

VILLAGE OF CAMPTON HILLS
40W270 LAFOX ROAD
SUITE B
CAMPTON HILLS, IL 60175

REQUEST FOR PROPOSAL

Deadline: TUESDAY< OCTOBER 1st, 2013

TO: Best in Entertainment

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Prism Entertainment

Star Events

FROM: Barry Botruff, Chairman, Village of Campton Hills Economic Development Committee

On behalf of the Board of Directors for the Village of Campton Hills, we are requesting proposals from four Chicagoland event-producing companies to oversee the coordination and execution of the 2014 Freedom Fest, Saturday, July 5th.

This will be the beginning of an annual event which has the following mission:

- Create a sense of community
- A fun, family-oriented event
- Promote awareness of businesses located in the Village of Campton Hills
- The festival would become financially self sustaining

Festival Date: Saturday , July 5th, 2014

Festival Hours: 10 am-
9 pm

Planned budget for Freedom Fest: \$5,000

Potential revenue sources:

- o Sponsorships
- o Merchant Vendor Fees o
Food Vendor Fees
Beer / Wine Vendor Fees
- o Carnival Revenue
- o Petting Zoo & Moon-jump inflatable's

Vital Festival Components:

- o Carnival
- o Main Stage Entertainment Tent
- o Free Parking
- o Information booths

Event Company responsibilities/deliverables include but are not limited to:

- o Securing, invoicing, and collections of all sponsorships, vendor participation & in-kind donations
- o Sponsors who are to be listed in Festival Brochure MUST be confirmed in writing no later than May 15, 2014
- o Clearly defined and executed agreements for above, with duplicate documentation of all signed agreements provided to the Village of Campton Hills
- o Securing of and payment for all required festival & street* closure applications, permits, licenses (including carnival license), proofs of insurance, city fees for public services

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- o Securing all lots (private & public required for festival grounds)
- o Securing approval for all non-public parking lots (ie school or retail lots to be used for overflow parking)
- o Interacting with Village of Campton Hills to insure appropriate temporary festival parking signage and Main Street banners installation
- o Booking all Main Tent Entertainment
- o Securing Main Tent sound system
- o Creation and installation of all festival banners and signage - including Route 64 Street Banner and tags for festival sponsors
- o Consideration of ADA requirements for all festival activities
- o Establishment of Emergency Procedures Handbook and ensuring that fire extinguishers are loaded and up-to-date
- o Detailed layouts- festival grounds including but not limited to: sponsors, vendors.
- o Securing, installing and maintaining all portable restrooms & waste receptacles o
Tent, Chair and Table rentals and purchase of the table coverings and
installation of same.
- o Identification of and Installation for all temporary electric needs (work with the
Village of Campton Hills)
- o Securing, management, payment of all temporary staff required for on-site festival support
- o Securing all required private security personnel- over and above services

provided by Village of Campton Hills Police and Fire Departments.

- Maintaining close communication with Village of Campton Hills Police and Fire Departments
- Communication devices (radios) for festival staff & volunteers
- Clean up of Festival Grounds: restore all areas to pre-festival condition
- Additional responsibilities TBD

Village of Campton Hills responsibilities include but are not limited to:

- On-staff liaison who will be a point of contact throughout planning and event organization to contracted event company
- *Though event company will be responsible for obtaining street closures from the Village of Campton Hills will be responsible for ensuring that all Village of Campton Hills businesses that could be affected by said closures are contacted PRIOR to permits' request
- Creation of Playbook - resource for staff & volunteers throughout festival
- Securing golf cart to be used by festival staff & volunteers
- Event marketing activities, including but not limited to: creation and distribution of festival brochure, direct and e-marketing activities, newspaper and radio advertising contracts, media releases, websites (

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and, social media, festival photography & video.

- Staffing and coordination of VIP Room for sponsors, festival staff & volunteers
- Volunteer staffing for four information booths
- On-site intercept surveys

Goals & Expectations:

- Festival revenue will exceed festival expenses
- Clearly defined agreements with all festival partners- sponsors,vendors,etc
- With input from the Village of Campton Hills staff/ board of directors, create a festival with new and contemporary ideas designed to establish an annual event with community participation that highlights the existing retail, dining and attractions which is uniquely the Village of Campton Hills.
 - Open and candid communication between the event company and the Village of Campton Hills staff
- The production of an outstanding event that will provide a quality, family-oriented experience for its attendees.

While every attempt has been made to be thorough in this request for proposal, we welcome any additional questions you may have.

We encourage you to carefully consider what we believe to be a significant opportunity to be apart of creating a brand new event that will become an annual attraction. Please provide your proposal to us- **via email - to president@villageofcamptonhills.org** - no later than **Wednesday, October 30, 2013.**

Very best regards,

Cc: Patsy Smith, President, Village of Campton Hills