for evaluation. Proposals received after this time will not be accepted and will be returned to the vendor unopened.

3.2 Three (3) copies of the completed proposal must be submitted in a sealed envelope and should indicate on the envelope face "Sealed Proposal". Sealed telegrams or mailgrams are not acceptable responses and will not be accepted. Send all proposals to:

RFP Review – Tent Structure and Supplies  
Tall Stacks Music, Arts & Heritage Festival  
537 East Pete Rose Way  
Suite 110  
Cincinnati, OH 45202

3.3 Address all such correspondence to the TALL STACKS office listed above.

4. VENDOR PROPOSALS

4.1 All proposals are to be submitted in the format specified in Section II.

4.2 Elaborate and expensive proposal copy is not required; neat, legible and clearly stated information is adequate and will be used in the evaluation process. Vendor brochures may be included on an optional basis, but may not be substituted for the information requested herein (which must be all-inclusive and self-contained in the proposal).

4.3 All cost data for the products and services should comply with the definitions provided in Section II. Cost may be reviewed if the specifications and/or requirements change.

4.4 By submitting a proposal, a Vendor is agreeing to be bound by all of the specifications herein.

4.5 Proposals will not be returned.

5. GUIDELINES FOR PROPOSAL EVALUATION

5.1 Each proposal must satisfy the objectives and requirements detailed in the specifications of Section II. The features and/or services of the proposed program, considered together with its economic and service benefits, will provide the basis for the evaluation process by TALL STACKS.

6. VENDOR SELECTION

6.1 Vendor selection shall be determined by an evaluation of the total content of the proposal submitted. TALL STACKS reserves the right to:

- a. Not select any of the vendors' proposals.
- b. Select only portions of a particular vendor's proposal for further consideration, (however, vendors may specify portions of the proposal that they consider "bundled".)
- c. Award any resultant contract, from the time of proposal submittal through November 1, 2006. Vendor's proposal(s) should be valid through this time period.

6.2 TALL STACKS shall not be obligated to explain the results of the evaluation process to any vendor.

6.3 TALL STACKS may require vendors to demonstrate any services in their proposal prior to submitting a bid within reasonable means.

6.4 All vendors are to supply a list of references where the same or similar products or services have been utilized.

## 7. CONTRACTUAL REQUIREMENTS

7.1 This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on TALL STACKS. TALL STACKS reserves the right to refuse any offer made at its sole discretion.

7.2 The selected vendor's proposal, and any subsequent material submitted in response to requests for additional information, will become the basis for contractual agreements with a vendor. Subsequent to TALL STACKS's selection of a vendor, contract negotiations will establish the following conditions, based on the vendor's proposal: The terms of the acceptance, method of payment, and conditions of the contract that are not met.

## 8. USE OF INFORMATION

8.1 Any specifications, drawings, sketches, models, samples, data, computer programs or documentation or other technical or business information ("Information") furnished or disclosed to the vendor under this RFP, or as the result of this RFP shall remain the property of TALL STACKS and, when in tangible form, all copies of such information shall be returned to TALL STACKS upon request. Unless such information was previously known to the vendor, free of any obligation to keep it confidential, or has been or is subsequently made public by TALL STACKS or a third party, it shall be held in confidence by the vendor, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

8.2 No specifications, drawings, sketches, models, samples, tools, or other apparatus programs, technical information or data, written, oral or otherwise, furnished by vendor to TALL STACKS under this RFP or in contemplation of a contract shall be considered by vendor to be confidential or proprietary.

8.3 The use of the official trademarks of Tall Stacks Music, Arts & Heritage Festival is to be done within the guidelines that have been created for doing so. All reproductions of the trademarks are subject to approval from the appropriate TALL STACKS staff representative.

9. SPECIAL TERMINOLOGY

Some of the terminology used in the RFP is characteristic of the TALL STACKS operating environment. Such terminology may denote or imply specific vendor offerings, but should not be construed as restrictive in any way unless clearly stated.

10. TERMS

Payments to vendors will be submitted and processed under TALL STACKS's normal payment procedures that generally provide for the issuance of payments approximately 60 days subsequent to the complete delivery of product and/or services. To ensure prompt payment TALL STACKS should receive vendor invoices by October 20, 2006

**Section II - Technical Specifications**

1. Product and Service Requirements
2. Delivery Requirements
3. Sponsorship Opportunity
4. Contact Information

1. PRODUCT REQUIREMENTS

Vendors are asked to quote on the services listed below. TALL STACKS reserves the right to decrease and/or increase quantities at their discretion:

- A representative must remain available for the duration of the event to ensure that any equipment malfunction and or maintenance will be remedied of in a timely matter. The event takes place from October 4th-8<sup>th</sup> 2006. Set-up will begin September 25, 2006 and tear-down will be October 9-13, 2006.

Equipment malfunction and maintenance includes but is not limited to tent repairs, table repairs, chair repairs or set-up adjustments.

- The selected company must be able to provide adequate insurance with the ability to list our organization(s) as an additional insured. Proof of an existing policy or a quote for a future policy is required. At this time, it is not necessary to name any additional insured. We only ask that you prove your business is insurable.
- Tall Stacks wishes to pay a flat rental fee on items for the duration of the event, including set-up and tear-down days.
- Please clearly state and itemize all charges including equipment and labor.
- Vendors may submit proposals for any part or the entirety of the items listed in this RFP.
- List the pricing for the following pole tent sizes. Note: all tents must be in good condition and in all white. Numbers next to sizes indicate quantities used during the 2003 event.

10'x10'	(25)
10'x20'	(15)
12'x12'	(20)
Side Wall _____	(400')

(Include pricing for both standard & windowed side wall.)

- Tents will also be needed in sizes ranging from 10'x13'through 20'x80'. There were approximately 60 of these tents that varied in size used during 2003 event.
- Large Clear Span (or similar) Structures:  
66'x128'
- Weighting system. Staking will not be allowed at the event site. Please quote on alternative means for weighting down the tents.
- The following chair and table numbers, in good condition, were the minimum required for the 2003 event and are the basis for this proposal. These numbers are subject to change at any time:
 

6'x24" counter	25
36" round tables	5
60" round table	50
6'x18" counter	50
6'x30" table	30
8'x24" counter	10
8'x18" counter	25
8'x24" table	5
8'x30" table	600
Cocktail tables	10
Umbrella tables	5
Chairs	3500
Counter skirt 6'	
Counter skirt 8'	
Black cloths	
Black linens	
Plastic skirt	
Pollysheen skirt	
Vinyl table cover	

- Miscellaneous items
  - Fabric drape
  - Gutter
  - Lattice for signs
  - Pipe and drape
  - Stanchions
  - Chain for stanchions
  - Stringer lights
  - Tar paper (roll roofing for cooking areas)
  - Twinkle lights
  - Lanterns
  - Chandeliers

- Vendor must also be able to access additional supplies as need within a timely fashion.
- Tall Stacks is not responsible for price increase created by use of sub-vendors.
- Vendor must cite at least 5 references and supply sample photos of their equipment stock. Also, vendor must show a complete inventory guide of all available items and their rates for Tall Stacks.

## 2. DELIVERY REQUIREMENTS

The delivery of products and services is to be mutually agreed upon between Vendor and TALL STACKS. It is recommended that the vendor provide TALL STACKS with a detailed timeline of the delivery of goods and services.

## 3. SPONSORSHIP CONTRIBUTION

TALL STACKS appreciates when vendors pursue sponsorship opportunities with the event to assist us in producing this extraordinary community festival. A cash contribution of approximately 10% of the estimated costs of providing the services outlined in this RFP is strongly encouraged. Any vendor participating in Tall Stacks sponsorship opportunities will receive all benefits associated with that vendor's level of support.

## 4. CONTACT INFORMATION

Please provide complete name, address, phone number and e-mail address of contact person for this RFP. If multiple vendors are proposing then please provide contact information for each vendor.