



**Fire Island Pines Property Owners' Association
Charitable Foundation, Inc.**

P.O. Box 5305
Fire Island Pines, New York 11782-0999

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‘Request For Proposal’

Production Services for Pines Party

The Fire Island Pines Property Owners' Association Charitable Foundation, Inc. ("FIPPOACF") seeks Producer / Production Company to provide professional event production and coordinating services for its annual beach fundraiser event, ‘Pines Party 2014’ which will be held on the Fire Island Pines beach on July 26, 2014

While the licensed production firm awarded the proposal will collaborate with members of the Pines Party Committee, volunteers and the FIPPOACF administrative staff – the firm will be responsible for the entire event production including: construction/design, entertainment requirements, lighting, co-promotion, construction and coordination of each element and each phase, strike & beach cleaning and all logistics. All key elements of the event (including, but not limited to theme, design, and DJ. Selection shall be subject to the approval of the FIPPOACF.)

Event proposals should include (but not be limited to) details & plans on how to implement the following:

- Please give examples of similar events that you have planned/produced. At least 1 should be on the same scale as the Pines Party. If you have not done an event similar in size and scope to the Pines Party, please give us your closest example in terms of size, scope and complexity. What do you believe you can bring to the Pines Party production experience?
- Please offer suggestions for this year's theme and the rationale behind your thinking. Please feel free to offer suggestions for marketing and décor'. If you feel that offering a plan for the layout and design of the party will enhance your proposal, please feel free to do so.
- How do you see your ideas playing out over multiple venues and ancillary parties over the weekend? Please give us your thoughts and idea for other revenue-generating opportunities (e.g., ancillary event, merchandise, etc.).
- What is your plan for marketing and advertising the Pines Party. Do you have a marketing capability, and/ or network of marketing professionals. If so, how would you utilize it. Please provide suggestions on how to increase the visibility and sales of the Pines Party.

- What has your experience been in corporate fund raising? Please share your ideas regarding securing corporate sponsors for the Pines Party.
- Have you attended the Pines Party in the past? If so, what do you think makes the party so special? Alternatively, what do you think is our biggest opportunity for improvement?
- Your proposal should include a compensation plan for you. FIPPOA is open to a revenue-sharing arrangement whereby the producer will assume responsibility for portion of the production costs, in return for a participation in net revenues. Your compensation proposal can be in the form of a flat fee, an incentive opportunity and/or revenue sharing. Please be as detailed as possible when describing your proposed plans.
- Budget- Included in this RFP are budgets from the past Pines Party. As part of your proposal please review these costs and offer your best suggestions on how and where you would reduce the budgets and increase profits.
- Please include 3 references. For each reference please give a brief overview of the projects you have produced for them, their email address, and phone number.

FIPPOACF may; (i) amend, modify, or withdraw this RFP, (ii) revise requirements of the RFP, (iii) require supplemental statements or information from any firm, (iv) accept or reject any or all responses hereto, (v) extend the deadline for submission of responses thereto, (vi) negotiate or hold discussions with any responding party and waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein, and (vii) cancel this RFP, in whole or in part, if FIPPOACF deems it in its best interest to do so. FIPPOACF may exercise the foregoing rights at any time without notice and without liability to any proposing firm or any other party for their expenses incurred in the preparation of the responses or otherwise. FIPPOACF assumes no obligation, no responsibility and no liability for costs incurred by the responding firms prior to the issuance of a contract.

The schedule for this RFP is as follows:

- November 15 2013: R.F.P. issued by Pines Party Committee
- December 2 2013: Proposal due to committee from producer
- December 3-7 2013: Follow-up meetings/calls with producers as needed
- December 8 2013: 2014 producer selected

Insurance Requirements:

Producer shall, prior to the commencement of work in connection with the Production, at its own expense, obtain and provide a Certificate of Insurance and/or other evidence required by FIPPOACF of the following:

- (A) Coverage complying with New York State Disability Benefits-statutory requirements;
- (B) Coverage complying with Workers Compensation-statutory requirements;
- (C) Coverage meeting the following specifications:

(i) Commercial General Liability: Each Occurrence: Limits of \$1,000,000;

(ii) Products/Completed Operations: Limits of \$2,000,000;

(iii) Personal Injury/Advertising Liability: Limits of \$1,000,000;

(iv) General Aggregate: \$2,000,000.

(v) Liquor Liability -\$1,000,000.00 per occurrence.

(D) Coverage must be provided on the latest ISO Commercial General Liability form or its equivalent;

(E) FIPPOACF, FIPPOA and FIPPOA PAC must be included as Additional Insured's on a primary basis on all applicable policies, and shall not require contribution by any other policies available to the Additional Insured's.

(F) Confirmation must be provided that the Producer will carry Products/Completed Operations coverage through the conclusion of the Production.

(G) The General Aggregate must be extended on per project and/or per location basis.

(H) Business Auto Liability: Liability limits of at least \$1,000,000. Coverage must extend to all Owned, Hired, and Non-owned Autos whichever is applicable and be on the latest ISO Business Auto form or its equivalent.

(I) Commercial Umbrella Liability/Excess Liability coverage of at least \$5,000,000 following form of all primary coverage including liquor liability.

(J) Commercial Crime including third party coverage-minimum limit.

Submission instructions --- Please submit your proposal to Ed Schulhafer via email to drs@bestallergycare.com by 5.00pm December 2, 2014. Late submissions will not be accepted.